

School District of Manawa

Board of Education Meeting Agenda

March 27, 2023



Google Meet joining information

Video call link: <https://meet.google.com/syh-ykxa-zqw>

Or dial: (US) +1 505-539-0665 PIN: 443 241 231#

1. Call to Order – President Reiersen – **6:00 p.m.** – MES Boardroom, 800 Beech Street
Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room,
800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. District Showcase:
 - a. Introduction of New Staff
 - i. MMS/LWHS Counselor - Ms. Sarah Chambers
 - ii. Account Receivable - Mrs. Kara Tohm
6. Presentations:
 - a. School Counselor Mentor Program - Zehra Tahir
 - b. Learning I.A. Predictive Test (pre & mid-year)[Follow cohorts]
 - c. Learning IV.B. Attendance Mid-Year Report
7. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
8. Consent Agenda
 - a. Approve Minutes of February 27, 2023 and March 14, 2023 Board Meetings
 - b. Treasurer’s Report: Approve Expenditures & Receipts (February and March)
 - i. Cash Receipts
 - ii. Invoice Report
 - iii. Credit Card Report
 - c. Donations:
 - i. Post Prom Donations:
 1. Lorge Plumbing - \$50.00
 2. Kobussen - \$100.00
 3. Farmers State Bank - \$50.00
 4. Waupaca Foundry - \$250.00
 5. Eastling Insurance Services - \$50.00
 6. Cline-Hanson-Dahlke - \$50.00
 - ii. Thrivent - \$1,000.00 - 2022 & 2023 Heart of Gold Recipients

- d. Acknowledge Resignation of the MES Special Education Paraprofessional as Presented
 - e. Acknowledge 2023-24 Title IX Compliance Officers
 - f. Acknowledge Internal Transfer of Secondary Guidance Clerical Support to Accounts Receivable Position
9. Any Item Removed from Consent Agenda
- a.
 - b.
10. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
11. Correspondence: None this month.
12. District Administrator's Report:
- a. Student Council Representative - Jack O'Brien
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. Curriculum Director
 - e. District Vacancy Update
 - f. Board Approved Projects Update
 - g. WASB/School Perceptions Board of Education Survey
13. School Operations Reports:
- a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. MS / HS Principal: Highlights - Included in Board Packet
14. Business Related Reports:
- a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
15. Director's Reports:
- a. District Reading Specialist: Highlights - Included in Board Packet
 - b. Technology Director: Highlights - Included in Board Packet
16. Board Comments:
- a.
 - b.
17. Committee Reports:
- a. Curriculum Committee (Hollman) - See Curriculum Committee Meeting Minutes from 2023-03-16
 - b. Finance Committee (Jepson) - No meeting this month
 - c. Buildings & Grounds (Griffin) - No meeting this month
 - d. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 2023-03-13

18. Unfinished Business: None This Month.

19. New Business:

- a. Consider Approval of MMS 4th Quarter Honor Level Field Trip
- b. First Reading of Policy Updates Volume 31, Number 2
- c. Consider Excusing Snow Days 4 and 5 Make-up as Both MES and MMS/LWHS Have Adequate Instructional Minutes
- d. Consider Approval of K-5 Literacy Science of Reading Plan and Piloting of Literacy Resource Options as Presented
- e. Consider Approval Of SDM 2023 Summer School Guide as Presented
- f. Consider Approval of the Gr. 6-12 At-Risk Handbook and Phoenix Program as Presented
- g. Consider Approval of Adding Alternative Graduation Pathways to Policy 5460 - Graduation Requirements as Presented
- h. Consider Approval of Proposed Calendar and Professional Education Handbook Language Per First Bullet Point as Presented [Any change to required duties could change the staff calendar but would not alter the student/parent calendar. It is suggested that a half Professional Learning Community day (when students would not be attending) like Friday, September 29, 2023, would be a half day for both students and staff.]

20. Next Meeting Dates:

- a. April __, 2023 - Policy and Human Resource Committee Meeting - 5:00 p.m. - MES Board Room (date not annotated in minutes)
- b. April 12, 2023 - Curriculum Committee Meeting - 3:30 p.m. - MES Board Room
- c. April __, 2023 - Finance Committee Meeting - 5:00 p.m. - MES Board Room
- d. April 24, 2023 - Regular Board of Education Meeting - 6:00 p.m. - MES Board Room
- e. April __, 2023- Buildings and Grounds Committee Meeting - 5:00 p.m. - MES Board Room

21. 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.

Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

0167.3 - PUBLIC COMMENT AT BOARD MEETINGS

The Board 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 who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) 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 recommendation of the District Administrator and the approval of the Board President.

Public Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular or special meeting of the Board and publish rules to govern such comment in Board meetings.

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

The presiding officer shall be guided by the following rules:

- A. Public comment 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. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. 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.

- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.
- K. 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.

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Students choosing to excel; realizing their strengths.

To: Manawa Board of Education
CC: Mrs. Kara Tohm
From: Dr. Melanie J. Oppor
Date: March 24, 2023
Re: Accounts Receivable Position

The purpose of this memo is to affirm that the request by Mrs. Kara Tohm to make an internal transfer from her current Secondary Guidance Clerical position to the newly Board approved 1.0 FTE/40 hour per week Accounts Receivable position has been granted. Mrs. Tohm has been an employee in exemplary standing with the District since August 30, 2021.

The training and onboarding process for the transition to the new position will take place over the next several months while the District works to find a replacement to fill Mrs. Tohm's current role. Please do not hesitate to contact me should you have any questions. Thank you.

Minutes of February 27, 2023 School District of Manawa Board of Education Meeting

1. Call to Order – President Reiersen – **5:00 p.m.** – MES Boardroom, 800 Beech Street Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components) **5:00 p.m.** Mr. Fietzer moves to go to a closed session. Mrs. Krueger 2nds motion. Motion Carried.
2. **Closed Session** – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c), Wis. Statutes, for the Purposes of: **(c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility per Wisconsin Statute 19.85 (1) (c).
 - 1) Administrator Hiring Process & Evaluation
3. Reconvene in Open Session at **6:12 pm**
4. Pledge of Allegiance
5. Roll Call
 - Present: Sondra Reiersen
Pete Griffin
Kerri Jepson
Stephanie Riske
Craig Fietzer
Jamie Krueger
 - Absent: Russ Hollman
6. Verify Publication of Meeting Verified by Dr. Oppor
7. District Showcase:
 - a. Introduction of New Staff (Moved to next meeting due to weather and internet connectivity problems)
8. Presentations: (All moved to next meeting due to weather and internet connectivity problems) Motioned by Jepson / Fietzer. Motion carried.
 - a. Learning I.A. Predictive Test (pre & mid-year)[Follow cohorts]
 - b. Learning IV.B. Attendance Mid-Year Report
9. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
10. Consent Agenda
 - a. Approve Minutes of January 30, 2023, February 8, 2023, February 15, 2023, and February 21, 2023 Board Meetings
 - b. Treasurer’s Report: Approve Expenditures & Receipts (removed and add to next month’s meeting)
 - c. Donations:

- i. Waupaca Chapter of Whitetails Unlimited - \$750.00 for Manawa Trap Club
 - d. Consider Approval of New Hire - Food Service Team Member as Presented
 - e. Consider Approval of Spring Athletic Coaches as Presented
 - f. Acknowledge Resignation of the District Health/Attendance Paraprofessional as Presented
- 11. Any Item Removed from Consent Agenda
 - a.
 - b.
- 12. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
- 13. Correspondence: None this month.
- 14. District Administrator's Report:
 - a. Student Council Representative - *Written Summary* - No Representative. Mrs. Eck mentions there will be a Clean Up Day on April 21st - Coordination between Chief Severson and the Student Council. More information to come on logistics.
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. Curriculum Director
 - e. District Vacancy Update
 - 5th Grade Teaching Position
 - Fietzer: How long will the 5th Grade Teaching position be open?
 - Dr. Oppor: It is up to the Policy and Staff meeting, along with the BOE approval on whether we still need it.
- 15. School Operations Reports:
 - a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. MS / HS Principal: Highlights - Included in Board Packet
- 16. Business Related Reports:
 - a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
- 17. Director's Reports:
 - a. District Reading Specialist: Highlights - Included in Board Packet
 - Jespon was given a phenomenal report regarding the Hibernation Celebration
 - b. Technology Director: Highlights - Included in Board Packet
- 18. Board Comments:
 - a. Fietzer: Thank you to all the people who helped with the "Do It For Daniel" Presentations

- b.
19. Committee Reports: [Jepson: Can we have the minutes from the committees be put on the agenda for the Board of Education meeting agendas again.](#)
- a. Curriculum Committee (Hollman)
- i. Consider Endorsing the University of Florida University (UFLI) Literacy-Intervention Foundations for Grades K-5 as Presented (Information / Action)
 - ii. Consider Endorsing Course of Study Guide Social Studies Correction (page 23) as Presented (Information / Action)
 - iii. Consider Endorsing Youth Risk Behavior Survey for Administration to Grades 6 to 12 as Presented (Information / Action)
 - iv. Consider Endorsing the Inspire Waupaca County Program to Xello at an Annual Fee of \$2,000 per Year. [Inspire Wisconsin - Waupaca County Connects](#) (Information / Action)
 - v. Continue Review of Curriculum Timelines and Processes (Information / Action)
 - vi. Discuss High School Physical Education Credits (Information / Action)
- b. Finance Committee (Jepson)
- i. Wisconsin Association for Equity in Funding presentation by John Humphries (Information / Action)
 - ii. Consider Endorsement of Additional Food Service Position at 28.75 Hours Per Week (Information / Action)
 - iii. Consider Endorsement of Fundraisers (Information / Action)
 - iv. Board of Education Budget - Fiscal Year Budget, Any Expenditures, Remaining Balance (Information)
 - v. Report of All Outside Services - Work Hired/Performed, Last 12 Months Expenditures
 - vi. Paraprofessionals - Budget Impact of Moving to Full-Time, Opportunity As Substitute Teachers (Information)
 - vii. Fund 46 CD Investment (Information / Action)
 - viii. Salary Comparisons for Administrators, Educators, and Support Staff (Information/Action)
 - ix. Staff and Program Changes (Information / Action)
 - x. Audit Report (Information)
 - xi. Review of PAES Lab Contract (Information / Action)
 - xii. Mileage and Meal Reimbursement Rate (Information / Action)
 - xiii. Experience Modification Factor for Worker's Compensation (Information)
 - xiv. Free Summer Meals Outreach (Information)
 - xv. Monthly Financial Summary (Information)
 1. October
 2. November
- c. Buildings & Grounds (Griffin)
- [Mr. McGregor is still working on the Fitness Center Lighting](#)
 - [Dr. Oppor is going to be researching and getting ideas for signage for the schools.](#)

- i. Project Update (Information / Action)
 - 1. MES Playground Equipment and Fundraising
 - 2. Curriculum Resource Materials
 - 3. Construction of Storage Building
 - a. What size of building is desired?
 - b. Where will the building be located?
 - c. Will the building be all or partially environmentally controlled?
 - d. What utilities will be needed? electricity, water, etc.
 - e. Other
 - 4. MES Corridor Tile Repairs
 - 5. Tuckpointing Both Buildings
 - 6. MES Water Bottle Fillers
 - 7. MS/HS Library Hall Water Bottle Filler
- ii. Discuss School Signage (Information / Action)
 More signs were ordered as we ran short. They will be put up when we receive them.
 - 1. Restrooms
 - 2. Gym
 - 3. Elevator
 - 4. Entry
 - 5. District Office
 - 6. Other
- iii. Consider Endorsing One- or Two-Year Extension of Lawn Care Contract with TruGreen (Information / Action)
- iv. Review Fire Department Annual Inspection (Information)
- v. Review J. F. Ahern Fire Protection Report (Information)
- vi. Provide Update on the Fitness Center Atrium Lighting (Information)
- vii. Review Door Decorating Requirements - [Schools and the Fire Code](#) (Information)
- viii. Review Buildings and Grounds Budget Report (Information)
- ix. The Unused Scissors Lift was sold to Conger Toyota for \$500 as it does not pass inspection for active use. (Information)
- d. Policy and Human Resources (Reierson) UPDATED 02/23/2023
 - i. Consider Endorsement of Adding Alternative Graduation Pathways to Policy 5460 - Graduation Requirements as Presented (Information /Action)
 - 1. Review Policy 5461 - Children At-Risk of Not Graduating From High School as Presented (Information / Action)
 - ii. Consider Endorsement of NEOLA Technical Changes as Presented (Information / Action)
 - iii. Consider Endorsement of Proposed Calendar and Professional Educator Handbook Language Change as Presented (Information / Action)
 - iv. Consider Elementary/Secondary School Work Hours Equity Issue Related to The Water Main Break as Presented (Information / Action)

- v. Discuss Custodial/Maintenance Position Hours (Information)
- vi. Discuss Maintenance Coordinator Position and Food Service Manager Assignment Options - Will be added to Staff and Program Changes as Needed (Information)
- vii. Discuss Orientation and On-Boarding Process (Information / Action)
- viii. Support Staff Concerns (10/10/22 meeting) - Special Education Paraprofessional Coverage Summary Report as Presented (Information)

20. Unfinished Business:

- a. Consider Approval of 2023-24 School Year Calendar as Presented
 - [Motioned by Riske / Krueger. Motion carried.](#)
 - [Discussion on how Summer School and Spring Break is scheduled. It has to do with the dates for the ACT. It affects sports regardless of the dates.](#)
- b. Consider Approval of Professional Educator Handbook Language Change as Presented - [Motioned by Griffin / Fietzer. Motion carried.](#)
- c. Consider Approval of Increase in Summer School Teacher Wage from \$25 Per Hour to \$30 Per Hour - [Motioned by Jepson / Krueger. Motion carried.](#)

21. New Business:

- a. Consider Approval of Revised Contracts and Related Documents as Presented [Motion by Griffin / Riske. Motion carried.](#)
 - i. Revised - Letter Of Intent
 - ii. Revised - Administrative Contract Template with Addendum
 - iii. Revised - School District of Manawa Employment Agreement - Part Time
 - iv. Revised - Administrative Benefits - District Administrator
 - v. Revised - Administrative Benefits - Directors
 - vi. Revised - Administrative Benefits - Principals
 - vii. Revised - Co-Curricular Assignment
 - viii. Revised - Individual Teaching Contract Template
 - ix. Revised - Limited Term Individual Teacher Contract
 - x. Revised - Manawa - Summer School Contract
 - xi. Revised - Summer School Coordinator Agreement
 - xii. Revised - Support Staff MOU Template
- b. Consider Approval of Mrs. Michelle Johnson as the Secondary Principal/District Reading Specialist/Secondary Curriculum Director for the 2023-24 School Year Commencing on July 1, 2023 [Motion by Krueger / Feitzer. Motion carried.](#)
- c. Consider Approval of Mrs. Michelle Johnson to Begin Transition Supports to the Secondary Principal/District Reading Specialist/Secondary Curriculum Director Roles Commencing March 1, 2023 through June 30, 2023 for a Monthly Stipend of \$2,000.00. [Motion by Fietzer / Riske. Motion carried.](#)
 - [Discussion: Where the money figure came from and how her current duties will be affected. This can be reviewed and adjusted if needed.](#)

- d. Consider Approval of the University of Florida Literacy-Intervention Foundations (UFLI) for Grades K-5 as Presented. [Motion by Fietzer / Krueger. Motion carried.](#)
- e. Consider Approval of Course of Study Guide Social Studies Correction (page 23) as Presented [Motion by Fietzer / Krueger. Motion carried.](#)
- f. Consider Approval of Youth Risk Behavior Survey for Administration to Grades 6 to 12 as Presented [Motion by Riske / Krueger.](#)
 - Discussion:
 - Survey from DPI
 - Opt In survey - parent HAS to give consent or student can not participate. Clarification to the parents needs to be addressed on the letter home that if the form is NOT returned, the student can not participate.
 - How to handle dual household custody? Surveys have to go to both households and both surveys have to be returned as consent given.
 - Done during home room and on Chrome books.
 - Anonymous survey
 - Opposed - Reierson.
 - Motion carried.
- g. Consider Approval of the Inspire Waupaca County Program to Xello at an Annual Fee of \$2,000 per Year. [Inspire Wisconsin - Waupaca County Connects](#)
 - [Motion by Jepson / Fietzer. Motion carried.](#)
 - Discussion:
 - Jepson would like clarification and more information for this program
 - Reierson would like to have tracking and benefit (usage) report/data
 - Mrs. Michelle Johnson explained there is a usage tracking report within the Xello program.
- h. Consider Approval of Adding Alternative Graduation Pathways to Policy 5460 - Graduation Requirements as Presented (Request to forego the usual two month review process in order to implement immediately.)
 - [Motion by Krueger / Riske.](#)
 - Discussion
 - Jepson would like to the Little Wolf High School diploma to mean something and not be given out by tailoring programs for students
 - Krueger mentioned that this is only for only one or two students that have difficulties with the actual test, but has passed the preparatory tests multiple times. This program will allow them to do the preparatory exams twice then be allowed to take the GED test.
 - Fietzer explained that the preparatory exams are half the length of the actual test. The actual test and the setting for the student is too much for the successful test taking.
 - Mrs. Eck commented that the program is designed for a very small group of students, maybe one or two a year.

- Requirements:
 - Student has to be a senior
 - Read at an 9th grade level
 - Behind in credits
 - Must show competency.
- Program is not to be used as a tool to graduate early
- This student has shown competency, just not at that moment for that test.
- Dr. Oppor mentioned that we do not have any other pathways to graduation in this community. This is a way to open doors for students that learn in different ways.
- Fietzer says that the graduation certification shows competency where the Laude and Honors shows the high end of the education spectrum. This program is designed to take value away from our graduation certification, the Laude or Honors system. It is showing that the competency is there by alternate means.
- Krueger continued to say that the competency in this program has to be shown multiple times, contentment, and the rigor to continue in the program.
- Mrs. Eck explained that with this program, they get a Little Wolf's diploma through the "GED option 2 program"
 - They have to pass the four GED tests (Science, Social Studies, Math, and Language Arts)
 - Take Financial Literacy
 - Pass the Civics exam
 - Successfully pass the competency tests that are given to them on the numerous topics/subjects
- Jepson commented that it sounds like we are already doing this program even though this is not what the policy says to do
- Mrs. Eck mentioned that in 2006 we applied to be part of the "GED Option 2" program with the State of Wisconsin. Yes, we have had this in Manawa, she can not speak to the policy.
- Krueger - the Phoenix Program on the web page mentions this option and it is outlined.
- Dr. Oppor explains that the policies Option 2 and half of Option 3 are brand new.
- Jepson: Q: Option 3 is the part that affects the student in question?
Krueger: A: Yes
- Jepson: Q: Is there any urgency to Option 2?
Krueger: A: Given the amount of data that we were given, keeping Option 2 would be appropriate.
Jepson - Would like more time and get more information before making a decision on Option 2. To vote on only the time sensitive issues today for what is affecting our seniors now. Table Option 2.

- Krueger asks Mrs Eck for clarification if we have any students that fall under option 2. Mrs. Eck said no, but the option allows for another opportunity for students who do not qualify for the GED option. It is not immediate at the moment.
- Fietzer - Call to Question
 - Reierson explained “Call to Question” according to “Robert’s Rules to Order” in the discussion phase after there has been a motion and it has been seconded, it stops all discussion and requires a vote.
 - In favor of motion - Reierson, Griffin, Fietzer, Riske, Krueger.
 - Opposed - Jepson
 - Motion carried.
- i. Consider Approval of Membership in the Wisconsin Association for Equity in Funding **Motion by Jepson / Krueger. Motion carried.**
- j. Consider Approval of Additional Food Service Position at 28.75 Hours Per Week Funding as Presented **Motion by Griffin / Fietzer. Motion carried.**
- k. Consider Approval of Fundraisers as Follows:
 - i. GSA Valentine Fundraiser (Advisor Mrs. Zabler) for the American Cancer Society **Motion by Krueger / Fietzer. Motion carried.**
 - ii. Library Crowdfunding for Critical Thinking Through Play Project (Mrs. J. Krueger) as Presented **Motion by Krueger / Riske. Motion carried.**
- l. Consider Approval to Keep \$107,981.93 in the Fund 46 Money Market Account with ADM **Motion by Griffin / Jepson. Motion carried.**
- m. Consider Approval of ACT Assessment Proposal as Presented **Motion by Riske / Krueger. Motion carried.**
- n. Review Status of Board Approved Projects as Presented
 - MES Playground
 - Two big pieces will be arriving in July. Wood chips will be delivered after installation
 - PTO will be donating \$5000.00 to go toward the rest of the “Dream Playground”. Have spoken with AMCOR and Thrivent.
 - Gaga Ball Courts
 - More swings
 - Vending Machines - have not shown up yet. Training will be given when they arrive.
 - Commons Furniture - Students are enjoying it.
- o. Discuss Virtual Learning Days When In-person School is Not Possible Due to Inclement Weather or Building Infrastructure Issues
 - Reierson asked how we will address the issue of not having internet connectivity. Geographical location, internet provider, and weather all play a factor.
 - Riske asked, “When will the parents know there is school the Monday after Easter?”

- Table for the next meeting. Need to poll the teachers and get their feedback.

22. Next Meeting Dates:

- a. March 13, 2023 - Policy and Human Resource Committee Meeting - 5:00 p.m. - MES Board Room
 - b. March 14, 2023 - Closed Session - 5:00 p.m. - MES Board Room
 - c. March 16, 2023 - Curriculum Committee Meeting - 5:00 p.m. - MES Board Room
 - d. March 20, 2023 - Finance Committee Meeting - 5:00 p.m. - MES Board Room
 - e. March 27, 2023 - Regular Board of Education Meeting - 6:00 p.m. - MES Board Room
 - f. TBD - Buildings and Grounds Committee Meeting - 5:00 p.m. - MES Board Room
23. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c), Wis. Statutes, for the Purposes of: **(c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility per Wisconsin Statute 19.85 (1) (c).
- 1) Administrator Hiring Process & Evaluation

Motioned to go into Closed Session with a 5 minute break by Fietzer/Jepson. Motion carried.

Open Session adjourn: 8:21 p.m.

- 24. Board May Act on Items Discussed in Closed Session
- 25. Adjourn

Minutes taken by TaraLa Jackson

March 14, 2023 Special Board of Education Meeting Minutes

1. Call to Order – President Reiersen – **5:23 p.m.** – MES Boardroom, 800 Beech St.
2. Pledge of Allegiance
3. Roll Call - Reiersen, Griffin, Fietzer, Riske, Krueger Present. Hollman and Jepson excused
4. Verify Publication of Meeting - Verified
5. Adjourn and Reconvene in Closed Session for the Purpose of : **(c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **(e)** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session as per Wisconsin Statute 19.85 (1) (c) & (e). To consider the slate of District/Business Administrative candidates by Consultant Dr. Dean Gorrell from SCHOOL EXEC CONNECT.
Motion to adjourn: Griffin, Riske
Motion carried. Hollman and Jepson excused.
6. Reconvene to Open Session
7. Board May Act on Items Discussed in Closed Session - No actions
8. Adjourn
Motion to adjourn: Fietzer, Krueger
Motion carried. Hollman and Jepson excused.

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.

Name	Reference	Trans Date	Description	Post Date	Amount
		01/04/2023	WORK PERMITS	01/04/2023	10.00
			Totals for 16352		10.00
		01/04/2023	FFA - MONEY TAKEN IN FROM WINNECONNE FOR	01/04/2023	495.00
			Totals for 16353		495.00
		01/04/2023	STUDENT COUNCIL - GBB CONCESSIONS VS GRE	01/04/2023	259.00
			Totals for 16354		259.00
		01/04/2023	MS ATHLETIC FEE	01/04/2023	45.00
			Totals for 16357		45.00
		01/04/2023	MS YEARBOOK	01/04/2023	14.00
			Totals for 16358		14.00
		01/04/2023	HS YEARBOOK	01/04/2023	55.00
			Totals for 16359		55.00
		01/04/2023	PARKING FEE	01/04/2023	5.00
			Totals for 16360		5.00
		01/04/2023	ADMISSIONS GBB VS GRESHAM 1/3/23	01/04/2023	189.00
			Totals for 16361		189.00
		01/13/2023	STUDENT COUNCIL - GBB CONCESSIONS VS BON	01/13/2023	221.00
			Totals for 16355		221.00
		01/13/2023	STUDENT COUNCIL - BBB CONCESSIONS VS AMH	01/13/2023	444.00
			Totals for 16356		444.00
		01/13/2023	ADMISSIONS GBB VS WITTENBERG 1/5/23	01/13/2023	189.00
			Totals for 16362		189.00
		01/13/2023	ADMISSIONS GBB VS BONDUEL 1/10/23	01/13/2023	183.00
			Totals for 16363		183.00
		01/13/2023	ADMISSIONS BBB VS AMHERST 1/12/23	01/13/2023	297.00
			Totals for 16364		297.00
		01/13/2023	WAUPACA COUNTY PAYMENT FOR BEAR CREEK	01/13/2023	11,018.98
			Totals for 16402		11,018.98
		01/13/2023	WAUPACA COUNTY PAYMENT FOR UNION	01/13/2023	180,495.78
			Totals for 16403		180,495.78
		01/17/2023	SPECIAL EDUCATION AID	01/17/2023	29,884.00
			Totals for 16365		29,884.00
		01/17/2023	ESSER I FINAL PAYMENT	01/17/2023	2,064.29
			Totals for 16366		2,064.29
		01/17/2023	MES FOOD SERVICE DEPOSIT FOR WEEK OF 1/9	01/17/2023	745.00
			Totals for 16367		745.00
		01/17/2023	ST LAWRENCE	01/17/2023	105,210.81
			Totals for 16368		105,210.81
		01/17/2023	HELVETIA	01/17/2023	28,922.16
			Totals for 16369		28,922.16
		01/17/2023	LITTLE WOLF	01/17/2023	470,409.01
			Totals for 16370		470,409.01
		01/17/2023	ROYALTON	01/17/2023	214,265.99
			Totals for 16371		214,265.99
		01/17/2023	LEBANON	01/17/2023	86,291.92
			Totals for 16372		86,291.92
		01/17/2023	MUKWA	01/17/2023	48,559.45
			Totals for 16373		48,559.45
		01/17/2023	OGDENSBURG	01/17/2023	27,568.71
			Totals for 16374		27,568.71
		01/17/2023	RESTITUTION PAYMENT CASE NO. 23C 033849	01/17/2023	655.89
			Totals for 16375		655.89
		01/17/2023	WORKERS COMP DIVIDEND PAYMENT	01/17/2023	3,076.00

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 16376		3,076.00
		01/17/2023	MES FOOD SERVICE WEEK OF 12/23-1/6	01/17/2023	1,313.20
			Totals for 16377		1,313.20
		01/17/2023	MANAWA	01/17/2023	200,456.53
			Totals for 16378		200,456.53
		01/17/2023	PITNEY BOWES REFUND CHECK	01/17/2023	176.19
			Totals for 16379		176.19
		01/17/2023	FITNESS CENTER	01/17/2023	253.00
			Totals for 16380		253.00
		01/17/2023	MEDICAID PAYMENT	01/17/2023	3,769.02
			Totals for 16381		3,769.02
		01/17/2023	12/27 THRU 1/16/23	01/17/2023	3,392.60
			Totals for 16382		3,392.60
		01/17/2023	CLOSE OUT BAND BOOSTER CHECKING ACCOUNT	01/17/2023	4,971.25
			Totals for 16390		4,971.25
		01/17/2023	CLOSE OUT DRAMA BOOSTER CHECKING ACCOUNT	01/17/2023	769.75
			Totals for 16391		769.75
		01/17/2023	HRA REFUND FROM DBS	01/17/2023	1,352.00
			Totals for 16445		1,352.00
		01/19/2023	COBRA REPAYMENT FROM UMR	01/19/2023	62.51
			Totals for 15920		62.51
		01/19/2023	BBB VS IOLA 1/17/23	01/19/2023	319.00
			Totals for 16383		319.00
		01/19/2023	STUDENT COUNCIL CONCESSIONS BBB VS IOLA	01/19/2023	402.00
			Totals for 16392		402.00
		01/23/2023	BBB VS WEGA 1/20/23	01/23/2023	377.00
			Totals for 16384		377.00
		01/23/2023	STUDENT COUNCIL CONCESSIONS BBB VS WEGA	01/23/2023	413.00
			Totals for 16393		413.00
			Total for Cash Receipts		1,429,601.04

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	1,414.51	1,380,876.52	176.19	1,382,467.22
21	Special Revenue Trust Fund	0.00	7,985.00	0.00	7,985.00
27	SPECIAL EDUCATION FUND	0.00	33,653.02	0.00	33,653.02
50	FOOD SERVICE FUND	5,450.80	0.00	0.00	5,450.80
80	COMMUNITY SERVICE FUND	0.00	45.00	0.00	45.00
***	Fund Summary Totals ***	6,865.31	1,422,559.54	176.19	1,429,601.04

***** End of report *****

Name	Reference	Trans Date	Description	Post Date	Amount
		02/01/2023	FOR 01/17/23 THROUGH 1/31/23	02/01/2023	3,375.00
			Totals for 16398		3,375.00
		02/06/2023	BBB VS WB FROM 2/3/23	02/06/2023	261.00
			Totals for 16409		261.00
		02/06/2023	STUDENT COUNCIL CONCESSIONS BBB VS WB 2/	02/06/2023	371.00
			Totals for 16422		371.00
		02/09/2023	STUDENT COUNCIL CONCESSIONS GBB VS SHIOC	02/09/2023	266.00
			Totals for 16423		266.00
		02/09/2023	GBB VS SHIOCTON 2/7/23	02/09/2023	226.00
			Totals for 16446		226.00
		02/10/2023	FITNESS CENTER MEMBERSHIPS JANUARY	02/10/2023	580.00
			Totals for 16410		580.00
		02/10/2023	SALE OF SCISSORS LIFT TO CONGER	02/10/2023	500.00
			Totals for 16411		500.00
		02/10/2023	PILT PAYMENT FOR ST LAWRENCE	02/10/2023	1,138.08
			Totals for 16412		1,138.08
		02/10/2023	REIMBURSEMENT FROM DBS/FROEDTERT HEALTH	02/10/2023	216.35
			Totals for 16413		216.35
		02/10/2023	MEDICAID PAYMENT FROM DHS	02/10/2023	1,530.75
			Totals for 16414		1,530.75
		02/10/2023	PILT PAYMENT FROM UNION	02/10/2023	237.73
			Totals for 16415		237.73
		02/10/2023	FROM 1/30 TO 2/3	02/10/2023	1,175.95
			Totals for 16416		1,175.95
		02/10/2023	MES DISTRICT FEES	02/10/2023	75.00
			Totals for 16417		75.00
		02/10/2023	2/6 TO 2/10 FOOD SERVICE PAYMENTS	02/10/2023	860.00
			Totals for 16418		860.00
		02/10/2023	ATHLETIC ADMISSIONS DEPOSITED INTO WRONG	02/10/2023	218.00
			Totals for 16424		218.00
		02/10/2023	CLASS OF 2025 FEE COLLECTED THROUGH EFUN	02/10/2023	15.00
			Totals for 16425		15.00
		02/10/2023	DONATION BOOKS FOR TITLE I NIGHT	02/10/2023	120.00
			Totals for 16426		120.00
		02/10/2023	DONATION URGENT NEEDS	02/10/2023	120.00
			Totals for 16427		120.00
		02/10/2023	DONATION TRAP SHOOTING CLUB	02/10/2023	750.00
			Totals for 16428		750.00
		02/10/2023	DEPOSIT TO CORRECT FOR A DEPOSIT MISTAKE	02/10/2023	1,078.00
			Totals for 16429		1,078.00
		02/10/2023	CLASS OF 2033	02/10/2023	10.00
			Totals for 16430		10.00
		02/10/2023	HS STUDENT COUNCIL CONCESSIONS BBB VS. B	02/15/2023	295.00
			Totals for 16431		295.00
		02/13/2023	TITLE I REIMBURSEMENT	02/13/2023	19,998.24
			Totals for 16419		19,998.24
		02/15/2023	ATHLETIC ADMISSIONS BBB VS WILD ROSE 2/1	02/15/2023	103.00
			Totals for 16420		103.00
		02/15/2023	ATHLETIC ADMISSIONS BBB VS SHIOCTON 2/13	02/15/2023	169.00
			Totals for 16421		169.00
		02/15/2023	HS STUDENT COUNCIL CONCESSIONS BBB VS. W	02/15/2023	237.00
			Totals for 16432		237.00
		02/17/2023	REFUND FROM FROEDTERT HEALTH	02/17/2023	369.90

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 16435		369.90
		02/17/2023	CATERING INVOICES 10,12, 13, 14	02/17/2023	346.03
			Totals for 16436		346.03
		02/17/2023	ST LAWRENCE	02/17/2023	111,694.78
			Totals for 16437		111,694.78
		02/17/2023	LITTLE WOLF	02/17/2023	264,036.86
			Totals for 16438		264,036.86
		02/17/2023	MANAWA	02/17/2023	233,572.67
			Totals for 16439		233,572.67
		02/17/2023	MUKWA	02/17/2023	20,855.47
			Totals for 16440		20,855.47
		02/17/2023	OGDENSBURG	02/17/2023	18,701.15
			Totals for 16441		18,701.15
		02/17/2023	WEEK OF 2/13 THROUGH 2/16	02/17/2023	589.50
			Totals for 16442		589.50
		02/17/2023	FEEES FOR YEARBOOK	02/17/2023	201.50
			Totals for 16443		201.50
		02/21/2023	BREAKFAST AID	02/21/2023	3,402.03
			Totals for 14256		3,402.03
		02/21/2023	NATIONAL SCHOOL LUNCH AID	02/21/2023	10,400.66
			Totals for 14257		10,400.66
		02/21/2023	COMMODITY CHARGES	02/21/2023	-2,839.47
			Totals for 14258		-2,839.47
		02/21/2023	BEAR CREEK	02/21/2023	8,050.65
			Totals for 16433		8,050.65
		02/21/2023	UNION	02/21/2023	124,436.66
			Totals for 16434		124,436.66
		02/21/2023	SPECIAL EDUCATION AID	02/21/2023	33,868.00
			Totals for 16447		33,868.00
		02/24/2023	WEEK OF 2/17-24	02/24/2023	615.00
			Totals for 16448		615.00
		02/24/2023	YEARBOOK ORDER	02/24/2023	93.00
			Totals for 16449		93.00
		02/24/2023	HELVETIA	02/24/2023	19,985.83
			Totals for 16450		19,985.83
		02/24/2023	LEBANON	02/24/2023	46,231.44
			Totals for 16451		46,231.44
		02/24/2023	ROYALTON	02/24/2023	113,508.54
			Totals for 16452		113,508.54
		02/24/2023	CESA #5 1ST, 2ND, & 3RD QUARTER PAYMENT	02/24/2023	4,236.03
			Totals for 16453		4,236.03
		02/24/2023	ATHLETIC ADMISSIONS DEPOSIT (BBB VS BOND	02/24/2023	218.00
			Totals for 16454		218.00
			Total for Cash Receipts		1,046,500.33

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	586.25	984,874.60	0.00	985,460.85
21	Special Revenue Trust Fund	0.00	3,480.00	0.00	3,480.00
27	SPECIAL EDUCATION FUND	0.00	39,634.78	0.00	39,634.78
50	FOOD SERVICE FUND	6,615.45	14,148.72	-2,839.47	17,924.70
***	Fund Summary Totals ***	7,201.70	1,042,138.10	-2,839.47	1,046,500.33

***** End of report *****

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84225	SOLARUS	JPAP01	01/27/2023	SOLARUS MONTHLY BILL	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	8002300013	148.46
84225	SOLARUS	JPAP01	01/27/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	316.32
84225	SOLARUS	JPAP01	01/27/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	612.87
84225	SOLARUS	JPAP01	01/27/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	593.10
84225	SOLARUS	JPAP01	01/27/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	454.71
84225	SOLARUS	JPAP01	01/27/2023	SOLARUS MONTHLY BILL	GENERAL FUND/ON-LINE COMMUNICATIONS/OFFIC E OF SUPERINTENDENT	8002300013	49.99
						Totals for 84225	2,175.45
84228	PITNEY BOWES BANK, I	JPAP01	01/27/2023	RESERVE ACCOUNT DEPOSIT	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	5,000.00
						Totals for 84228	5,000.00
84229	SCHOOL EXEC CONNECT,	JPAP20	02/02/2023	CONSULTING - SUPERINTENDENT SEARCH - 1ST PAYMENT DUE	GENERAL FUND/PERSONAL SERVICES/BOARD MEMBERS	0	3,250.00
						Totals for 84229	3,250.00
84231	ASSOCIATED BANK - GR	JPAP02	02/03/2023	INTEREST ON GENERAL OBLIGATION REFUNDING BOND DATED MAY 22, 2019	REFERENDUM APPROVED DEBT SERVI/BOND INTEREST/DEBT SERVICE RETIREMENT	0	123,692.00
84231	ASSOCIATED BANK - GR	JPAP02	02/03/2023	INTEREST ON GENERAL OBLIGATION PROMISSORY NOTES DATED MAY 22, 2019	REFERENDUM APPROVED DEBT SERVI/BOND PRINCIPAL/DEBT SERVICE RETIREMENT	0	475,000.00
84231	ASSOCIATED BANK - GR	JPAP02	02/03/2023	INTEREST ON GENERAL OBLIGATION PROMISSORY NOTES DATED MAY 22, 2019	REFERENDUM APPROVED DEBT SERVI/BOND INTEREST/DEBT SERVICE RETIREMENT	0	47,475.00
						Totals for 84231	646,167.00
84233	AUGUST WINTER & SONS	JPAP02	02/03/2023	MAINTENANCE TO EXHAUST FAN IN KITCHEN	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	74.10
84233	AUGUST WINTER & SONS	JPAP02	02/03/2023	MAINTENANCE TO EXHAUST FAN IN KITCHEN	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	55.90
						Totals for 84233	130.00
84234	CESA 6-CONFERENCE RE	JPAP02	02/03/2023	LEGISLATIVE BREAKFAST/PAC 1/6/23 - MELANIE OPPOR	GENERAL FUND/TRANSFER TO	0	15.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					CESA/OFFICE OF SUPERINTENDENT		
					Totals for 84234		15.00
84237	ENGELHARDT DAIRY OF	JPAP02	02/03/2023	MES DAIRY PRODUCTS	FOOD SERVICE	0	356.65
					FUND/FOOD/FOOD SERVICES		
84237	ENGELHARDT DAIRY OF	JPAP02	02/03/2023	LWJSHS DAIRY PRODUCTS	FOOD SERVICE	0	118.10
					FUND/FOOD/FOOD SERVICES		
					Totals for 84237		474.75
84241	INTEGRATED SYSTEMS C	JPAP02	02/03/2023	IS Corp hosting fee	GENERAL	8002300019	388.80
					FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV		
					Totals for 84241		388.80
84243	MANAWA AREA CHAMBER	JPAP02	02/03/2023	2023 CHAMBER MEMBERSHIP ANNUAL DUES	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/GENERAL ADMINISTRATION	0	125.00
					Totals for 84243		125.00
84246	OLSON, JEFF	JPAP02	02/03/2023	DO IT FOR DANIEL PRESENTATION ON 2/13/23	GENERAL	0	285.00
					FUND/PERSONAL SERVICES/OFFICE OF THE PRINCIPAL		
84246	OLSON, JEFF	JPAP02	02/03/2023	DO IT FOR DANIEL PRESENTATION ON 2/13/23	GENERAL	0	215.00
					FUND/PERSONAL SERVICES/OFFICE OF THE PRINCIPAL		
					Totals for 84246		500.00
84248	PERFORMANCE FOODSERV	JPAP02	02/03/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	10.75
					FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES		
84248	PERFORMANCE FOODSERV	JPAP02	02/03/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE	0	1,144.53
					FUND/FOOD/FOOD SERVICES		
					Totals for 84248		1,155.28
84250	SCHOOL DISTRICT OF M	JPAP02	02/03/2023	TO CORRECT A DEPOSIT MISTAKENLY PUT INTO THE WRONG BANK	GENERAL FUND/OTHR REVENUE FROM LOCAL SOURCE/DISTRICT WIDE	0	1,078.00
					Totals for 84250		1,078.00
84252	UNIFIRST CORPORATION	JPAP02	02/03/2023	MATS & MOPS	GENERAL	0	51.88
					FUND/CLEANING SERVICES/OPERATION		
					Totals for 84252		51.88
84255	VOLP, REECE	JPAP02	02/07/2023	GIRLS VARSITY BASKETBALL OFFICIAL ON 2/7/23 VS SHIOCTON	GENERAL	0	90.00
					FUND/PERSONAL SERVICES/GIRLS BASKETBALL		
					Totals for 84255		90.00
84256	GLOE, RICK	JPAP02	02/08/2023	VARSITY GIRLS BASKETBALL OFFICIAL ON 2/7/23 VS SHIOCTON	GENERAL	0	90.00
					FUND/PERSONAL SERVICES/GIRLS BASKETBALL		
					Totals for 84256		90.00
84257	AMERICAN WELDING & G	JPAP02	02/10/2023	ARGON/CO2 MIX	GENERAL	0	53.02

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION		
					Totals for 84257		53.02
84258	CENTURY LINK	JPAP02	02/10/2023	Lumen monthly bill	GENERAL	8002300022	58.96
					FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
					Totals for 84258		58.96
84259	CESA 6-CONFERENCE RE	JPAP02	02/10/2023	PSYCHOLOGIST & PHYSICAL THERAPY	SPECIAL EDUCATION	0	3,135.00
					FUND/TRANSFER TO CESA/PHYSICAL THERAPY		
84259	CESA 6-CONFERENCE RE	JPAP02	02/10/2023	PSYCHOLOGIST & PHYSICAL THERAPY	SPECIAL EDUCATION	0	1,276.80
					FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST		
84259	CESA 6-CONFERENCE RE	JPAP02	02/10/2023	PSYCHOLOGIST & PHYSICAL THERAPY	GENERAL	0	243.20
					FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST		
					Totals for 84259		4,655.00
84261	(CWC) CENTRAL WI CON	JPAP02	02/10/2023	CWC QUIZ BOWL FEE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	0	90.00
					Totals for 84261		90.00
84262	DIVERSIFIED BENEFIT	JPAP02	02/10/2023	FEBRUARY 2023 HRA ADMIN FEES	GENERAL	0	238.98
					FUND/DISTRICT FEES / BANKING FEE/FISCAL		
					Totals for 84262		238.98
84263	E O JOHNSON CO., INC	JPAP02	02/10/2023	Monthly Copy Bill	GENERAL	8002300021	1,913.98
					FUND/PRINTING AND BINDING/CENTRAL SERVICES		
					Totals for 84263		1,913.98
84265	FOLLETT CONTENT SOLU	JPAP02	02/10/2023	MS First Quarter Book Order	GENERAL	4000230163	476.48
					FUND/LIBRARY BOOKS/SCHOOL LIBRARY		
					Totals for 84265		476.48
84266	GEHRKE, TIM	JPAP02	02/10/2023	JANUARY 2023 STUDENT TRANSPORTATION - 18 DAYS @ \$12.50 PER DAY	SPECIAL EDUCATION	0	225.00
					FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP		
					Totals for 84266		225.00
84267	HEID MUSIC CO	JPAP02	02/10/2023	HS Sheet Music for Choir	GENERAL FUND/SHEET	4000230178	16.99
					MUSIC/VOCAL MUSIC		
84267	HEID MUSIC CO	JPAP02	02/10/2023	HS BAND HERBERT L CLARK COLLECTION	GENERAL FUND/SHEET	0	27.19
					MUSIC/INSTRUMENTAL MUSIC		
					Totals for 84267		44.18
84268	JIM'S PLUMBING	JPAP02	02/10/2023	PLUMBING REPAIRS	GENERAL FUND/REPAIR & MAINTENANCE	0	1,004.02

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SERVICES/BUILDINGS		
					Totals for 84268		1,004.02
84269	JOSTENS INC.	JPAP02	02/10/2023	2023 High School Yearbook Remaining Payment	GENERAL FUND/GENERAL SUPPLIES/YEARBOOK FEE	4000230177	2,810.40
84269	JOSTENS INC.	JPAP02	02/10/2023	2023 Middle School Yearbook Payment	GENERAL FUND/GENERAL SUPPLIES/YEARBOOK FEE	2002300015	611.20
					Totals for 84269		3,421.60
84270	KOBUSSEN BUSES LTD	JPAP02	02/10/2023	JANUARY 2023 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRACTED FLEET	0	47,473.84
84270	KOBUSSEN BUSES LTD	JPAP02	02/10/2023	JANUARY 2023 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CURRICULAR TRANS	0	4,714.96
84270	KOBUSSEN BUSES LTD	JPAP02	02/10/2023	JANUARY 2023 BUS CHARGES	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	1,042.68
84270	KOBUSSEN BUSES LTD	JPAP02	02/10/2023	JANUARY 2023 BUS CHARGES	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIAL EDUCATION HDCP	0	6,251.17
84270	KOBUSSEN BUSES LTD	JPAP02	02/10/2023	JANUARY 2023 BUS CHARGES	COMMUNITY SERVICE FUND/TRAVEL-CONTRACTED SERVICE/OTHER COMMUNITY SERVICES	0	1,539.69
					Totals for 84270		61,022.34
84271	MACGILL DISCOUNT MED	JPAP02	02/10/2023	Ice packs, storage bags, ice pack covers	GENERAL FUND/GENERAL SUPPLIES/SCHOOL NURSE	4000230156	144.13
					Totals for 84271		144.13
84272	MANAWA QUALITY FOODS	JPAP02	02/10/2023	Food	SPECIAL EDUCATION FUND/FOOD/MULTI-CATEGORICAL	272300053	11.77
					Totals for 84272		11.77
84274	MUSIC THEATRE INTERN	JPAP02	02/10/2023	Musical Production - SECURITY DEPOSIT FOR LITTLE SHOP OF HORRORS	GENERAL FUND/DUES & FEES MEMBERSHIP/FT FEES/VOCAL MUSIC	4000230185	400.00
					Totals for 84274		400.00
84275	NEOLA, INC.	JPAP02	02/10/2023	CONSULTATION HOURS WITH CONSULTANT (1 HOUR)	GENERAL FUND/PERSONAL SERVICES/BOARD MEMBERS	0	80.00
					Totals for 84275		80.00
84277	S & S EXCAVATING	JPAP02	02/10/2023	SNOW REMOVAL 12/23/22 - 1/28/23	GENERAL FUND/CLEANING	0	6,323.39

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					SERVICES/SITES		
					Totals for 84277		6,323.39
84279	SCHOOL DISTRICT OF M	JPAP02	02/10/2023	EFUND PAYMENT FOR CLASS OF 2025 FEE GOES INTO GENERAL FUND	GENERAL FUND/MISCELLANEOUS/D ISTRICT WIDE	0	15.00
					Totals for 84279		15.00
84280	SCHOOL SPECIALTY LLC	JPAP02	02/10/2023	Office Supplies	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4000230165	287.45
84280	SCHOOL SPECIALTY LLC	JPAP02	02/10/2023	Office Supplies	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4000230165	216.85
84280	SCHOOL SPECIALTY LLC	JPAP02	02/10/2023	Office Supplies	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4000230166	41.45
84280	SCHOOL SPECIALTY LLC	JPAP02	02/10/2023	Office Supplies	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4000230166	31.27
					Totals for 84280		577.02
84281	SOLIANT	JPAP02	02/10/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	835.20
84281	SOLIANT	JPAP02	02/10/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	41.28
84281	SOLIANT	JPAP02	02/10/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	83.52
84281	SOLIANT	JPAP02	02/10/2023	OT SERVICES	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	556.80
84281	SOLIANT	JPAP02	02/10/2023	OT SERVICES	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	27.52
84281	SOLIANT	JPAP02	02/10/2023	OT SERVICES	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	55.68
					Totals for 84281		1,600.00
84282	SUEHS MOTORS, INC.	JPAP02	02/10/2023	MAINTENANCE TO 2017 RED CHRYSLER PACIFICA	SPECIAL EDUCATION FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE REPAIR	0	523.96
84282	SUEHS MOTORS, INC.	JPAP02	02/10/2023	MAINTENANCE TO 2012 RED DODGE GRAND CARAVAN	FOOD SERVICE FUND/REPAIR & MAINTENANCE	0	238.27

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SERVICES/VEHICLE MAINT/NOT PUPIL TRANS		
					Totals for 84282		762.23
84283	TAHIR, ZEHRA	JPAP02	02/10/2023	CONSULTING 1/17/23 - 1/23/23	GENERAL FUND/PERSONAL	0	602.00
84283	TAHIR, ZEHRA	JPAP02	02/10/2023	CONSULTING 1/17/23 - 1/23/23	SERVICES/COUNSELING GENERAL FUND/PERSONAL SERVICES/COUNSELING	0	798.00
					Totals for 84283		1,400.00
84285	TOBII DYNAVOX	JPAP02	02/10/2023	BOARDMAKER ONLINE - RENEWAL PERSONAL FOR JILL SEKA jseka@manawaschools.org	SPECIAL EDUCATION FUND/TECH/SOFTWARE SERVIC/EARLY CHILDHOOD	0	99.00
					Totals for 84285		99.00
84286	TROEDEL, BRITTNEY	JPAP02	02/10/2023	TRANSPORTATION (BRANTLEY CANTERBURY) TO SCHOOL DISTRICT OF MANAWA JANUARY 2023	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED PARENT CONTRACT	0	338.39
					Totals for 84286		338.39
84287	UNIFIRST CORPORATION	JPAP02	02/10/2023	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	41.66
84287	UNIFIRST CORPORATION	JPAP02	02/10/2023	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	31.42
					Totals for 84287		73.08
84288	UWSP	JPAP02	02/10/2023	STEAM Point Day for Girls 2023 - Registration for 8 MMS Students	GENERAL FUND/PUPIL DUES AND FEES/GIFTED AND TALENTED	4000230184	320.00
84288	UWSP	022423	02/24/2023	STEAM Point Day for Girls 2023 - Registration for 8 MMS Students	GENERAL FUND/PUPIL DUES AND FEES/GIFTED AND TALENTED	4000230184	-320.00
					Totals for 84288		0.00
84289	WEX BANK - GLOBAL FL	JPAP02	02/10/2023	ALL OTHER FUEL	GENERAL FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS	0	43.98
					Totals for 84289		43.98
84290	WI DEPT OF JUSTICE	JPAP02	02/10/2023	BACKGROUND CHECKS - NOV. 2022 - JAN. 23 (13 @ 7.00)	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	91.00
					Totals for 84290		91.00
84291	WISCONSIN SCHOOL MUS	JPAP02	02/10/2023	Solo Ensemble Fees for Band & Choir	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/INSTRUMENTAL MUSIC	4000230182	187.32
84291	WISCONSIN SCHOOL MUS	JPAP02	02/10/2023	Solo Ensemble Fees for Band & Choir	GENERAL FUND/DUES & FEES MEMBRSHIP/FT	4000230182	248.19

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84291	WISCONSIN SCHOOL MUS	JPAP02	02/10/2023	Solo Ensemble Fees for Band & Choir	FEES/VOCAL MUSIC GENERAL FUND/DUES & FEES MEMBRSHIP/FT	4000230182	18.27
84291	WISCONSIN SCHOOL MUS	JPAP02	02/10/2023	Solo Ensemble Fees for Band & Choir	FEES/VOCAL MUSIC GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/INSTRUMENTAL MUSIC	4000230182	12.32
					Totals for 84291		466.10
84293	ALLIANT ENERGY	JPAP02	02/17/2023	MES GAS BILL	GENERAL FUND/GAS FOR HEAT/OPERATION	1012300037	6,403.30
84293	ALLIANT ENERGY	JPAP02	02/17/2023	ALLIANT BILLS - MMS/LWHS ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4000230070	4,634.94
84293	ALLIANT ENERGY	JPAP02	02/17/2023	ALLIANT BILLS - MMS/LWHS ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4000230070	3,496.54
84293	ALLIANT ENERGY	JPAP02	02/17/2023	PAES LAB - GAS & ELECTRIC BILL	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	272300011	392.90
84293	ALLIANT ENERGY	JPAP02	02/17/2023	PAES LAB - GAS & ELECTRIC BILL	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS	272300011	130.97
84293	ALLIANT ENERGY	JPAP02	02/17/2023	MES ELECTRIC BILL	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012300037	4,455.03
84293	ALLIANT ENERGY	JPAP02	02/17/2023	ALLIANT - MMS/LWHS GAS	GENERAL FUND/GAS FOR HEAT/OPERATION	4000230071	5,391.27
84293	ALLIANT ENERGY	JPAP02	02/17/2023	ALLIANT - MMS/LWHS GAS	GENERAL FUND/GAS FOR HEAT/OPERATION	4000230071	4,067.09
84293	ALLIANT ENERGY	JPAP02	02/17/2023	ALLIANT BILLS - MMS/LWHS ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4000230070	9.84
84293	ALLIANT ENERGY	JPAP02	02/17/2023	ALLIANT BILLS - MMS/LWHS ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4000230070	7.43
84293	ALLIANT ENERGY	JPAP02	02/17/2023	ALLIANT BILLS - MMS/LWHS ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4000230070	9.84
84293	ALLIANT ENERGY	JPAP02	02/17/2023	ALLIANT BILLS - MMS/LWHS ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4000230070	7.43
					Totals for 84293		29,006.58
84294	AMAZON CAPITAL SERVI	JPAP02	02/17/2023	Office supplies	GENERAL FUND/GENERAL SUPPLIES/GENERAL ADMINISTRATION	8002300082	105.23
84294	AMAZON CAPITAL SERVI	JPAP02	02/17/2023	Ipad for Special Ed	SPECIAL EDUCATION	8002300081	191.86

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/NON-CAPITAL TECH HARDWARE/MULTI-CATEG ORICAL		
84294	AMAZON CAPITAL SERVI	JPAP02	02/17/2023	Carson Dellosa - The 100 Series: Grammar Workbook Grades 7-8, Language Arts, 128pgs	SPECIAL EDUCATION FUND/TEXTBOOKS & WORKBOOKS/MULTI-CATE GORICAL	272300052	18.98
84294	AMAZON CAPITAL SERVI	JPAP02	02/17/2023	CARPET MARKERS	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012300089	28.98
					Totals for 84294		345.05
84295	C.E.S.A. #8	JPAP02	02/17/2023	3RD QUARTER CESA 8 SERVICE BILLING	GENERAL FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen	0	2,187.50
					Totals for 84295		2,187.50
84296	DELTA DENTAL-VISION	JPAP02	02/17/2023	CREDIT ON COBRA	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	-9.56
84296	DELTA DENTAL-VISION	JPAP02	02/17/2023	VISION INSURANCE MARCH 2023	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	552.38
					Totals for 84296		542.82
84297	FOLLETT CONTENT SOLU	JPAP02	02/17/2023	Titlewave Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4000230162	606.72
					Totals for 84297		606.72
84298	HEID MUSIC CO	JPAP02	02/17/2023	HEY HO NOBODY HOME	GENERAL FUND/GENERAL SUPPLIES/INSTRUMENTA L MUSIC	0	2.50
					Totals for 84298		2.50
84300	MARSHFIELD BOOK & ST	JPAP02	02/17/2023	LWHS/MMS Commons Furniture	FOOD SERVICE FUND/CAPITAL EQUIP ADDITION/FOOD SERVICES	4000230109	43,271.85
84300	MARSHFIELD BOOK & ST	JPAP02	02/17/2023	LWHS/MMS Commons Furniture	GENERAL FUND/CAPITAL EQUIP ADDITION/BUILDINGS	4000230109	4,945.35
84300	MARSHFIELD BOOK & ST	JPAP02	02/17/2023	LWHS/MMS Commons Furniture	GENERAL FUND/CAPITAL EQUIP ADDITION/BUILDINGS	4000230109	3,729.80
					Totals for 84300		51,947.00
84301	MONTIEL, GISELA	JPAP02	02/17/2023	REIMBURSE FOOD SERVICE ACCOUNT BALANCE	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	41.55
					Totals for 84301		41.55
84302	NASSCO INC	JPAP02	02/17/2023	CUSTODIAL SUPPLIESQ	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	147.29
84302	NASSCO INC	JPAP02	02/17/2023	CUSTODIAL SUPPLIESQ	GENERAL FUND/GENERAL	0	111.12

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84302	NASSCO INC	JPAP02	02/17/2023	CUSTODIAL SUPPLIES	SUPPLIES/OPERATION GENERAL	0	534.20
					FUND/GENERAL		
84302	NASSCO INC	JPAP02	02/17/2023	CUSTODIAL SUPPLIES	SUPPLIES/OPERATION GENERAL	0	403.00
					FUND/GENERAL		
					SUPPLIES/OPERATION		
					Totals for 84302		1,195.61
84303	SCHOOL SPECIALTY LLC	JPAP02	02/17/2023	CENTRAL SUPPLY ITEMS	GENERAL	1012300086	252.16
					FUND/CENTRAL SUPPLY		
					ROOM/UNDIFFERENTIATE		
					D CURRICULUM		
					Totals for 84303		252.16
84304	SILVER LAKE LANES	JPAP02	02/17/2023	CWC Winter Athletic Banquet (5 @ \$15)	GENERAL	4102300001	75.00
					FUND/EMPLOYEE DUES		
					AND FEES/GENERAL		
					ATHLETICS		
					Totals for 84304		75.00
84305	SOLIANT	JPAP02	02/17/2023	OT Services	SPECIAL EDUCATION	272300022	765.60
					FUND/PERSONAL		
					SERVICES/OCCUPATIONA		
					L THERAPY		
84305	SOLIANT	JPAP02	02/17/2023	OT Services	SPECIAL EDUCATION	272300022	37.84
					FUND/PERSONAL		
					SERVICES/OCCUPATIONA		
					L THERAPY		
84305	SOLIANT	JPAP02	02/17/2023	OT Services	SPECIAL EDUCATION	272300022	76.56
					FUND/PERSONAL		
					SERVICES/OCCUPATIONA		
					L THERAPY		
					Totals for 84305		880.00
84306	STERLING WATER-CHAIN	JPAP02	02/17/2023	SOLAR SALT	GENERAL	0	74.53
					FUND/CLEANING		
					SERVICES/OPERATION		
84306	STERLING WATER-CHAIN	JPAP02	02/17/2023	SOLAR SALT	GENERAL	0	56.22
					FUND/CLEANING		
					SERVICES/OPERATION		
84306	STERLING WATER-CHAIN	JPAP02	02/17/2023	SOLAR SALT	GENERAL	0	105.50
					FUND/CLEANING		
					SERVICES/OPERATION		
					Totals for 84306		236.25
84307	UNIFIRST CORPORATION	JPAP02	02/17/2023	MATS & MOPS	GENERAL	0	51.88
					FUND/CLEANING		
					SERVICES/OPERATION		
					Totals for 84307		51.88
84308	VEX ROBOTICS	JPAP02	02/17/2023	WRIGHT - WEDAC Fab Lab Grant - Various VEX Robotics Parts	GENERAL	4000230144	69.99
					FUND/NON-CAPITAL		
					EQUIPMENT/TECHNOLOGY		
					EDUCATION		
84308	VEX ROBOTICS	JPAP02	02/17/2023	WRIGHT - WEDAC Fab Lab Grant - Various VEX Robotics Parts	GENERAL	4000230144	725.15
					FUND/NON-CAPITAL		
					EQUIPMENT/TECHNOLOGY		
					EDUCATION		
					Totals for 84308		795.14
84309	VONBRIESSEN & ROPER,	JPAP02	02/17/2023	LEGAL SERVICES	GENERAL	0	708.00
					FUND/PERSONAL		

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84309	VONBRIESSEN & ROPER,	JPAP02	02/17/2023	LEGAL SERVICES	SERVICES/LEGAL GENERAL FUND/PERSONAL SERVICES/LEGAL	0	3,269.13
						Totals for 84309	3,977.13
84310	WCA GROUP HEALTH TRU	JPAP02	02/17/2023	MARCH 2023 HEALTH INSURANCE PREMIUMS	GENERAL FUND/WEA TRUST EFF 090115	0	90,338.33
						Totals for 84310	90,338.33
84311	UNION STILL	JPAP02	02/17/2023	PIZZA FOR LITERACY NIGHT - 2/20/23	GENERAL FUND/GENERAL SUPPLIES/COMMUNITY RELATIONS	0	230.00
						Totals for 84311	230.00
202200158	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,614.39
202200158	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,391.33
202200158	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	339.74
202200158	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,614.39
202200158	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,391.33
202200158	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	339.74
						Totals for 202200158	20,690.92
202200170	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,076.79
202200170	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,507.24
202200170	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	388.09
202200170	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,076.79
202200170	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,507.24
202200170	WISCONSIN RETIREMENT	DEC WR	01/31/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	388.09
						Totals for 202200170	19,944.24
202200199	EMPLOYEE BENEFITS CO	JPWI01	01/31/2023	BESTFLEX & HRA & POST EMPLOYMENT ADMIN FEES	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	134.91
						Totals for 202200199	134.91
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,457.29
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL	0	1,131.00

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202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	SECURITY) FOOD SERVICE	0	257.92
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL FUND/FICA	0	1,744.04
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION	0	264.51
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	60.32
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL	0	497.46
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FEDERAL INCOME TAX SPECIAL EDUCATION	0	90.78
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FEDERAL INCOME TAX FOOD SERVICE	0	45.00
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL	0	7,854.05
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FEDERAL INCOME TAX SPECIAL EDUCATION	0	802.05
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FEDERAL INCOME TAX FOOD SERVICE	0	71.43
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL FUND/FICA	0	1,744.04
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION	0	264.51
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	60.32
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL FUND/FICA	0	7,457.29
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION	0	1,131.00
202200201	INTERNAL REVENUE SER	P9	01/31/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) FOOD SERVICE	0	257.92
					FUND/FICA (SOCIAL SECURITY)		
					Totals for 202200201		31,190.93
202200202	WEA TAX SHELTERED AN	P9	01/31/2023	Payroll accrual	GENERAL FUND/WEA	0	100.00
202200202	WEA TAX SHELTERED AN	P9	01/31/2023	Payroll accrual	TRUST - TSA/ROTH GENERAL FUND/WEA	0	175.00
					TRUST - TSA/ROTH		
					Totals for 202200202		275.00
202200203	WISCONSIN DEPT OF RE	P9	01/31/2023	Payroll accrual	GENERAL FUND/STATE	0	115.00
202200203	WISCONSIN DEPT OF RE	P9	01/31/2023	Payroll accrual	INCOME TAX SPECIAL EDUCATION	0	5.00
					FUND/STATE INCOME		

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202200203	WISCONSIN DEPT OF RE	P9	01/31/2023	Payroll accrual	TAX FOOD SERVICE	0	20.00
202200203	WISCONSIN DEPT OF RE	P9	01/31/2023	Payroll accrual	FUND/STATE INCOME TAX GENERAL FUND/STATE	0	4,365.13
202200203	WISCONSIN DEPT OF RE	P9	01/31/2023	Payroll accrual	INCOME TAX SPECIAL EDUCATION	0	473.46
202200203	WISCONSIN DEPT OF RE	P9	01/31/2023	Payroll accrual	FUND/STATE INCOME TAX FOOD SERVICE	0	63.91
					FUND/STATE INCOME TAX		
					Totals for 202200203		5,042.50
202200205	WEA MEMBER BENEFIT T	P9	01/31/2023	Payroll accrual	GENERAL FUND/WEA	0	40.00
					TRUST ADVANTAGE		
					Totals for 202200205		40.00
202200206	EMPOWER RETIREMENT	P9	01/31/2023	Payroll accrual	GENERAL	0	50.00
					FUND/HARTFORD INS - TSA/ROTH		
					Totals for 202200206		50.00
202200209	DIVERSIFIED BENEFIT	JPWI01	01/27/2023	HRA REIMBURSEMENTS	GENERAL FUND/HEALTH	0	2,450.28
					INSURANCE		
					Totals for 202200209		2,450.28
202200210	DELTA DENTAL OF WISC	JPWI02	02/01/2023	DENTAL CLAIMS	GENERAL FUND/SELF	0	990.60
					FUND-EMPLOYER SHARE PREMI		
					Totals for 202200210		990.60
202200211	DIVERSIFIED BENEFIT	JPWI02	01/31/2023	HRA CLAIMS	GENERAL FUND/HEALTH	0	1,457.54
					INSURANCE		
					Totals for 202200211		1,457.54
202200212	DIVERSIFIED BENEFIT	jpwi02	02/10/2023	HRA CLAIMS	GENERAL FUND/HEALTH	0	1,394.87
					INSURANCE		
					Totals for 202200212		1,394.87
202200213	EMPLOYEE BENEFITS CO	jpwi02	02/09/2023	FSA & DEPENDENT CARE CLAIMS	GENERAL FUND/FLEX	0	156.70
					PLAN SY20-21		
202200213	EMPLOYEE BENEFITS CO	jpwi02	02/09/2023	FSA & DEPENDENT CARE CLAIMS	EMPLOYEE BENIFIT	0	500.00
					TRUST FUND/OTHER ADJUSTMENTS/ADJUSTME NTS & REFUNDS		
					Totals for 202200213		656.70
202200214	DELTA DENTAL OF WISC	jpwi02	02/08/2023	DENTAL CLAIMS	GENERAL FUND/SELF	0	892.32
					FUND-EMPLOYER SHARE PREMI		
					Totals for 202200214		892.32
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	GENERAL FUND/FICA	0	7,683.97
					(SOCIAL SECURITY)		
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	SPECIAL EDUCATION	0	1,203.16
					FUND/FICA (SOCIAL SECURITY)		
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FOOD SERVICE	0	340.01
					FUND/FICA (SOCIAL SECURITY)		
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	GENERAL FUND/FICA	0	1,797.02
					(SOCIAL SECURITY)		
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	SPECIAL EDUCATION	0	281.38
					FUND/FICA (SOCIAL		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	SECURITY) FOOD SERVICE	0	79.51
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY) GENERAL	0	497.46
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FUND/FEDERAL INCOME TAX SPECIAL EDUCATION	0	90.78
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FUND/FEDERAL INCOME TAX FOOD SERVICE	0	45.00
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL	0	7,979.22
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FUND/FEDERAL INCOME TAX SPECIAL EDUCATION	0	844.73
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FUND/FEDERAL INCOME TAX FOOD SERVICE	0	168.11
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FUND/FEDERAL INCOME TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,797.02
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	281.38
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	79.51
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,683.97
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,203.16
202200216	INTERNAL REVENUE SER	P9	02/15/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	340.01
Totals for 202200216							32,395.40
202200217	WEA TAX SHELTERED AN	P9	02/15/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202200217	WEA TAX SHELTERED AN	P9	02/15/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
Totals for 202200217							275.00
202200218	WISCONSIN DEPT OF RE	P9	02/15/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	115.00
202200218	WISCONSIN DEPT OF RE	P9	02/15/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202200218	WISCONSIN DEPT OF RE	P9	02/15/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	20.00
202200218	WISCONSIN DEPT OF RE	P9	02/15/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,466.29
202200218	WISCONSIN DEPT OF RE	P9	02/15/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME	0	521.20

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202200218	WISCONSIN DEPT OF RE	P9	02/15/2023	Payroll accrual	TAX FOOD SERVICE FUND/STATE INCOME TAX	0	109.86
						Totals for 202200218	5,237.35
202200220	WEA MEMBER BENEFIT T	P9	02/15/2023	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
						Totals for 202200220	40.00
202200221	EMPOWER RETIREMENT	P9	02/15/2023	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 202200221	50.00
202200223	EMPLOYEE BENEFITS CO	JPWI02	02/16/2023	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY20-21	0	597.23
						Totals for 202200223	597.23
202200224	DELTA DENTAL OF WISC	JPWI02	02/15/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,102.00
						Totals for 202200224	1,102.00
202200225	DIVERSIFIED BENEFIT	JPWI02	02/17/2023	HRA CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	1,297.84
						Totals for 202200225	1,297.84
222300159	TURNER, WADE	JPAP01	01/27/2023	MS GIRLS BASKETBALL OFFICIAL ON 1/26/23	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
						Totals for 222300159	60.00
222300160	O'BRIEN, CARMEN	JPAP01	01/27/2023	MILEAGE ROUNDTRIP - MILWAUKEE FOR CONVENTION 1/17/23 - 1/20/23 LUNCH 2 DAYS	GENERAL FUND/EMPLOYEE TRAVEL/DIRECTION OF BUSINESS	0	190.30
						Totals for 222300160	190.30
222300161	ACKER, AUSTIN	JPAP01	01/31/2023	VARSITY BOYS BASKETBALL OFFICIAL ON 1/27/23 VS MENOMINEE INDIAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 222300161	90.00
222300162	CZARAPATA, TRENTON	JPAP01	01/31/2023	VARSITY BOYS BASKETBALL OFFICIAL ON 1/27/23 VS MENOMINEE INDIAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 222300162	90.00
222300163	KRONE, DANIEL	JPAP01	01/31/2023	VARSITY BOYS BASKETBALL OFFICIAL ON 1/27/23 VS MENOMINEE INDIAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 222300163	90.00
222300164	KUJAWA, CHRISTOPHER	JPAP01	01/31/2023	VARSITY BOYS WRESTLING OFFICIAL ON 1/26/23 VS TRI-COUNTY, MENOMINEE INDIAN, PITTSVILLE	GENERAL FUND/PERSONAL SERVICES/BOYS WRESTLING	0	160.00
						Totals for 222300164	160.00
222300165	SIMONIS, JEROME	JPAP01	01/31/2023	JV BOYS BASKETBALL OFFICIAL ON 1/27/23 VS MENOMINEE INDIAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 222300165	50.00
222300166	CHASE, THOMAS	JPAP02	02/01/2023	GIRLS JV BASKETBALL OFFICIAL ON 1/24/23 VS IOLA-SCANDINAVIA	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
						Totals for 222300166	50.00
222300167	HASS, LOGAN	JPAP02	02/01/2023	GIRLS MS BASKETBALL OFFICIAL ON 1/31/23 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
						Totals for 222300167	60.00
222300168	SCHAREN BROCK, NATHAN	JPAP02	02/01/2023	BOYS VARSITY WRESTLING OFFICIAL ON 1/26/23 VS TRI-COUNTY, MENOMINEE INDIAN & PITTSVILLE	GENERAL FUND/PERSONAL SERVICES/BOYS WRESTLING	0	160.00
						Totals for 222300168	160.00
222300169	SIMONIS, JEROME	JPAP02	02/01/2023	GIRLS JV BASKETBALL OFFICIAL ON 1/24/23 VS IOLA-SCANDINAVIA	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
222300169	SIMONIS, JEROME	JPAP02	02/01/2023	GIRLS MS BASKETBALL OFFICIAL ON 1/31/23 VS WITTENBERG-BIRNAMWOOD	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
						Totals for 222300169	110.00
222300170	UHLERS, CRAIG	JPAP02	02/01/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 1/20/23 VS WEYAUWEGA-FREMONT	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 222300170	90.00
222300171	DALLMAN, WILLIAM	JPAP20	02/02/2023	MS WRESTLING OFFICIAL ON 1/30/23 VS WITTENBERG-BIRNAMWOOD, FOND DU LAC, HORTONVILLE	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	90.00
						Totals for 222300171	90.00
222300172	KACZOR, DENNIS	JPAP02	02/03/2023	MS WRESTLING OFFICIAL ON 1/30/23 VS WITTENBERG-BIRNAMWOOD, FOND DU LAC & HORTONVILLE	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	90.00
						Totals for 222300172	90.00
222300173	MURPHY, PATRICK	JPAP02	02/06/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 2/3/23 VS WITTENBERG-BIRNAMWOOD	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
						Totals for 222300173	90.00
222300174	SIMONIS, JEROME	JPAP02	02/06/2023	BOYS JV BASKETBALL OFFICIAL ON 2/3/23 VS WITTENBERG-BIRNAMWOOD	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
						Totals for 222300174	50.00
222300175	VREDEVELD, STEVEN	JPAP02	02/06/2023	BOYS JV BASKETBALL OFFICIAL ON 2/3/23 VS WITTENBERG-BIRNAMWOOD	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
						Totals for 222300175	50.00
222300176	SCHOOLEY, DANIEL	JPAP02	02/07/2023	MS WRESTLING OFFICIAL ON	COMMUNITY SERVICE	0	90.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				1/30/23 VS WITTENBERG-BIRNAMWOOD, FOND DU LAC & HORTONVILLE	FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES		
					Totals for 222300176		90.00
222300177	SIMONIS, JEROME	JPAP02	02/08/2023	JV GIRLS BASKETBALL OFFICIAL ON 2/7/23 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
					Totals for 222300177		50.00
222300178	TOMLINSON, JACK	JPAP02	02/08/2023	JV GIRLS BASKETBALL OFFICIAL ON 2/7/23 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
					Totals for 222300178		50.00
222300179	TRZINSKI, JIM	JPAP02	02/08/2023	VARSITY GIRLS BASKETBALL OFFICIAL ON 2/7/23 VS SHIOCTON	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
					Totals for 222300179		90.00
222300180	BRINEY, TYLER	JPAP02	02/10/2023	VARSITY BOYS BASKETBALL OFFICIAL ON 2/9/23 BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for 222300180		90.00
222300181	FINK, DAN	JPAP02	02/10/2023	JV BOYS BASKETBALL OFFICIAL ON 1/27/23 MENOMINEE INDIAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
					Totals for 222300181		50.00
222300182	GOSDECK, KURT	JPAP02	02/10/2023	VARSITY BOYS BASKETBALL OFFICIAL ON 2/9/23 BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for 222300182		90.00
222300183	LANCELE, GARRETT	JPAP02	02/10/2023	VARSITY BOYS BASKETBALL OFFICIAL ON 2/3/23 VS WITTENBERG-BIRNAMWOOD	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for 222300183		90.00
222300184	O'BRIEN, CARMEN	JPAP02	02/10/2023	MILEAGE TO LEADERSHIP ACADEMY	GENERAL FUND/EMPLOYEE TRAVEL/DIRECTION OF BUSINESS	0	163.75
					Totals for 222300184		163.75
222300185	OPPOR, MELANIE	JPAP02	02/10/2023	MILEAGE & EXPENSES	GENERAL FUND/EMPLOYEE TRAVEL/OFFICE OF SUPERINTENDENT	0	228.32
					Totals for 222300185		228.32
222300186	SIMONIS, JEROME	JPAP02	02/10/2023	JV BOYS BASKETBALL OFFICIAL ON 2/9/23 BONDUEL	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
					Totals for 222300186		50.00
222300187	TLACHAC, MATT	JPAP02	02/10/2023	VARSITY BOYS BASKETBALL OFFICIAL ON 2/3/23 VS	GENERAL FUND/PERSONAL	0	90.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				WITTENBERG-BIRNAMWOOD	SERVICES/BOYS BASKETBALL		
					Totals for 222300187		90.00
222300188	BUELOW, JON	JPAP02	02/15/2023	BOYS VARSITY BASKETBALL VS SHIOCTON ON 2/13/23	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for 222300188		90.00
222300189	BUTTERFIELD, BRADLEY	JPAP02	02/15/2023	BOYS JV BASKETBALL VS BONDUEL ON 2/9/23	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
					Totals for 222300189		50.00
222300190	JAGLINSKI, BRYCE	JPAP02	02/15/2023	BOYS JV BASKETBALL VS SHIOCTON ON 2/13/23	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
					Totals for 222300190		50.00
222300191	JOHNSON, KEVIN	JPAP02	02/15/2023	BOYS VARSITY BASKETBALL VS SHIOCTON ON 2/13/23	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for 222300191		90.00
222300192	KRUEGER, ROBERT	JPAP02	02/15/2023	BOYS VARSITY BASKETBALL VS WILD ROSE ON 2/14/23	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for 222300192		90.00
222300193	LAEHN, TODD	JPAP02	02/15/2023	BOYS VARSITY BASKETBALL VS WILD ROSE ON 2/14/23	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for 222300193		90.00
222300194	SALVESON-KREPLINE, T	JPAP02	02/15/2023	BOYS VARSITY BASKETBALL VS BONDUEL ON 2/9/23	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for 222300194		90.00
222300195	SIMONIS, JEROME	JPAP02	02/15/2023	MS GIRLS BASKETBALL VS WEYAUWEGA-FREMONT ON 2/13/23	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
					Totals for 222300195		60.00
222300196	THORPE, JAMES	JPAP02	02/15/2023	BOYS JV BASKETBALL VS SHIOCTON ON 2/13/23	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	50.00
					Totals for 222300196		50.00
222300197	TOMLINSON, JACK	JPAP02	02/15/2023	MS GIRLS BASKETBALL VS WEYAUWEGA-FREMONT ON 2/13/23	COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES	0	60.00
					Totals for 222300197		60.00
222300198	WELCH, TIM	JPAP02	02/15/2023	BOYS VARSITY BASKETBALL VS SHIOCTON ON 2/13/23	GENERAL FUND/PERSONAL SERVICES/BOYS	0	90.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					BASKETBALL		
					Totals for 222300198		90.00
222300199	IGL, MICHAEL	JPAP02	02/17/2023	GIRLS VARSITY BASKETBALL OFFICIAL ON 2/16/23 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
					Totals for 222300199		90.00
222300200	MACH, DENNIS	JPAP02	02/17/2023	GIRLS VARSITY BASKETBALL OFFICIAL ON 2/16/23 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
					Totals for 222300200		90.00
222300201	MAULE, GEORGE	JPAP02	02/17/2023	GIRLS VARSITY BASKETBALL OFFICIAL ON 2/16/23 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	90.00
					Totals for 222300201		90.00
222300202	SIMONIS, JEROME	JPAP02	02/17/2023	GIRLS JV BASKETBALL OFFICIAL ON 2/16/23 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
					Totals for 222300202		50.00
222300203	SLEEPER, MICHAEL	JPAP02	02/17/2023	GIRLS JV BASKETBALL OFFICIAL ON 2/16/23 VS AMHERST	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	50.00
					Totals for 222300203		50.00
222300204	BUTTKE, MIKE	JPAP02	02/22/2023	VARSITY GIRLS BASKETBALL ON 2/21/23 VS MONTELLO (REGIONAL GAME 1)	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	91.90
					Totals for 222300204		91.90
222300205	DERFUS, MARK	JPAP02	02/22/2023	VARSITY GIRLS BASKETBALL ON 2/21/23 VS MONTELLO (REGIONAL GAME 1)	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	91.90
					Totals for 222300205		91.90
222300206	KLEIN, MICHAEL	JPAP02	02/22/2023	VARSITY GIRLS BASKETBALL ON 2/21/23 VS MONTELLO (REGIONAL GAME 1)	GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL	0	91.90
					Totals for 222300206		91.90
222300207	ZIER, SAMUEL	JPAP02	02/22/2023	VARSITY BOYS BASKETBALL ON 2/14/23 VS WILD ROSE	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	90.00
					Totals for 222300207		90.00
					Totals for checks		1,059,484.73

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	198,587.14	1,093.00	132,757.21	332,437.35
27	SPECIAL EDUCATION FUND	14,390.24	0.00	15,224.26	29,614.50
39	REFERENDUM APPROVED DEBT SERVI	0.00	0.00	646,167.00	646,167.00
50	FOOD SERVICE FUND	3,516.04	0.00	45,140.15	48,656.19
73	EMPLOYEE BENIFIT TRUST FUND	0.00	0.00	500.00	500.00
80	COMMUNITY SERVICE FUND	0.00	0.00	2,109.69	2,109.69
***	Fund Summary Totals ***	216,493.42	1,093.00	841,898.31	1,059,484.73

***** End of report *****

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84321	LAMBIE, CORRY	JPAP02	02/28/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 2/28/23 VS MENOMINEE INDIAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	114.33
						Totals for 84321	114.33
84322	TUST, MICHAEL	JPAP02	02/28/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 2/28/23 VS MENOMINEE INDIAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	70.00
						Totals for 84322	70.00
84323	WILSON, DAVID	JPAP02	02/28/2023	BOYS VARSITY BASKETBALL OFFICIAL ON 2/28/23 VS MENOMINEE INDIAN	GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL	0	114.33
						Totals for 84323	114.33
84324	AMERICAN WELDING & G	JPAP03	03/03/2023	ARGON/CO2 MIX	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	0	49.42
						Totals for 84324	49.42
84325	B & P MECHANICAL, IN	JPAP03	03/03/2023	KIT COMBUSTION BLOWER MBH	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,703.87
84325	B & P MECHANICAL, IN	JPAP03	03/03/2023	KIT COMBUSTION BLOWER MBH	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	1,285.37
						Totals for 84325	2,989.24
84326	CASH	JPAP03	03/03/2023	REIMBURSE MES PETTY CASH	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	20.00
84326	CASH	JPAP03	03/03/2023	REIMBURSE MES PETTY CASH	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	0	44.71
84326	CASH	JPAP03	03/03/2023	REIMBURSE MES PETTY CASH	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	8.13
						Totals for 84326	72.84
84327	C.E.S.A. #5	JPAP03	03/03/2023	AE07 WCAP ELEM	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SPECIAL ED TUITION-NON-OPEN	0	10,500.00
						Totals for 84327	10,500.00
84331	INTEGRATED SYSTEMS C	JPAP03	03/03/2023	IS Corp hosting fee	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002300019	388.80
						Totals for 84331	388.80
84332	KAUKAUNA HIGH SCHOOL	JPAP03	03/03/2023	7th/8th GRADE WRESTLING MEET ON 2/20/23	COMMUNITY SERVICE FUND/DUES & FEES MEMBRSHIP/FT FEES/OTHER COMMUNITY SERVICES	0	40.00
						Totals for 84332	40.00
84337	OCONTO FALLS HIGH SC	JPAP03	03/03/2023	7th/8th GRADE WRESTLING MEET ON 2/9/23	COMMUNITY SERVICE FUND/DUES & FEES	0	40.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					MEMBRSHIP/FT FEES/OTHER COMMUNITY SERVICES Totals for 84337		40.00
84338	ROSHOLT SCHOOL DISTR	JPAP03	03/03/2023	7th/8th GRADE WRESTLING MEET ON 2/13/23	COMMUNITY SERVICE FUND/DUES & FEES MEMBRSHIP/FT FEES/OTHER COMMUNITY SERVICES Totals for 84338	0	40.00
84339	SCHOOL DISTRICT OF N	JPAP03	03/03/2023	WRESTLING INVITE ON 1/14/23	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/POWER LIFTING Totals for 84339	0	225.00
84340	SCHOOL DISTRICT WEYA	JPAP03	03/03/2023	7th/8th GRADE WRESTLING MEET ON 3/2/23	COMMUNITY SERVICE FUND/DUES & FEES MEMBRSHIP/FT FEES/OTHER COMMUNITY SERVICES Totals for 84340	0	40.00
84342	SOLARUS	JPAP03	03/03/2023	MONTHLY RESIDENTIAL SOLARUS INVOICE	GENERAL FUND/ON-LINE COMMUNICATIONS/OFFIC E OF SUPERINTENDENT	0	49.99
84342	SOLARUS	JPAP03	03/03/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	316.35
84342	SOLARUS	JPAP03	03/03/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	612.93
84342	SOLARUS	JPAP03	03/03/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	593.16
84342	SOLARUS	JPAP03	03/03/2023	SOLARUS MONTHLY BILL	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002300013	454.75
84342	SOLARUS	JPAP03	03/03/2023	PAES LAB	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION Totals for 84342	0	148.46
84343	SOLIANT	JPAP03	03/03/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	696.00
84343	SOLIANT	JPAP03	03/03/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272300022	34.40
84343	SOLIANT	JPAP03	03/03/2023	OT Services	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA	272300022	69.60

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					L THERAPY		
					Totals for 84343		800.00
84346	UNIFIRST CORPORATION	JPAP03	03/03/2023	MATS & MOPS	GENERAL	0	53.43
					FUND/CLEANING SERVICES/OPERATION		
					Totals for 84346		53.43
84347	UW OSHKOSH FOUNDATIO	JPAP03	03/03/2023	TRACK INVITATIONAL AT UW OSHKOSH ON 3/16/23	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CROSS COUNTRY	0	175.00
					Totals for 84347		175.00
84349	WISCONSIN SCHOOL MUS	JPAP03	03/03/2023	LATE REGISTRATION MIDDLE SCHOOL CLASS A SOLO	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOCAL MUSIC	0	15.00
					Totals for 84349		15.00
84350	WRIGHTSTOWN COMMUNIT	JPAP03	03/03/2023	7th/8th GRADE WRESTLING MEET ON 3/11/23	COMMUNITY SERVICE FUND/DUES & FEES MEMBRSHIP/FT FEES/OTHER COMMUNITY SERVICES	0	150.00
					Totals for 84350		150.00
84354	E O JOHNSON CO., INC	JPAP03	03/10/2023	Monthly Copy Bill	GENERAL FUND/PRINTING AND BINDING/CENTRAL SERVICES	8002300021	3,866.30
					Totals for 84354		3,866.30
84355	ENGELHARDT DAIRY OF	JPAP31	03/10/2023	MMS/LWHS DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	22.45
84355	ENGELHARDT DAIRY OF	JPAP31	03/10/2023	MES DAIRY PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	198.20
					Totals for 84355		220.65
84358	PAN-O-GOLD BAKING	JPAP31	03/10/2023	BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	125.40
					Totals for 84358		125.40
84359	PERFORMANCE FOODSERV	JPAP31	03/10/2023	USDA COMMODITY ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	172.00
84359	PERFORMANCE FOODSERV	JPAP31	03/10/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	304.69
84359	PERFORMANCE FOODSERV	JPAP31	03/10/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,642.45
					Totals for 84359		2,119.14
84361	SCHOOL SPECIALTY LLC	JPAP03	03/10/2023	PHY ED ITEMS	GENERAL FUND/GENERAL SUPPLIES/PHYSICAL EDUCATION	1012300011	3.95
84361	SCHOOL SPECIALTY LLC	JPAP03	03/10/2023	PHY ED ITEMS	GENERAL FUND/NON-CAPITAL EQUIPMENT/PHYSICAL EDUCATION	1012300011	5.39
					Totals for 84361		9.34
84363	WI DEPT OF JUSTICE	JPAP03	03/10/2023	BACKGROUND CHECKS - FEBRUARY	GENERAL	0	35.00

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				2023(5 @ 7.00)	FUND/PERSONAL SERVICES/OTHER STAFF SERVICES		
					Totals for 84363		35.00
202200192	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,276.72
202200192	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,312.30
202200192	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	332.92
202200192	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,276.72
202200192	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,312.30
202200192	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	332.92
					Totals for 202200192		19,843.88
202200204	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,553.69
202200204	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,284.17
202200204	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	254.24
202200204	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,553.69
202200204	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,284.17
202200204	WISCONSIN RETIREMENT	JAN 23	02/28/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	254.24
					Totals for 202200204		20,184.20
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,609.70
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,274.65
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	339.30
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,779.68
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	298.13
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	79.34
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME	0	497.46

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	TAX SPECIAL EDUCATION FUND/FEDERAL INCOME	0	90.78
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	TAX FOOD SERVICE FUND/FEDERAL INCOME	0	45.00
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	TAX GENERAL FUND/FEDERAL INCOME	0	8,050.35
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	TAX SPECIAL EDUCATION FUND/FEDERAL INCOME	0	862.05
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	TAX FOOD SERVICE FUND/FEDERAL INCOME	0	166.98
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,779.68
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	298.13
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	79.34
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,609.70
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,274.65
202200229	INTERNAL REVENUE SER	P9	02/28/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	339.30
					Totals for 202200229		32,474.22
202200230	WEA TAX SHELTERED AN	P9	02/28/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202200230	WEA TAX SHELTERED AN	P9	02/28/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
					Totals for 202200230		275.00
202200231	WISCONSIN DEPT OF RE	P9	02/28/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	115.00
202200231	WISCONSIN DEPT OF RE	P9	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202200231	WISCONSIN DEPT OF RE	P9	02/28/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	20.00
202200231	WISCONSIN DEPT OF RE	P9	02/28/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,511.64
202200231	WISCONSIN DEPT OF RE	P9	02/28/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	556.34
202200231	WISCONSIN DEPT OF RE	P9	02/28/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	109.46
					Totals for 202200231		5,317.44
202200233	WEA MEMBER BENEFIT T	P9	02/28/2023	Payroll accrual	GENERAL FUND/WEA	0	40.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					TRUST ADVANTAGE		
					Totals for	202200233	40.00
202200234	EMPOWER RETIREMENT	P9	02/28/2023	Payroll accrual	GENERAL	0	50.00
					FUND/HARTFORD INS - TSA/ROTH		
					Totals for	202200234	50.00
202200235	DIVERSIFIED BENEFIT	JPWI02	02/28/2023	HRS CLAIMS	GENERAL FUND/HEALTH INSURANCE	0	2,576.09
					Totals for	202200235	2,576.09
202200236	DELTA DENTAL OF WISC	JPWI03	03/01/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,630.00
					Totals for	202200236	1,630.00
					Totals for checks		106,819.69

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	70,185.12	0.00	10,185.21	80,370.33
27	SPECIAL EDUCATION FUND	9,852.67	0.00	11,448.46	21,301.13
50	FOOD SERVICE FUND	2,373.04	0.00	2,465.19	4,838.23
80	COMMUNITY SERVICE FUND	0.00	0.00	310.00	310.00
***	Fund Summary Totals ***	82,410.83	0.00	24,408.86	106,819.69

***** End of report *****

CREDIT CARD STATEMENT - January			WUFAR Code						
Date	Vendor	Amount	Fund	E	Location	Object	Function	Project	Description
Melanine Oppor									
1/2/2023	Adobe Inc.	\$15.81	10	E	800	360	232100	0	Adobe Acrobat Pro software subscription - monthly
1/16/2023	ThedaCare Gift Shop	\$25.31	10	E	800	411	231100	0	Flowers for Board Member
		TOTAL							
		\$41.12							
Dean Marzofka									
1/9/2023	Adobe	\$253.07	10	E	800	360	295000	0	PDF reader editor one year access
1/9/2023	Adobe Acropro	\$21.09	10	E	800	360	295000	0	PDF reader editor monthly
1/10/2023	Adobe Acrobat	\$13.70	10	E	800	360	295000	0	PDF reader editor monthly
		TOTAL							
		\$287.86							
LWHS									
1/2/2023	NCS GED Exam	\$6.99	10	E	400	943	179000	0	GED TEST
1/3/2023	NCS GED Exam	\$6.99	10	E	400	943	179000	0	GED TEST
1/3/2023	NCS GED Exam	\$30.00	10	E	400	943	179000	0	GED TEST
1/4/2023	NCS GED Exam	\$30.00	10	E	400	943	179000	0	GED TEST
1/4/2023	Fleet Farm	\$116.96	10	E	400/200	411	253000	0	Supplies for Maintenance
1/11/2023	Fleet Farm	\$132.52	10	E	400/200	411	253000	0	Supplies for Maintenance
1/16/2023	Menards	\$332.75	10	E	400/200	411	253000	0	Supplies for Maintenance
		TOTAL							
		\$656.21							
District Office									
12/23/2022	HR Direct - Poster Guard	\$457.75	10	E	800	440	230000	0	Federal & State Poster Set for WI
		TOTAL							
		\$457.75							
Danni Brauer									
1/10/2023	Council of Administrators of Special Education	\$407.60	27	E	800	310	211000	19	CASE Annual Conference
		TOTAL							
		\$407.60							

3/3/2023

Dear Dr. Melanie Oppor,

Please accept this as my formal resignation from the School District of Manawa. My last day will be Friday, March 17, 2023, two weeks from today. I am grateful for the opportunity I have had as a Special Education Paraprofessional. I have enjoyed and had the pleasure of working with so many great educators.

Best Wishes and Thank you,

A handwritten signature in cursive script that reads "Torie Zirbel". The signature is written in black ink and is positioned above the typed name.

Torie Zirbel



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Dr. Melanie J. Oppor
Date: March 20, 2023
Re: Title IX Compliance Officers

The following staff have agreed to serve as Title IX Compliance Officers beginning on July 1, 2023 (2023-24 school year) which includes the mandated training for the role:

Michelle Johnson
Manawa Middle School/Little Wolf High School Principal
515 East Fourth Street
Manawa, WI 54949
mjohnson@manawaschools.org
920-596-5310

Jeff Bortle
Dean of Students
515 East Fourth Street
Manawa, WI 54949
jbortle@manawaschools.org
920-596-5806

These names will appear in all applicable Neola policies and administrative guidelines beginning on July 1, 2023. Please let me know if you have any questions. Thank you.



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Danni Brauer
Date: 3/21/23
Re: March Update

- March is Youth Art Month. Congratulations to Nova K (1st grade), Raelyn B (2nd grade), Amya R (5th grade), and Ana K (3rd grade) who had art chosen for the state competition. Their pieces are currently on display in Madison. Ana's Pile of Leaves won the Governor's Award!!! All 4 students were invited to a celebration in Madison on March 31st.

Ana K's Award Winning Pile of Leaves



Amya R.



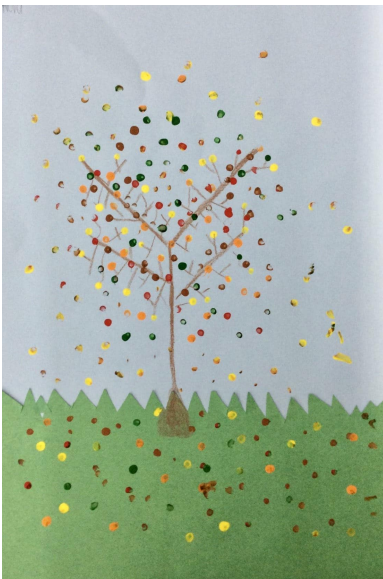


Students choosing to excel; realizing their strengths.

Raelyn B.



Nova K.



- I am continuing my learning about the Science of Reading. This month I participated in a webinar titled Choosing and Using Decodable Texts.



Students choosing to excel; realizing their strengths.

- I met with Foodwise representatives from the UW Extension to talk about how we can support our students who are food insecure. We are looking into grants to help us. The dream is to create a food pantry at MES that families can “order” food from when needed. Foodwise Staff will be on site for our Registration/School Picture day in August. Our current practices include: share bin in the cafeteria where students can put uneaten food that they don’t want and others who are still hungry can take it (this is a practices that is encouraged by DPI and has been in practice for several years at MES), Project Backpack, and having snacks that students have access to if they are hungry during the school day.
- Mrs. Johnson and I are working with Mrs. O’Brien to get Registration/Picture Day on the calendar. We are hoping to have it August 8th from 10:00-6:00 at MES.
- Forward Exam administration at MES starts March 28th. Schedule below. Teachers identify students who would benefit from small group administration.

Date	Grade(s)	Time	Session
3/28	3/4	8:15-9:15	ELA Session 1
		9:30-10:15	ELA Session 2
3/29	5	8:15-9:00	ELA Session 1
		9:15-10:00	ELA Session 3
3/30	3/4	8:15-9:00	ELA Session 3
		9:15-10:30	ELA Session 4
3/31	5	8:15-9:00	ELA Session 2
		9:15-10:15	Math Session 1
4/4	5	8:15-9:00	ELA Session 4
		9:15-10:15	Math Session 2
4/12	4	8:15-9:00	Science Session 1
		9:15-10:00	Science Session 2
4/13	4	8:15-9:00	Science Session 3
	3/4	8:15-9:15	Math Session 1



Students choosing to excel; realizing their strengths.

4/18	4	9:30-10:15	Social Studies Session 1
4/19	3/4	8:15-9:15	Math Session 2
	4	9:30-10:15	Social Studies Session 2

- As the new District Assessment Coordinator I am working with Mrs. Johnson to ensure that testing portals are up-to-date. Nothing had been done in Forward and PreACT portals before I had access on March 20.
- The Lion's Club is willing to pledge \$2,500 toward the purchase of a Gaga Ball Court which is on our wish list for the playground. As soon as we raise the remaining funds I will get it ordered and work with the Lion's club to get the donation. I am also working to find a way to display the names of the organizations and companies that donated toward the new playground equipment. We are waiting to hear back from Treehouse Foods to find out if they are willing to donate, also.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Mar 20, 2023

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Michelle Johnson

Date: March 20, 2023

Re: Manawa Middle and Little Wolf High Highlights

Student Excellence and Scholarship Announcements:

*The Manawa Little Wolf is proud to announce 2022-2023:

Valedictorian- Xochitl Grimm



School District of Manawa

800 Beech Street
Manawa, WI 54949

Phone: (920) 596-2525
Fax: (920) 596-5308

Little Wolf High School Manawa Middle School

515 E. Fourth St
Manawa, WI 54949
Phone: (920) 596-2524
Fax: (920) 596-2655

Manawa Elementary

800 Beech Street
Manawa, WI 54949

Phone: (920) 596-2238
Fax: (920) 596-5339

ManawaSchools.org



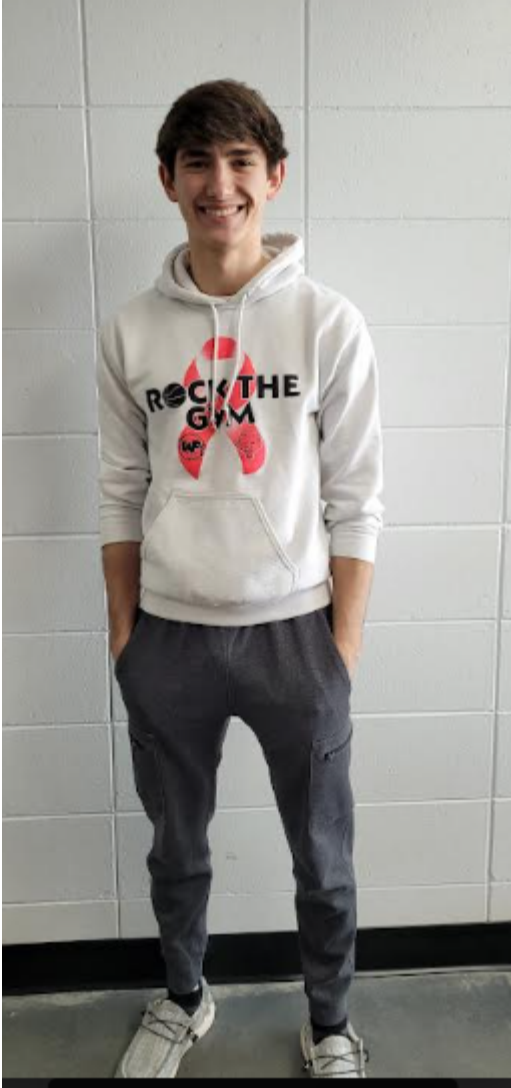
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Academic Excellence Scholarship Recipient- **Justin Buschke**- (Picture coming soon!)



Technical Excellence Scholarship Recipient- **Jacob Timm**

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ManawaSchools.org



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We are so proud of all of their accomplishments and hard work!

Student Leadership Conference:

Little Wolf High School Students were selected to participate in a Student Leadership Conference through Cesa 6 in Oshkosh. This gave them the opportunity to network



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set goals, and build leadership skills. Thank you, Corrie Z. for taking our students to this conference!

We Celebrate Solo Ensemble!

Congratulations to all of our students who participated in the recent Solo Ensemble, and who were able to bring home starred firsts! Thank you Mr. E and Caleb Deleske for all your hard work.

Art Team: Creative Minds, Beautiful Hearts

On Feb. 24, the Little Wolf art Team joined 5 other teams at UW Stevens Point for Regional Visual Arts Classic high school Art Competition. Out of the individual art projects, our team brought home 18 1st place ribbons. In the Critical Thinking portion, students won 2nd place trophy in Critical Thinking and 1st place in Quiz Bowl. Overall, our Art Team was awarded OVERALL 1st and will move on to State VAC competition on April 14th! Well done!

Testing Extravaganza Dates (Tentative)

Tuesday, March 21, 2023

- ★ ACT- Grade 11

Tuesday, April 3-6th- Will work with teams to finalize

- ★ Pre ACT Grades 9-12 and FORWARD, Grades 6-8 (10- writing)
- ★ Asynchronous day for Juniors will be tentatively scheduled for April 3rd. More to come.

AP testing- Will share dates-

Testing Practice and Samples

To best prepare our students for the upcoming state assessments, please utilize the following links to provide practice, modeling, and guidance. It could be a quick warm up, a series of mini-lessons during the week, and/or lessons utilized within the math and literacy resource courses.

[Forward Exam Resources | Wisconsin Department of Public ...](#)

[Forward Exam Practice Test and Sample Items](#)

[PreACT Exam Prep | Practice Quiz](#)

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Manawa Elementary

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Manawa, WI 54949

Phone: (920) 596-2238
Fax: (920) 596-5339

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Career Fair: 8th Grade

Wednesday, April 26th in Clintonville (11:45-2:15)

Important Future Dates:

- March 19th- Girls Basketball Banquet
- March 21st- ACT day
- March 26th - FFA Banquet
- Term 3 ends: 4/5/23, Grades due: 4/7/23
- April 3-6th- Forward and PreACT day- more to come
- April 6 -7 - No School for Students
- April 6th - PLC Day
- April 10th - No School for students (1st Makeup Day)
- April 11th - Wisconsin Forward Testing - Grades 6-8
- April 11th - ACT-ASPIRE - Grades 9-10
- April 23rd & 24th - Student Council State Conference Field Trip
- April 30th - NHS Banquet 5:30pm and Lion's Senior Awards Banquet 6:30pm
- May 5th - Half Day of school for students
- May 5 Teacher PLC PM
- May 6th - Junior & Senior Prom
- Mid-Term 4 Ends: 5/9/23, Grades due: 5/11/23
- May 14th - ART Show - 2-5pm
- May 14th - MS Spring Band Concert - 2pm
- May 14th - HS Spring Band Concert - 3:30pm
- May 21st - ART Show - 2-5pm
- May 21st - MS Choir Spring Concert - 2pm
- May 21st - HS Choir Spring Concert - 3:30pm
- May 27th - Commencement
- May 29th - Memorial Day - No School for staff or students
- Term 4 Ends: 6/8/23, Grades due: 6/10/23
- June 8th - Last Day of School

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Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 3/20/2023
Re: Business Office Monthly Update - March

There has been very little information released about the next biennial budget. Usually by this time, we have proposals from both sides of the aisle and are able to compare to see how each affects Manawa.

I filed the MSRB Continuing Disclosure for the School District of Manawa. Because the District sold bonds for the referendum, a financial report needs to be filed annually. This year, I also created directions about how to submit this data. Ultimately, this means that it takes 2-3 times longer to do the report. I am confident that whoever has to do this next year will be able to follow the directions created.

Speaking of directions, I am spending much of my time writing directions for my successor. As things come up, I write directions about how to do it. For example, the high school principal usually completes the paperwork for the CTE Technical Incentive Grant. Due to having a very new principal, I submitted the grant this year. Rather than trying to find time to teach Mrs. Michelle Johnson how to do it, I wrote directions so the grant can be filed regardless of who the principal is. Other procedures I have been working on include: the hiring process, STEP volunteer program, requests for PD, grants, credit cards, transportation, custodial supply orders, NSF checks, reconciling the accounts, coding bills, and more.

Contracts for Spring Sports have gone out. I started another shared folder that has all of the contract information in it. This includes all of the Board approved copies of contracts, MOUs, and benefit addenda. It also includes the directions about how and when contracts should be issued.

Last, Dr. Oppor and I met with representatives from the City of Manawa and the Waupaca County Economic Development Corporation to discuss affordable housing. Affordable housing does not seem to factor into the staff shortages that the District experiences. Affordable childcare and transportation, though, have been issues for some applicants/staff.

Kobussen Buses Ltd.

Family Pride in Every Ride

March 14, 2023
February 2023 Transportation Report
Prepared For: School District of Manawa

To whom it may concern,

In February, we had 16 days of school and two snow days. Additionally, 20 extracurricular trips that took place.

The week of February 13-17 we celebrated School Bus Driver Appreciation Week. The amount of support shown by the community is astonishing. Donations ranged from gift certificates to monetary donations to many forms of treats that the drivers could enjoy. Including the wonderful breakfast treats that you, the School District of Manawa, donated. I want to thank you for that as we all appreciated them after our morning routes.

As many of you may know already, we lost a long-time school bus driver, Sue Suehs, to a brief battle with cancer. She had over 30 years of driving for the Manawa School District. She was a dedicated driver who always was a strong advocate for the students on her bus. She will be greatly missed by all of us.

Mark Vanden Huevel will be finishing his training very soon to get his commercial driver's license. We plan to have him drive a morning and afternoon route once he becomes comfortable. He has been riding along the route already, so it should be a smooth transition. We also have Jeni Williams who is also in the training process. She should be completed within a week or two and then will train on an afternoon route.

Spring is right around the corner, which also means spring sports! We would like to grow our driver pool with coaches, parents of athletes, or community members that like to support their favorite team! We have a \$1,500 sign-on bonus and starting pay of \$16 per hour. If you or someone is interested, please contact me with the information below or apply online at www.kobussen.com.

If you have any questions or concerns, please contact me at any time.

Thank you,

Jacob R. Elsner

Jacob R. Elsner
Terminal Manager
Kobussen Buses Ltd.

Contact Information:
(920) 389-1500 ext. 1701
Jacob.elsner@kobussen.com



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Mrs. Michelle Johnson
District Reading Specialist

Mar 21, 2023

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Michelle Johnson

Date: 3/22/2023

Re: District Literacy Highlights

Purpose:

Instructional coaches partner with educators to analyze current reality, set goals, identify and explain teaching strategies to hit the goals, and provide support until the goals are met. Together, we provide opportunities to educate all students at the highest level.

MES Instructional Literacy/Cycles:



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Throughout the second semester, MES continues to align instruction with Science of Reading research and practices. An example of an instructional shift is moving from the Three Cueing System to Direct Explicit Phonics instruction, vocabulary knowledge, and decoding skills. Where as previously, the Three Cueing system had students make guesses at words, skip over words, and depend entirely on illustrations, rather than the words themselves. Direct explicit instruction evolves from the combination of Really Great Reading and UFLI (University of Florida Literacy Inst.) building our student foundational skills.

THREE CUEING SYSTEM *vs.* **DIRECT EXPLICIT INSTRUCTION**

✓ Encourages students to guess words based on context	✓ Teaches students to focus on individual sounds for accuracy
✓ Encourages students to guess at sounds	✓ Teaches how to break words down into syllables
✓ Encourages students to identify parts of speech without being able to decode	✓ Teaches students prefixes and suffixes

@becomingareader

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Socratic Circles:

In the upper elementary, the Socratic Circle method has been instrumental in engaging students in questioning the world around them, developing discussion skills, while utilizing text evidence to support their answers.

Overall Description:

The Socratic circle. method assists students in developing dialogue, building knowledge based on prior experiences and applying them. to new situations, creating hypotheses, and challenging perceptions of themselves and others while working through. rhetoric and discourse (Copelan)

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Students preparing for their Socratic Circle.

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Accountable Talk Sentence Stems

AGREE	DISAGREE/CHALLENGE
<ul style="list-style-type: none"> ★ I agree with _____ because... ★ I want to add to/build upon what _____ said... ★ I'm glad you said that because I also think... ★ I think _____ brings up a great point because... 	<ul style="list-style-type: none"> → I want to respectfully disagree with _____ because... → I heard you say _____, but I actually think... → I have a different opinion... → What evidence do you have to support that? → Have you considered that maybe... → I disagree with that use of evidence because...
CLARIFY/ELABORATE	PRESENTING EVIDENCE/MAKING CONNECTIONS
<ul style="list-style-type: none"> ➤ I still have questions about... ➤ Can you elaborate on that idea? ➤ I'm not sure what you mean... ➤ Could you tell me more about...? ➤ I am confused about... 	<ul style="list-style-type: none"> ◆ What you said reminds me of... ◆ I predict that... ◆ One example of that is... ◆ Based on the evidence, I think... ◆ My evidence is... ◆ In the text, it says... ◆ I notice that...

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Text Dependent Analysis Writing Bootcamps and Test Prep

Students from grades 3-5 developed text-dependent writing skills in small groups of ten with Mrs. Johnson. Along with needed literacy skills for developing these skills, these mini boot camps also prepared students to be strong models for state testing preparation. Throughout these camps, students practiced reading the passage carefully and closely, reading each part of the question and developing brainstorming note taking techniques. Finally, students were given a student model of an essay that scored high in the FORWARD. In their classrooms, this practiced was extended and shared with other students.

Literacy Coaching at the Secondary Level:

At the secondary level, all content teachers continue to work on their collective literacy commitments by developing assignments and rubrics aligned with their commitments. On the upcoming April 6, PLC teams will continue to review student data related to the literacy and math resource courses as well as throughout all PLC teams to identify the next steps to bump up student achievement.

In April, the literacy team will participate in the last session of the Strengthening Secondary Literacy Conference in Oshkosh to build instructional practices.

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Technology Board Report

3/27/2023

Network and Server Infrastructure:

Server and operating system updates caused a server outage over Spring break. Manufacturer updates and zero day patching will continue to increase in frequency. Careful monitoring and quick response times will minimize end user impact. Continuing to work on setting up testing systems for the Forward exam. Working with DPI's technical staff to ensure all systems connect and are secured for the testing.

Insurance Guidelines:

Continue to maintain and patch all servers and switching firmware upgrades.

Hardware Updates:

Received 10 LG touch screens and mounting carts. Installed 5 for LG touch screen monitors in the HS. Will install the remaining 5 in the ES. Continue to wait for access points. Delayed due to chip shortage and shipping issues. Vendor continues to check on back order

**SCHOOL DISTRICT OF MANAWA
CURRICULUM COMMITTEE MEETING
AGENDA - Revised**

Google Meet joining info

Video call link: <https://meet.google.com/vey-kmke-wja>

Or dial: (US) +1 929-373-3435 PIN: 379 448 754#

Date: March 16, 2023

Time: 5:00 p.m.

Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)

Board Committee Members: Hollman (C), Riske, and Fietzer

**In Attendance: C.Fietzer, K.Tohm, S.Riske, H.Neumann, D.Brauer, Michelle Johnson,
Dr.Oppor, M.Eck, R.Hollman**

Timer/ Recorder: S.Riske

1. Consider Endorsement of K-5 Literacy Science of Reading Plan and Piloting of Literacy Resource Options as Presented (Information / Action)
-Motioned by Riske/Hollman Motion carries

2. Consider Endorsement of SDM Summer School Guide as Presented (Information / Action)
-Motioned by Riske/Hollman Motion carries

3. Consider Endorsement of the Gr. 6-12 At-Risk Handbook and Phoenix Program as Presented (Information / Action)
-Motioned by Fietzer/Riske Motion carries

4. Discuss Possible MS/HS Schedule Changes and the Introduction of Middle School Exploratory Options (Information)
-Informational

5. Discuss Impact of Laude and Grade Point Average on Scholarships and Recognitions (Information / Action)
-Informational
6. Continue Review of Curriculum Timelines and Processes (Information / Action)
-Informational
7. Discuss High School Physical Education Credits (Information / Action)
-Would like to invite PE teachers to next meeting to discuss a select group of students
8. Next Meeting Date: 4/12/23 @ 3:30pm
9. Next Meeting Items:
 - a. Consider Endorsement of MS/HS Schedule Changes and the Introduction of Middle School Exploratory Options
 - b. Summer 2023 Curriculum Map Writing Proposal
 - c. K-12 Science and Social Studies Resource Proposal
 - d. Financial Literacy K-12 Scope and Sequence; Revised Content Curriculum Maps with Financial Literacy References
10. Adjourn @ 6:55
Motion Riske/Fietzer Motion carries

**SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING MINUTES**

Date: March 13, 2023

Time: 5:00 p.m.

Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)

Board Committee Members: Reierson (C), Riske, and Krueger

In Attendance: Chief Severson, Joe Starr, M.Oppor, J.Krueger, S.Reierson, K.Tohm, C.Fietzer, S.Riske

Timer/Recorder: S.Riske _____

1. Discuss Alternative Policy-Administrative Guideline Development Options
Next meeting will have Neola review the new format.
Possibly going with WASB
-Informational

2. Discuss Next Steps in School Safety System
 - a. Staff Safety Survey Results
 - b. School Resource Officer - Chief SeversonResend the survey for more responses with more information attached
Involve St.Paul in the conversation in a special P&H meeting
-Informational

3. Consider Endorsement of NEOLA Technical Changes as Presented
-Motion to bring the endorsed policies by the committee to the full board
Krueger/Riske Motion pass
Policies endorsed:

PO0165.2	PO5335
P(O2340	PO5461
PO2370	PO5512
PO2430	PO5513
PO3340	PO6520
PO3440	PO7543
PO4440	PO8330
	PO8500
	PO8800

4. Discuss Custodial/Maintenance Position Hours (Information)
5. Discuss Maintenance Coordinator Position and Food Service Manager Assignment Options - Will be added to Staff and Program Changes as Needed (Information)
6. Discuss Orientation and On-Boarding Process (Information / Action)
7. Set Next Meeting Date _____
8. Next Meeting Items:
 - a. Consider Adding Policy Regarding Artificial Intelligence
 - b. Consider Endorsement of Neola AG Technical Changes

Adjourn @ 7:23 Motion by Riske/Krueger

Needs BOE Approval

School District of Manawa Field Trip/Transportation Permit Form

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

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

Trip Name MMS 4th Qtr. Honor level trip Grade/Class 6-8
Teacher/Coach (responsible for trip) Tracy Breaker, Casey Johnson, Dawn Millard Cell # Breaker (920) 205-7465
Date(s) of trip 6/2 to 6/2 Danielle Stadler, Nate Ziemer

Destination and Address: Mt. Olympus 655 N. Frontage Rd, Wisconsin Dells, WI 53965

Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip? yes no
Going to Mount Olympus water and theme park. There are roller coasters, go-carts, and a water park there for students to enjoy that day.

Purpose of trip (include curriculum guide learner outcome or competency references):
Celebrate with students who have met the requirements for 4th Quarter.

No. of Students 90-100 No. of Teachers 3-5 No. of Chaperones — GROUP TOTAL 95-105
Departure time 7:55am Return time between 5:00-5:30pm Total hours 9-9.5hr. No. of Buses 2
Start (pick up) point Front of LWHS/MMS Return (drop off) point Front of LWHS/MMS
Require wheel chair accessible bus _____

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

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

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.) A. \$ 15.00 per students
FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____ Student paid for.

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

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

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

Staff member(s) responsible for administering medication to students _____

APPROVED Michelle Johnson DATE 3-13-23
Principal

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

D. TRANSPORTATION: (Complete all that apply.)

School Van – Call LWHS/MMS to reserve van. Reservation completed by: _____

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

Private vehicle data submitted by: _____

Principal confirms submission of required documents to District Office: _____

Bussing costs (To be completed by Kobussen)

Total transportation charge: \$ _____

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

FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

Transportation paid by other organization name and address:

Transportation Request Directions

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

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

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



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of CHANGE OF REGULAR MEETINGS
Code	po0165.2
Status	First Reading
Adopted	April 25, 2016
Last Revised	January 3, 2023

0165.2 - CHANGE OF REGULAR MEETINGS

If the Board adopts a resolution changing the date, time, or place of a regularly-scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the front door of bulletin board outside the District Office ~~the Administrative Office Building~~ and at such places as the Board may determine. Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (see also Policy 0166 - Agenda)

T.C. 1/17/22

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Last Modified by Melanie J Oppor on March 23, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of DISTRICT-SPONSORED TRIPS
Code	po2340
Status	First Reading
Adopted	October 17, 2016
Last Revised	January 3, 2023

2340 - DISTRICT-SPONSORED TRIPS

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the Administration in charge of the school, program, or activity~~school administration~~ and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the Administration in charge of the school, program, or activity~~school administration~~.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out of town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the school administration in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the District Administrator of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets.

Overnight and Water-Related Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. Overnight travel includes foreign travel. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Administration in charge of the school, program, or activity ~~Principal, District Administrator~~ in accordance with the District's overnight travel guidelines, and then must be submitted to the Board for final approval.

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Trip Approval Process

No staff member may offer or lead any trip no matter the type unless the trip has been approved in the manner prescribed in this policy.

A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved.

General Trip Provisions

Students may be charged fees for District-sponsored trips.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or District Administrator. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the District Administrator. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in ~~the~~ the staff member's ~~his/her~~ charge is imperiled or where changes or substitutions beyond the staff member's ~~his/her~~ control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

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Legal 121.54(7), Wis. Stats.

Last Modified by Melanie J Oppor on March 23, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT
Code	po2370 ***
Status	First Reading
Adopted	June 15, 2020

2370 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT

The Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students developed and approved through the Board and the administration.

The District program includes a variety of opportunities using both on-site and distance learning. The availability of educational options vary depending on the school of attendance and individual student circumstances, and the District is frequently evaluating and updating its programs. Students and parents are encouraged to consult with the school administration to discuss programs best suited for them. The following contains brief descriptions of the educational options available through the District's program, but is not intended to be an exhaustive list:

Early College Credit Program

High school students may take college courses for high school and/or college credit in accordance with Policy 2271 - Early College Credit Program.

Start College Now Program

Students enrolled in grades 11 and 12 may take technical college courses for high school and/or college credit in accordance with Policy 2271.01 - Start College Now Program.

Advanced Placement (AP) Courses

Students may enroll in AP courses that prepare students for the College Board's annual AP Exams offered in the spring. Students may earn college credit based on their AP Exam score.

Cooperative Academic Partnership Program (CAPP) Courses

Students may enroll in CAPP courses offered in conjunction with UW-Oshkosh for college credit.

Dual Credit Programs

Students enrolled in grades 11 and 12 may take approved dual credit programs with Fox Valley Technical College in accordance with State law and District procedures.

Independent Study

Independent study provides the opportunity for students to explore career options or to take a course not available as an offered course. Independent studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

Advanced Study

Advanced study offers a student the opportunity to go beyond the curriculum of a course or to integrate two or more content areas. Advanced studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

Online Courses

Students may enroll in online courses when such a course is not otherwise available or as an educational alternative better suited to the diverse learning needs of students.

Work-Study Programs

Students may enroll in the District's cooperative education program offered with a course or in a work-study program designed to the individual needs of the student.

Summer School

The District offers a summer school program that includes both enrichment and credit recovery options.

[X] Youth Apprenticeship Program

The District offers a Youth Apprenticeship program as part of the Statewide School-to-Work initiative.

Full-Time Open Enrollment Program

The District offers a full-time open enrollment opportunity to students in accordance with Policy 5113 - ~~Full-Time~~ Open Enrollment Program (Inter-District).

Part-Time Open Enrollment Program

The District offers a part-time open enrollment opportunity to students in accordance with Policy 5113.01 - Part-Time Open Enrollment.

Courses for Home-Based Private Education Students

Students enrolled in home-based private education programs may take up to two (2) courses per semester in the District in accordance with Policy 9270 - Home-Based, Private, or Tribal Schooling.

Notification of Educational Options

Annually, the District shall provide a list of educational options to parents in accordance with Policy 8146 - Notification of Educational Options.

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	First Reading
Adopted	October 17, 2016
Last Revised	January 3, 2023

2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are related to the District's curriculum and/or mission.

The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, District-sponsored activities are typically those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit; or
- E. the subject matter is of interest to students and aligns with the District's goals and mission.

No activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with competitive extra-curricular activities/athletics (not directly related to courses of study), may be conducted on- or off-school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

Non-District sponsored, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No non-district-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

In addition to the eligibility requirements established by the Wisconsin Interscholastic Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student must meet the criteria established in the Activities Code.

Students shall be fully informed of the ~~District-sponsored curricular-related~~ activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The District Administrator shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

To remain a member of a ~~District-sponsored established~~ student group or national organization such as the National Honor Society, a student must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

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Legal 120.12(23), Wis. Stats.
 P.L. 98-377

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of GRIEVANCE PROCEDURE
Code	po3340
Status	First Reading
Adopted	May 16, 2016
Last Revised	April 25, 2022

3340 - **GRIEVANCE PROCEDURE**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees shall be provided an opportunity to resolve certain matters affecting employment that the employee believes to be unjust.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety.

A grievance shall imply a dispute concerning an employee's discipline or termination of employment or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. Principal/Supervisor:

If an employee believes they have a matter subject to the grievance procedure they shall present the grievance to their immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of their decision.

B. District Administrator:

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business days of

the date the Principal's/Supervisor's written decision is issued, present their grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) business days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determines that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. When the grievant is the District Administrator, the Board President shall be responsible for selection of the hearing officer and arranging a hearing.

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one (1) individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be paid by the District.

D. Board:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose.

The Board's decision shall be by a majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include position elimination due to a reduction in force under Policy 3131 - Reduction in Staff.
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.
- D. "Business days" means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during schedule break periods.

Revised 8/22/16
Revised 4/27/20
T.C. 3/15/21
T.C. 1/17/22

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Legal 66.0509(1m), 118.22, 118.24 Wis. Stats.

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of JOB-RELATED EXPENSES
Code	po3440 - Statute Added
Status	First Reading
Adopted	October 1, 2015
Last Revised	June 19, 2017

3440 - **JOB-RELATED EXPENSES**

The Board of Education ~~of Education~~ may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee), must apply to travel under Federal awards.

The validity of payments for job-related expenses shall be determined by the District Administrator.

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Legal	2 C.F.R. 200.474
	5 U.S.C. 5701-11

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of GRIEVANCE PROCEDURE
Code	po4340
Status	First Reading
Adopted	May 16, 2016
Last Revised	January 3, 2023

4340 - **GRIEVANCE PROCEDURE**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees shall be provided an opportunity to resolve certain matters affecting employment that the employee believes to be unjust.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety.

A grievance shall imply a dispute concerning an employee's discipline or termination of employment or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. Principal/Supervisor:

If an employee believes they have a matter subject to the grievance procedure they shall present the grievance to their immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of their decision.

B. District Administrator:

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business days of

the date the Principal's/Supervisor's written decision is issued, present their grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the Board that directly affects the grievant.

C. Hearing Before an Impartial Hearing Officer:

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) business days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determines that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. When the grievant is the District Administrator, the Board President shall be responsible for selection of the hearing officer and arranging a hearing.

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one (1) individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be paid by the District.

D. Board:

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose.

The Board's decision shall be by a majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. Termination does not include voluntary resignation or retirement, nor does it include reduction in force under Policy 4131 - Reduction in Staff. ~~Termination does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include position elimination due to a reduction in force under Policy 3131 - Reduction in Staff.~~
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

D. "Business days" means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during schedule break periods.

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of JOB-RELATED EXPENSES
Code	po4440 - Added Statute 5 U.S.C. 5701-11
Status	First Reading
Adopted	May 16, 2016
Last Revised	November 19, 2018

4440 - JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Business Manager.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee), must apply to travel under Federal awards.

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Legal	2 C.F.R. 200.474
	5 U.S.C. 5701-11

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335
Status	First Reading
Adopted	June 20, 2016
Last Revised	January 3, 2023

5335 - **CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity with every effort made to provide them with the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan (~~Form 2260.01 F13~~).

Chronic health conditions, for the purposes of this policy, shall include but will not be limited to:

- A. "peanut" and other food allergies;
- B. allergies;
- C. asthma;
- D. diabetes; and
- E. seizure disorder.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 - **Student Records** and Policy 8350 - **Confidentiality**.

The District will coordinate school health practices for management of a chronic health condition and shall provide for:

- A. identification of individuals with chronic health conditions;
- B. development of Individual Health Plans (IHP) as appropriate;
- C. coordination of health care management activities by school staff;
- D. communication among school staff who interact with children with chronic health conditions;
- E. development of protocols to prevent exposure/episodic reactions;
- F. awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips.

School health practices shall provide students with chronic health conditions the opportunity for:

- A. full participation in physical activities when students are well;
- B. modified activities as indicated by the student's IHP, 504 plan, or Individualized Education Plan ("IEP");
- C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches.

Healthcare management activities shall include:

- A. procedures to obtain, maintain, and utilize written IHP plans, signed by the child's parents and physician, for each student with a chronic health condition;
- B. procedures for students to have immediate access to medications, in accordance with Policy 5330 - **Administration of Medication/Emergency Care** and AG 5330 - **Administration of Medications**, that allow students to self-care and self-administer medications, inhalers, and epinephrine auto-injectors, as prescribed by a medical professional and approved by parents;
- C. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
- D. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school related activity or event.

Staff will be trained about chronic health conditions and their control at least annually in each school in which there is a student with a chronic health condition.

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, at least annually, by a licensed health professional.

The school nurse shall maintain a copy of the training program and the records of training completed by school employees.

T.C. 1/17/22

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512
Status	First Reading
Adopted	June 20, 2016
Last Revised	January 3, 2023

5512 - **USE OF TOBACCO AND NICOTINE BY STUDENTS**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 7/22/19

Revised 11/16/20

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Legal	111.321, Wis. Stats.
	120.12(20), Wis. Stats.
	20 U.S.C. 6081 et seq.
	20 U.S.C. 7182

Last Modified by Melanie J Oppor on March 23, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL
Code	po5461
Status	First Reading
Adopted	June 20, 2016
Last Revised	January 3, 2023

5461 - **CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL**

The Board shall establish programs to serve children in the District who are identified as "children-at-risk" in compliance with State statutes. This policy meets the requirements of State law which includes identifying and serving "children-at-risk" students as defined below:

Students who are at risk of not graduating high school because they are dropouts or are at least two (2) of the following:

- A. one (1) or more years behind their age group in the number of high school credits attained
- B. two (2) or more years behind their age group in basic skill level (math and reading)
- C. habitually truant
- D. parents
- E. adjudicated delinquents, and
- F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade

The District shall identify all children at-risk enrolled in the District. The District shall annually develop a plan describing how the Board will meet the needs of such students. Each plan shall be completed on or before August 15th of each year.

All programs and services developed for "children-at-risk" including the Grades 6-12 Phoenix Program shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the Building Consultation Team structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed.

The Board uses a Equitable Multi-Level System of Supports (EMLSS) Model that is designed as a continuum for Literacy, Mathematics, and Behavior. E-MLSS is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

- A. multi-level, high-quality instructional approach for general, at-risk, advanced learners, and special education student needs;
- B. a balanced assessment system;

C. collaborative practices.

The Board will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of course or subject area ~~they~~ that the student ~~are~~ is enrolled in through systemic practices of EMLSS. Student capabilities will be identified for RtI using multiple criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction's recommendations.

The District will maintain an EMLSS Continuum and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually.

Parent involvement will be actively solicited to improve student success. Community service agencies' participation and partnerships will be encouraged and actively sought to meet student needs.

Students shall be identified and referred to these programs and services in accordance with State regulations and guidelines established by the administration. An annual report concerning "children-at-risk" shall be made to the Board at the conclusion of each school year.

Revised 4/27/20

T.C. 11/16/20

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Legal	118.153, Wis. Stats.
	P.I. 25

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of CARE OF DISTRICT PROPERTY
Code	po5513
Status	First Reading
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Last Revised	January 3, 2023

5513 - **CARE OF DISTRICT PROPERTY**

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also their student's parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age or older shall be liable for damage they student caused.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities.

The District Administrator may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature. Any such referral shall be consistent with Policy 5540 - The Schools and Governmental Agencies.

The District Administrator shall develop administrative guidelines to implement this policy.

T.C. 1/17/22

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Legal 120.13, Wis. Stats.

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of PAYROLL DEDUCTIONS
Code	po6520 - Statute Added
Status	First Reading
Adopted	July 18, 2016
Last Revised	April 27, 2020

6520 - **PAYROLL DEDUCTIONS**

The Board directs the District Administrator to ensure that deductions are made from an employee's paycheck as required by law (e.g., State and Federal withholding, employment taxes garnishments, and child support). The Board also authorizes payroll deductions for the following purposes:

- A. Wisconsin Retirement System (Standard Contribution)
- B. Wisconsin Retirement System (Voluntary Additional Contribution)
- C. Section 125 deductions (cafeteria plans)
- D. contributions to charitable corporations, not-for-profit and community fund organizations
- E. payment of group insurance premiums for a plan in which District employees participate
- F. payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff
Any such deduction must be expressly authorized in writing by the employee.

The Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) or 457 of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the District Administrator's Office in writing if ~~they~~ the employee wishes to participate in such a program.

Revised 11/19/18

Revised 7/22/19

26 U.S.C. 457
26 U.S.C. 403(b)
Chapter 109, Wis. Stats.

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Legal

26 U.S.C. 457

26 U.S.C. 403(b)

Chapter 109, Wis. Stats.

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Book	Policy Manual
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Title	Copy of REMOTE ACCESS TO THE DISTRICT'S NETWORK
Code	po7543
Status	First Reading
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Last Revised	January 3, 2023

7543 - **REMOTE ACCESS TO THE DISTRICT'S NETWORK**

Access to the District's Website is encouraged.

Some of the resources found on the District's website may include:

- The District's calendar of events
- Student Information System resources like student grades, attendance, and discipline data
- Required State reports
- Board agenda and minutes

~~The following resources shall be available on the District's website:~~

- ~~A. the District's calendar of events~~
- ~~B. gradebook program~~
- ~~C. required State report(s)~~
- ~~D. Board agendas and minutes~~

The Board of Education encourages employees, parents, students, and community members to check the District's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system). If a user name and password, or login procedure, is necessary to access a resource, information shall be provided on the website explaining who is eligible for a user name and password, how to obtain a user name and password, and detailed instructions concerning the login process.

Board members, District employees, and students, as well as contractors of the District, are permitted to use their personally-owned or District-owned computer or workstation and/or web-enabled devices of any type ~~of~~to remotely (i.e. away from District property and facilities) access the District's server and thereby connect to the District's Network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources and completing assigned coursework.

Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

- ~~A. his/her~~the device computer/device must have, at the minimum, the anti-virus software specified in the District's standards for remote access and connection
- B. the individual may only access the Network using an ~~his/her~~assigned user name and password

The individual must not allow other persons, including family members, to use ~~the his/her~~ user name and password assigned to login into the Network. The user may not go beyond ~~his/her~~authorized access.

- C. the ~~his/her~~ device may not be connected to any other network at the same time the individual ~~s/he~~ is connected to the Network, with the exception of personal networks that are under the complete control of the user
- D. the individual may not access non-District e-mail accounts (e.g. Hotmail, Gmail, Yahoo, AOL, and the like) or other external resources while connected to the Network
- E. the ~~his/her~~ device may not, at any time while the individual is using remote access to connect to the Network, be reconfigured for the purpose of split-tunneling or dual-homing

Additional standards and regulations for remotely accessing and connecting to the District network may be developed and published.

Any user who violates this policy may be denied remote access and connection privileges.

- use of the Network is contingent upon the individual abiding by the terms and conditions of the District's Network and Internet Acceptable Use and Safety policy and guidelines.

Users may be required to sign the applicable Acceptable Use agreement form (~~Form 7540.03 F1 or Form 7540.04 F1~~) prior to being permitted to use remote access.

Any employee who violates this policy may be disciplined, up to and including termination of employment; any contractor who violates this policy may have ~~their/his/her~~ contract with the District terminated; and any student who violates this policy may be disciplined up to and including suspension or expulsion.

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Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of STUDENT RECORDS
Code	po8330
Status	First Reading
Adopted	November 21, 2016
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8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data," includes reference to "directory information," in the context of the Family Educational Rights and Privacy Act (FERPA).

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that ~~their~~ the adult student's ~~his/her~~ parents not be permitted access to personally identifiable information from ~~their~~ adult student's ~~his/her~~ records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing ~~his/her~~ tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record;
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
 4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if ~~s/he is~~ an adult) or ~~their~~ ~~his/her~~ parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;

- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or their his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY DATA INFORMATION

Each year, the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data information." The Board designates as student "directory data information":

- A. a student's name;
- B. photograph;
- C. participation in officially-recognized activities and sports;
- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
- F. degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail addresses (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory data/information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory data/information," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of computer data storage for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Furthermore, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. In addition, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

Revised 11/21/16

Revised 7/17/17

Revised 12/18/17

Revised 7/22/19

Revised 11/18/19

Revised 4/27/20

T.C. 1/17/22

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Legal	46.215 Wis Stats.
	46.22 Wis. Stats.
	46.23 Wis. Stats.
	115.298 Wis. Stats.
	118.125, Wis. Stats.
	118.125(2)(q) Wis. Stats.
	25 U.S.C. 450b(L)
	34 C.F.R. Part 99
	20 U.S.C. Section 1232f (FERPA)
	20 U.S.C. Section 1232g (FERPA)
	20 U.S.C. Section 1232h (FERPA)
	20 U.S.C. Section 1232i (FERPA)
	26 U.S.C. 152
	20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
	20 U.S.C. 7165(b)
	20 U.S.C. 7908

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Last Revised	February 28, 2022

8500 - **FOOD SERVICES**

The Board shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The Board does not discriminate on the race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

Dietary Modifications

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. -must be submitted within two (2) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent is required.

Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Business Manager. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment are the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectible are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectible no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the Business Manager. The Business Manager shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student that has a negative account balance

may not purchase a la carte items with cash unless the student is also able to bring their/his/her account current.

A student who has exceeded the permissible negative balance amount in their/his/her account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as "bad debt" at the end of the school year.

If a student has a significant negative lunch account balance, they students/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to their/his/her negative lunch account balance.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Business Manager is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender status, change of sex, sexual orientation, or gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

2. Fax: (202) 690-7442; or

3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Revised 11/21/16
Revised 7/17/17
Revised 11/19/18
T.C. 3/15/21
Revised 1/17/22

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Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, 93.49, 115.34 -115.345, 120.10(16), 120.13(10), Wis. Stats.

7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245

42 U.S.C., Chapter 13

Last Modified by Melanie J Oppor on March 23, 2023



Book	Policy Manual
Section	Technical Corrections Vol. 31, No. 2 for the Board
Title	Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800 - Added Statute
Status	First Reading
Adopted	November 21, 2016
Last Revised	March 15, 2021

8800 - **RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES**

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion.

The Board may not prohibit any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student or staff may be compelled to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

Revised 12/18/17

Revised 4/27/20

29 C.F.R. 1910.1030

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Legal

29 C.F.R. 1910.1030

118.06(2), Wis. Stats.

20 U.S.C. 4071 et seq.

Last Modified by Melanie J Oppor on March 23, 2023



Science of Reading Research

EVALUATION CHECKLIST

Developed by Wiley Blevins

Benchmark Phonics & Word Study Workshop Program Consultant and Principal Author,
 ILA 2019 Literacy Leadership Brief: Meeting the Challenges of Early Literacy Phonics Instruction

Category	Criteria		Program Evaluation		
	MEETS SCIENCE OF READING	DOES NOT MEET SCIENCE OF READING	MEETS	PARTIALLY MEETS	DOES NOT MEET
I. Scope and Sequence	✓ Clearly defined scope and sequence that provides the "spine" for foundational skills instruction.	✗ No clearly defined scope and sequence —based primarily on books students are reading in small group.			
	✓ Proceeds from easier to more complex skills , separating easily confused letters and sounds.	✗ Incidental and random phonics learning , often jumping around from easier to more complex skills (e.g., short vowel one week, long vowel the next, back to short vowel, and so on).			
	✓ MUST include a robust review and repetition cycle to ensure mastery of taught skills (extend the learning 4–6 weeks after introduction).	✗ Skills are taught but not reviewed (e.g., "skill of the week" with little to no review in subsequent weeks).			
	✓ Skills taught are tightly connected to the texts students read to provide ample practice/ application to get to mastery and opportunities to transfer the skill.	✗ Exposure-focused , rather than mastery-focused, which doesn't provide consistent focus and won't lead to student learning for a large number of students.			
	✓ Includes phonemic awareness, phonics, fluency, and concepts of print instruction.	✗ Does not include all areas of foundational skills and may not meet grade-level state standards.			
Category I. Overall					



Category	Criteria		Program Evaluation		
	MEETS SCIENCE OF READING	DOES NOT MEET SCIENCE OF READING	MEETS	PARTIALLY MEETS	DOES NOT MEET
II. Phonics/ Decodable Readers <i>Becoming a Nation of Readers</i> (Anderson, Hiebert, Scott & Wilkinson, 1985)	✓ Comprehensible —with vocabulary that is understandable and derived from students' speaking and listening vocabularies.	✗ Decodable text uses low-utility words (vat, rut), nonstandard sentence structures (He did hit it.), nonsensical tongue twisters (Slim Stan did spin, splat, stop.), confusing concepts (The sun will make plants rise.), odd names (Mem had a pup.), and underuses the word "the" —the most common word in English.			
	✓ Comprehensible—stories should make sense and follow natural-sounding English spoken and written patterns.	✗ Decodable text is so controlled that the text doesn't make sense or presents unnatural-sounding English.			
	✓ Instructive —majority of the words must be decodable , based on sound-spellings previously taught , with a strong connection between instruction and the text.	✗ Relies on patterned, leveled texts (e.g., Levels A–D) for decodable text . These do not offer enough decodable words for students to practice their skills and may force students to rely on memorizing words and guessing using picture clues .			
	✓ Engaging —connected text must be engaging with beautiful illustrations, photos, and interesting story lines so that text is worth revisiting for developing fluency, and worth talking and writing about it.	✗ Poor visual quality or story lines compared to other texts students see in school.			
	✓ Decodable texts should be an integral part of the phonics lesson.	✗ Decodable texts are not an integral part of the phonics lesson.			
	✓ Good Examples of Decodable Texts What Is It? This has six legs. It is little. It can hop. What is it? (It is a grasshopper, supported by a photo in the text.) The Big Rip Tim is a little bit sad. His coat has a big rip. Tim will go to Rick. Can Rick help him? "I can not zip it," said Tim. "Can you fix it?"	✗ Weak Examples of Decodable Texts (Texts to Avoid) Mac Mac had a bag. The bag had a dog. Mac had a bag and a dog. Mag had a rag. Mac can tag Mag. Mac got the rag. Mac sat on the rag. Mag sat on the bag. Pam Pam sat on the mat. A cat sat on the mat. Tap, tap. Sap is on Pam. Sap is on the cat. Sap is on the mat. Mmmm!			
Category II. Overall					

Category	Criteria		Program Evaluation		
	MEETS SCIENCE OF READING	DOES NOT MEET SCIENCE OF READING	MEETS	PARTIALLY MEETS	DOES NOT MEET
III. Systematic and Explicit Instruction of Foundational Skills	✓ Defined scope and sequence (systematic) with a small-step progression from skill to skill that makes learning manageable (moves from the known to the new).	✗ Lack of scope and sequence , which doesn't allow for phonics to be taught as a system that is internalized, generalized, and utilized by students efficiently.			
	✓ Initial introduction of each skill is explicitly stated and applied in ways that get students thinking and talking about how words work .	✗ Uses discovery method to introduce new phonics skills, which can leave too many students behind (those who don't have prerequisite skills to make the discovery).			
	✓ Active and engaging instruction (e.g., through word building, word sorts with discussions, dictation) as students develop and deepen their understanding of how English words work .	✗ Focuses on use of the cueing systems in K-2 , especially an overemphasis on using context and picture clues.			
	✓ Multisensory and multimodal instruction included (hear, say, touch); ideal for supporting students with learning challenges, such as dyslexia.	✗ Limits instructional and practice opportunities to only sight or sound or rote skill-and-drill.			
Category III. Overall					
IV. Daily Application to Reading and Writing Application is where the learning "sticks."	✓ Daily reading practice using controlled, decodable texts in Grades K-1.	✗ Use of controlled, decodable texts in Grades K-1 is not daily or is nonexistent .			
	✓ Writing application where students write about what they read to practice their skills in a purposeful and focused way.	✗ Does not incorporate writing during phonics time (both guided spelling/dictation and writing about stories read to process meaning).			
	✓ Application should be daily and a substantial part of the phonics lesson—at least 50%.	✗ Bulk of the lesson is devoted to isolated skill work .			
Category IV. Overall					
V. Vocabulary and Content Knowledge Building	✓ Recognizes reading comprehension as a product of both decoding and language comprehension (vocabulary and background knowledge).	✗ Overemphasis on phonics , which often results in students not developing the language skills needed to tackle more complex text as they move up the grades.			
	✓ Builds oral language and vocabulary through daily read-alouds with rich, interactive conversations.	✗ Conversations during read-alouds are limited or nonexistent , resulting in a passive listening experience.			
	✓ Readers rely on word meaning knowledge and background knowledge related to the topic, which intertwine with decoding skills .	✗ Materials focus too heavily on decoding without building knowledge or focus too heavily on building knowledge without developing decoding skills .			
Category V. Overall					

Category	Criteria		Program Evaluation		
	MEETS SCIENCE OF READING	DOES NOT MEET SCIENCE OF READING	MEETS	PARTIALLY MEETS	DOES NOT MEET
VI. Comprehension	✓ Focused on meaning making and the role of language (vocabulary and knowledge) in that process.	✗ Focused almost entirely on skills and strategy lessons with limited content knowledge building.			
	✓ Teaches real-reader thinking strategies (e.g., stop and reread, summarize, predict) and applies them to grade-level and complex texts.	✗ Lessons focused too heavily on individual skills and strategies with limited time for deriving and discussing meaning of the text.			
	✓ Builds necessary fluency for students to read grade-level texts.	✗ Does not expose all students to grade-level complex text .			
	✓ Uses writing to increase understanding of text.	✗ Limited opportunities to write in response to text .			
Category VI. Overall					
VII. Fluency	✓ Fluency is formally taught and includes a focus on automaticity, accuracy, and prosody.	✗ Fluency is not directly taught .			
	✓ Fluency is taught at the letter, word, and sentence level .	✗ Fluency is not taught at the letter, word, and sentence level.			
	✓ Students reread texts to develop fluency.	✗ Program does not contain repeated readings of decodable texts to develop mastery of foundational skills quickly.			
	✓ Fluency is assessed .	✗ Fluency is not assessed .			
Category VII. Overall					
VIII. Phonics Assessment	✓ Assessments inform instruction and provide granular next-steps information .	✗ Students are primarily assessed by reading a passage and then given a reading level score —a level doesn't provide enough granular information about phonics skill mastery.			
	✓ Contains both comprehensive assessment (to determine skills needs) and frequent cumulative assessments (to confirm mastery and check for decayed learning in order to catch it early).	✗ Does not contain both comprehensive and cumulative assessments .			
Category VIII. Overall					
PROGRAM RATING OVERALL					

PHOTO CREDIT: FRONT COVER: VERONICA LOURO





Students choosing to excel; realizing their strengths

To: Dr. Melanie J. Oppor
From: Michelle Johnson
Date: 3/29/23
Re: MES Literacy Into Reading and Wonders Pilot Proposal and Literacy Shift Plan

The purpose of this memo is to outline the proposed pilot timeline for English Language Arts resources for grades K-5 at Manawa Middle School for the first semester of the 2023-2024 school year if approved. This memo is an extension of the additional memo brought forth to the Curriculum Committee in June.

Grades K-2-Development and Extension of Early Literacy Foundations

In alignment with research based practice aligned with the Science of Reading, the development of early literacy through phonemic awareness, vocabulary, letter recognition and knowledge, blending those sounds to create words, and engaging in discussion embedded within modeling literacy practices to build understanding, all encompasses what our students need to be successful. Described below are the practices and resources currently in place and recently adopted to assure building these solid foundations:

1. Adoption of BOE approved Really Great Reading. An interactive and engaging resource which provided scaffolded sequenced of lessons to build phonological awareness and foundational literacy skills.
2. Interactive Read Aloud (BOE approved): Through rigorous and engaging various texts, students engage in conversation, questions, and are able to observe fluency skills modeled for the classroom.
3. Recently BOE approved UFLI, an extension and intervention paralleling Really Great Reading with sequenced and researched lessons to extend and support foundational and phonemic skills through modeling, decoding practice, and writing.
4. Literacy Footprints- BOE decodable, leveled readers with strategic and targeted instructional lessons to provide small group and individual practice.

When reviewing practices that would best support our student needs, the MES literacy team is exploring schedule transitions to extend Really Great Reading instructional time to utilize all elements to the fullest as well as incorporating and connecting additional practice with UFLI. This provides additional instructional time to incorporate small groups with early literacy focus

based on skill and strategy data demonstrates where students need it the most in alignment to standards.

Pilot: K-2

It is proposed that in addition to the solid research-based resources, the elementary levels grade K and 2 to pilot decodable practice and readers provided by Wonders and Into Reading to align and transition instruction to align K-5.

Grades 3-5:

After the internal literacy audit based on student achievement on class assessment, iReady, and past state assessments, the literacy team determined that the highest need was filling in instructional gaps students missed in building foundational skills, expanding vocabulary, comprehension in informational text, as well as developing text-dependent analysis writing skills. Below, describes the pilot proposal in alignment with current practices. The main element identified when exploring is the necessary shift from Lucy Calkins whose resources were not grounded in research, and incorporate practices grounded in the Science of Reading, with what our educational team knows our students need based on project and reading performance.

Current Practice:

Interactive Read Aloud- Previously BOE approved. With the intentional instructional coaching of building text-dependant writing, the Interactive Read Alouds provide rigorous and relevant texts organized by theme. Students explore mentor texts to embed within their writing, and through discussion to build deeper comprehension with intentional discussion stems supported by text evidence.

Based on Data Interpretation and Student Need

Text-dependent writing, continued foundational skills and vocabulary building, as well as deeper comprehension are components needed for our students at the upper elementary level. The proposal is to pilot two resources, Wonder and Into Reading, to compare to fulfill these specific, targeted needs.

Wonders

Pilot: Section 3 A , third grade, and 5 A fifth grade

Cost: All digital access for teacher and student pilot is with no cost for three months. If our team is interested in print copies as well, the pilot cost individual Units for the students-each Unit is \$6.17

From EdReport:

The materials for Wonders 3-4-5 meet the expectations of alignment, including instruction and practice to develop skills and understanding. The materials include many high quality texts and tasks that support students' development of literacy skills. The materials are organized to build knowledge of topics and provide opportunities for students to demonstrate integrated skills. Instruction for foundational skills includes the core components necessary. While many implementation supports are available, the teacher may need to do extra work to assure lessons are implemented with fidelity.

2020

Wonders

PUBLISHER

McGraw-Hill Education

SUBJECT

ELA

GRADES

K-6

REPORT RELEASE

11/21/2019

REVIEW TOOL VERSION

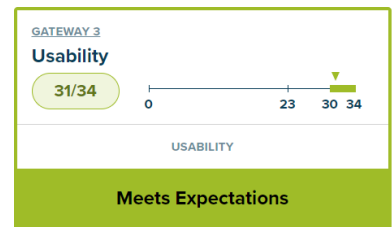
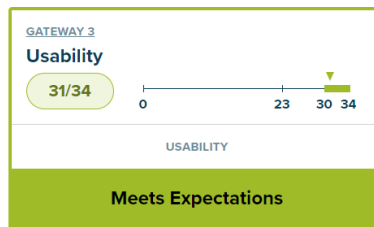
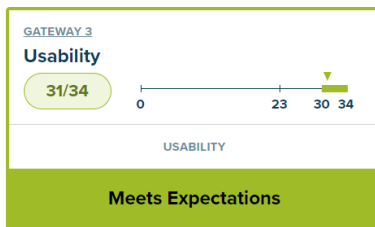
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ALIGNMENT ⓘ

Meets Expectations

USABILITY ⓘ

Meets Expectations



Into Reading- Grades 3-5 Pilot: Section 3B and 5B

From EdReport:

The instructional materials *Into Reading*, Grades 3 through 6, meet the expectations of alignment and usability. Texts included in the program are high quality and engaging, as well as appropriately rigorous and organized to support knowledge building. The materials include questions, tasks, lessons, and practice that support students' development of reading, writing, speaking and listening, and beginning to think critically. Materials include foundations for students to study topics and develop research habits, as well as practice different types of speaking and writing about different topics.

Implementation and usability supports for teachers to assure students meet grade level goals meet the criteria of Gateway 3.

Into Reading

PUBLISHER

Houghton Mifflin Harcourt

SUBJECT

ELA

GRADES

K-6

REPORT RELEASE

01/23/2020

REVIEW TOOL VERSION

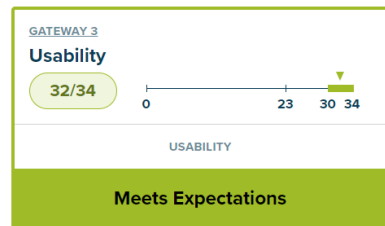
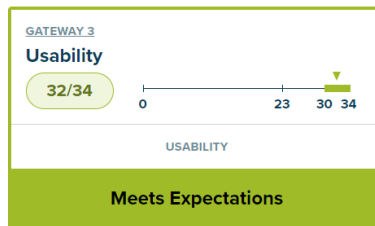
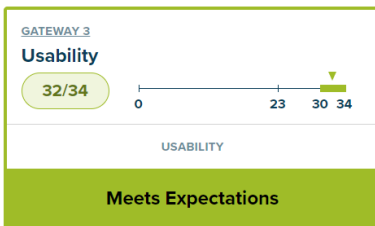
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ALIGNMENT ⓘ

Meets Expectations

USABILITY ⓘ

Meets Expectations



Proposed Timeline:

2nd Sem. 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2022
<p>Utilizing the Science of Reading Rubric to evaluate/expl ore resources, through reps, reaching out to school districts, and samples, identified the top two literacy resources to pilot for the 2023-2034 year.</p>	<p>-Plan, review resources, and design with ELA elementary school teachers. -Organize correlating pilot programs with instructional coaching, and schedule pilot modeling with reps.</p>	<p>-Reach out to other districts utilizing Wonders and Into Reading -iReady Screener Pre-Assessment -Begin pilot mid September after initial universal assessments are completed.</p>	<p>-Continue pilot in 3rd and 5th grade. -Compare formative and summative assessments among sections and grades with data protocol PLC meetings. -Gather progress monitoring and various data for discussion and analysis. -Continued modeling/coaching with pilot resource support/instructional coach support.</p>	<p>-Continue collecting and analyzing data. -Discuss comparisons and begin finalizing decisions for adoption to move to curriculum committee.</p>	<p>-Winter iReady Screener -Gather Data -Survey Students -Compare data across grade sections vertically and horizontally. -Present to Curriculum Committee and BOE findings. -Make decision</p>



ADVENTURE 2023

Program Guide

The School District of Manawa Summer Enrichment Program

"Every Adventure Requires a First Step"

Join us for a summer of adventures
and endless possibilities

June 12th–June 30th

Registration will take place online April 3rd-14th

PROGRAM INFORMATION

WHO:

- Students entering grades Pre-Kindergarten – 12th grade

WHAT:

- Introduction to 4K (Your child must be 4 by September 1, 2023)
- Camp Kindergarten (2023-2024 Kindergarteners)
- Remedial courses: reading, writing, and mathematics (grades 1-12)
- Enrichment courses: cooking, science, computers, outdoor adventures, movie music magic, fitness, and more (grades 1-8)
- Skills courses: volleyball, wrestling, football, basketball, hunter safety, officiating license and course
- Swimming Lessons: Iola-Scandinavia Fitness & Aquatic Center (grades 1-6)

WHEN:

- Summer Adventures: June 6th-24th, 8:00 am-12:00 pm
- Swimming and skills courses see specific course dates & times

WHERE:

- Programming will be held at the Elementary School for Grades 4K- 8 and the High School for Grades 9-12

WHY:

- “*Summer Adventure*” participants will find a number of interesting and exciting learning opportunities again this summer
- Remediation
- Fun
- Skill Development

HOW:

- Complete registration, medical emergency form, and transportation form online
- To complete online forms and further instructions, please visit

<https://www.manawaschools.org/programs/summer-school.cfm>

•

CONTACTS:

- **Scheduling assistance: Kris Thompson** 920-596-5700
- **Michelle Johnson**- 920- 596-5738 or summerschool@manawaschools.org
- **Mary Eck**-920-596-5804 or summerschool@manawaschools.org

- **Manawa Elementary School Office** – 920-596-5700
- **Little Wolf High/Manawa Middle** – 920-596-5801

From the desk of Ms. U (Elementary School Counselor, Manawa Elementary)

During the summer, student worries do not go away. For that reason, I am happy to announce that I will be having drop-in and scheduled summer hours for students and families. The drop-in hours will be on **TBD**. In addition to courses building confidence, connecting with others, and strategies to build life skills, I will also be scheduling dates throughout the summer for google chats, a talk in the park or a home visit. Please contact me if you have any questions.

lujadowski@manawaschools.org or call (920)596-5700 and ask for LuAnne Ujazdowski

Thank you and I look forward to hearing from you!

Transportation to Summer School:

Students will be picked up and dropped off at times to be determined at the determined pick up sites. Parents are responsible to drop off and pick up their children at designated times and locations listed below.

*If you are in need of transportation, please be sure to fill out the needed information on Skyward while registering online. **Notification will be needed no later than April 14th, 2023.**

Pickup Time

-Monday and Wednesdays

6:45AM – Symco
7:00AM – Ogdensburg
7:15AM – Royalton
7:25AM – Little Lambs
7:30AM – MES

Pickup Time

12:00PM – MES
12:10PM – Little Lambs
12:20PM – Royalton
12:30PM – Ogdensburg
12:40PM – Symco

Pickup Time

-Tuesdays, Thursdays and Fridays

7:00 AM – Symco
7:15AM – Ogdensburg

7:30AM – Royalton
7:45 AM – Little Lambs
7:50 AM – MES

Pickup Time

12:00PM – MES
12:10PM – Little Lambs
12:20PM – Royalton
12:30PM – Ogdensburg
12:40PM – Symco

FREQUENTLY ASKED QUESTIONS

Q: What does a student’s daily schedule look like?

A: “**Summer Adventure**” **Daily Schedule**

Session 1	8:00-9:00
Session 2	9:00-10:00
Session 3	10:00-11:00
Session 4	11:00-12:00

Q: Who will be teaching the classes?

A: Teaching staff will include the best possible *certified* teachers available. Teaching assistants will also be working for the program to assist our certified staff with daily activities.

Q: What happens if my child selects a course that is filled?

A: Online registration will only allow for registration if the course has availability. To best help support scheduling, please utilize the schedule guide provided to fill out **before** registering online. This guide is for your convenience, and will not be turned into the office.

NOTE: *Course enrollment will be based on a first come, first serve basis.* Some courses may be eliminated if there are an insufficient number of students enrolled, or if there are not qualified teachers available to teach them. Parents will be notified as soon as possible of any changes.

***Note: You will be scheduling for classes available to your child’s upcoming grade in 2023-2024 school year.**

Q: When will I know what my child’s summer school schedule is?

A: A copy of your child’s schedule will be sent home at least two-weeks prior to the start of summer school. Online schedule will be available as soon as online registration is completed.

Q: Can my child who is entering 4K Kindergarten and 5 year old Kindergarten attend?

A: Yes! Students can enroll in our 4K and Camp Kindergarten. Students will use skills that will prepare them for a successful Kindergarten experience. Activities will include stories, music, plays, manipulatives, arts and crafts, and fun.

Q: Can out-of-district children enroll in Summer Adventure?

A: Yes! There is a tuition fee of \$75.00 per child. An out-of-district student is any student who currently resides outside the School District of Manawa. If a student, (ex: grandchild), is staying with a district resident this summer 2023, the in-district requirements are met.

Q: Will transportation be available for students to get to & from summer school?

A: Yes! The school district will be offering transportation to and from summer school. Designated pick-up points, drop-off points, and times will be established for surrounding communities. Parents will be responsible for making sure students are at those locations at the scheduled times in order to accommodate the summer school schedule. Please note, after the initial registration, it will be decided if numbers are adequate to offer this service. Locations and times will be sent out after registration.

Q: What are the attendance procedures and policies?

A: All students enrolled are asked to attend summer school on a regular basis. Emergencies and illness should call the school offices and make us aware of the situation by at least 9:00 a.m. daily if at all possible. Elementary School Office (920) 596-5700 High School Office (920) 596-5800

Q: Does my student need to bring school supplies?

A: Most supplies will be furnished by the School District of Manawa. In the event special supplies are needed or there are additional fees, it will be noted in the description of the coursework. Students should **NOT** bring items such as toys, video games, etc. to summer school.

Q: What should my student wear to summer school/is there a dress code?

A: We understand that the weather will likely be warm throughout the summer; therefore we expect that our students will come to summer school dressed casually and comfortably. However, all students are required to dress per school district dress code. Students will be required to wear shoes at all times. Hats will not be allowed inside the buildings, but may be worn for outside activities. Please, note that some courses and, or activities may require students to dress in a particular fashion. You will be notified in advance if this applies (i.e. – Outdoor Adventure in the woods, swimming, etc.).

Q: Is there a student code of conduct? Can my student be removed from summer school?

A: Yes! The same rules and regulations regarding student conduct for the regular school year will apply for summer school as well. Students who misbehave will be disciplined in a reasonable manner and parents will be notified. Students who cause excessive disciplinary problems may not be invited back to summer school in extreme circumstances. Refunds will not be granted in these circumstances.

Q: Will the Sturm Memorial Public Library Summer Reading Program be affiliated with summer school?

A: Yes! Students are strongly encouraged to visit the public library and participate in summer programming. For more information please contact Lyn Hokenstad at 596-2252.



SWIMMING PROGRAM

IOLA-SCANDINAVIA FITNESS & AQUATIC CENTER

&

The Manawa Summer School Program

SWIMMING SESSION: June 12th-June 30th, 2023, Monday & Wednesday, Six day lesson schedule.

\$15.00 Fee- A check can be written out the School District of Manawa Summer School

Note: The entire cost of swimming lessons is \$30.00, but the School District of Manawa will be covering half the cost.

A qualified teacher will accompany the students to the pool. Certified swimming instructors hired by the Iola Aquatic Center will provide the instruction. Students will still be able to return to the elementary school for the remainder of their Summer School Programming on lesson days.

Please keep in mind, adequate participation will still determine course offering. There will be no cost for the swimming lesson transportation. The school district will recover the cost through state aid membership participation. **We will however require a student who signs up for instruction to attend all the sessions.** An Iola Fitness and Aquatic form and parental signatures must be filled out before or on the day of registration. Schedule of pickup times and return times are below.

Transportation: Students will be transported to and from swimming lessons from the elementary school.

All times listed are approximate.

Pool Arrival Time: 7:55 A.M.

Departure Time: 9:00 A.M.

COURSE DESCRIPTIONS + GRADE LEVELS

Offerings for Grades 4K to 5/6

Introduction to Four Year Old Kindergarten (Students must sign up for full 4K course)

Entering 4K only

15 days

4 hours/day-3 mini sections

8 am-10 am- Manners, Social Skills, Play and Story Time

Is your child eligible for 4 year old kindergarten in the school year 2023? (Must be four years old by September 1, 2023) This class will be a fun introduction to the 4K environment. Students will have stories, songs, art, games, music, movement, and lots of play! This will be a fun way to introduce your child to our 4K program.

9-10 am-Create Your Own Music Instrument and Creative Crafting

Creative sounds and instruments made from popsicle sticks, string, buckets, and everything in between. 4K students explore music while using their creativity.

11-12 pm. Outdoor Games

Our littlest ones get their wiggles out through outdoor/(indoor if poor weather) with games such as Ollie Ollie Octopus, scavengers, pool noodle balloon hockey and various other games to teach social skills, team sportsmanship, and to play outside.

Camp Kindergarten (Students entering 5 year old Kindergarten)

15 days

4 hours/day

Students will acquire skills for a successful Kindergarten experience. Colors, shapes, alphabet, and counting will be promoted using play, music, stories, movement, manipulatives, and fun!

Games Galore

Grades 1-3

15 days

1 hour/day

Let the board /card games begin! Students will practice learning, social, and communication skills while playing games! The games *may* include: Sequence, Clue, Yahtzee, Uno, Phase 10, Garbage, etc. The games will help kids acquire logic and reasoning skills as well as boost critical thinking skills! Don't miss this Old Fashioned Fun!

Games Galore

Grades 4-5

15 days

1 hour/day

Let the board /card games begin! Students will practice learning, social, and communication skills while playing games! The games *may* include: Sequence, Clue, Yahtzee, Uno, Phase 10, Garbage, etc. The games will help kids acquire logic and reasoning skills as well as boost critical thinking skills! Don't miss this Old Fashioned Fun!

Hands in the Mud, School Garden

Grades 2-3

15 days

1 hr/day

Our little sprouts will be getting their hands muddy while working in our school garden and learning about agriculture. Together, they will plant, water, and watch their seeds grow into produce while reading about life on the farm. Additionally, they will learn about teamwork, relationship building and strong social and emotional skills.

Crafty Characters and Snacks in Storyland

Grades 1-2

15 days

1 hr/day

Storyland and characters come alive through interactive read alouds, snack making, and character craft creation through the exploration and imagination of our younger learners. Crafts and snacks are tied to the themes carried out throughout various books with fun engagement activities. Students will re enact scenes through handmade puppets and other projects.

Reading Ready

Grades 1-2

15 days

1 hr/day

Work on reading skills necessary to be successful in your next grade! This course is designed to encourage reading throughout the summer. Instruction will be delivered through independent, partner, and small group reading. Students will work on reading fluency, phonics, vocabulary, and comprehension through a variety of appropriately leveled books.

Reader's Theater

Grades 1-3

15 days

1 hour/day

Try out fun character voices, create imaginary worlds, and practices reading aloud through this course filled with laughter and excitement. Reader's Theater is a strategy that combines reading practice and performing. Its goal is to enhance students' reading skills and confidence by having them practice reading with a purpose. Reader's theater gives students a real reason to read aloud.

Music Wonderland

Grades 3-5

15 days

1 hr/day

Music Wonderland offers students an opportunity to explore music through age-appropriate singing, playing and rhythm activities. This course encourages children to be composers as well as performers. Movement and self-expression are emphasized over repertoire. While we cover the basics of solfege, note reading, rhythm, and beat, it's never at the expense of having fun.

Movie Music Magic and Composition

Grades 6-12

15 days

1 hr/day

We all watch movies and documentaries for their interesting plots and exciting cinematography. In contrast, never-ending efforts go into creating mood and tone through music to really set the scene. This course will provide

opportunities for students to learn the sound palettes with this course to ensure how sound is implemented and designed for different parts of the movie.

Mad Summer Scientist

Grades 1-2

15 days 1 hour/day

Become a mad scientist this summer! Learn about magic and the mystery of science through literacy while having fun doing experiments. As a class we will research, form hypotheses and perform experiments to answer questions and more.

Bookin' and Cookin'

\$8.00 Fee

Grades 2-4

15 days

1 hour/day

Do you like to cook? Do you like books? Then this class is for you! We will read a fun book and prepare a snack to go along with the story. We will also write and illustrate our favorite part of the story. Students will take home their recipe book at the end of our summer session. Allergy warning: We will cook with gluten, eggs, peanuts, and dairy.

Math Puzzle Adventures

Grades 4-5

15 days

1 hour/day

Students will have opportunities to solve an assortment of different math puzzles while practicing their math skills. Puzzles will include: riddles, crosswords, KenKen, Kakuro, brain teasers, magic squares, magic triangles, and Sudoku.

Math Madness

Grade 1

15 days

1 hour/day

For students entering first grade in the fall, we will focus on number identification and addition/subtraction with numbers 1-10.

Math Madness

Grades 2-3

15 days

1 hour/day

For students entering grades 2-3 in the fall, we will focus on addition and subtraction.

Math Madness

Grades 4-5

15 days

1 hour/day

For students entering grades 4-5 in the fall, our games may include addition, subtraction, multiplication, and division.

Creative Writing:

Grades 3-5

15 days

1 hour/day

In this fun, energetic course designed for students entering grade 3 through 5, students build their reading and writing skills by studying the works of picture book masters. Each day in class, students will read and discuss a picture book addressing specific literacy skills and topics. Then it's time for them to try their hand at writing with a unique assignment based on the topic of the day. In the final days of the course, students will have the chance to apply what they've learned as they write and illustrate a picture book of their very own.

Adventures in Computers

Grades 1-4

15 days

1 hour/day

Students will work through a variety of computer applications to increase their knowledge of not only basic keyboarding skills, but various software (Google and Seesaw) and online educational games. They will create fun-filled projects using different computer applications.

Sports/Leisure

Grades 3-5

15 days

1 hour/day

Students will be engaged in a variety of activities that will promote a healthy lifestyle. Activities will include lifetime sports that will include Frisbee Golf, Hockey, Bowling, Golf, and basic skills of Basketball, Volleyball, Soccer, and more.

Biking

Grades 4-6

15 days

1 hour/day

Let's bike together. This fun course will introduce the benefits of biking. Participants will work on form, building endurance, increasing core strength, and flexibility. Methods will be demonstrated through both through safety days and cooperative biking adventures that promote a healthy life long activity. Mentors will bike with a group based on time/age/ and ability. Special community presenters such as our Chief of Police will share tips, techniques, and possibly bike with the team.

The Great Escape

Grades: 3-5

15 days

1 hour/Day

Escape rooms are currently all the rage. With puzzles, riddles and a little bit of excitement, people everywhere have found the joy and thrill of those 60-minute adventures. In this class, students will have the opportunity to explore the basic idea of an escape room. They will solve puzzles, play Breakout EDU games and visit online escape rooms. Ultimately, in small groups, students will design their own escape room for the rest of the students in the class to attempt. Participants should enjoy brainteasers, logic puzzles, and a little bit of mystery. Do you have what it takes to succeed at The Great Escape?

Outdoor Exploration

Grades 4-9

15 days

2 hours/day

This unique class offering will explore outdoor activities and incorporate environmental education, wellness, outdoor recreation, and many others. This class will provide leadership skills through cooperative activities through all these events. The students will have an opportunity to go on fishing and hiking fieldtrips. Take the challenge of seeing how well you know the outdoors.

Rocketry

\$8.00 Fee

Grades 5-8

15 Days

1 Hour/Day

Students will purchase a basic rocket kit from the school. Students will assemble the rocket and learn about the basics of rocketry. Students will launch their rockets during the final week of class with their peers.

Soccer Fun

Grades 3-5

15 Days

1 Hour/Day

Students will be taught the fundamentals of soccer through soccer games and drills. Students should bring a Size 4 soccer ball with their name on it and wear clothes appropriate for soccer play and bring both soccer cleats and tennis shoes to each class for playing soccer inside or for outside play depending on the weather.

Book Club

Grades 3-5

15 days

1 hour/day

TBD

Swimming (See Flyer for More Information)

***Limited to 8 students per class.**

\$15.00 Fee (The total cost of lessons is 30.00, but the School District of Manawa will cover half the cost)

Grades 1-5

@ Iola Fitness and Aquatic Center

This program is for children seeking to learn the fundamentals of swimming by trained and certified instructors. Lessons are provided Mondays and Wednesdays for the three week session, equal to 6 days of lessons. There will be limits set on the number of students in each class and masks will be required. Students will not have access to the

locker rooms, so they will have to be prepared (in their swimsuits) on their arrival in Iola. The students will be restricted to only the following swimming levels:

Level 1- (Guppies)

Level 2- (Minnows)

Level 2.5- (Perch)

Level 3- (Seahorses)

Offerings for Grades 6-12

Credit Recovery:

Grades 9-12

Students who have failed courses in the previous school years will have the opportunity to make up the credits for which they are deficient. Students and parents will be notified of these credit deficiencies before the registration for summer school. Please, email summerschool@manawaschools.org with questions.

Math Logic and Problem Solving

Grades 6-8

15 Days

1 hour/day

This fun-filled course will be filled with challenging logic puzzles, story problems, number problems, word problems, and the learning strategies to solve such problems. Class will include team and individual challenges, paper and computer challenges.

Rocketry

\$15.00 Fee

Grades 5-8

15 Days

1 Hour/Day

Students will purchase a basic rocket kit from the school. Students will assemble the rocket and learn about the basics of rocketry. Students will launch their rockets during the final week of class with their peers.

Sports/Leisure

Grades 6-8

15 days

1 hour/day

Students will be engaged in a variety of activities that will promote a healthy lifestyle. Activities will include lifetime sports that will include Frisbee Golf, Hockey, Bowling, Golf, and basic skills of Basketball, Volleyball, Soccer, and more.

Become an Officiator

Grades 6-12

15 days

2 hours/day

Learn the rules and become trained to be an Officiator with the focus of baseball, softball, and volleyball. Think of the possibilities! You could add to your resume, college experiences, and expand your skills with the possibility of adding to your savings in the future.

Mentor/MES Volunteer

Grades 9-12

15 days

Offered each hour from 8-12

Do you enjoy working with our littlest students? Or, are you thinking about going into education beyond high school for teaching, coaching, or mentoring? This opportunity is an excellent resume and scholarship builder. Through this course, you will work with an administrator to be matched with the courses that are aligned to your strengths. Through this course, you will support our summer school teachers with projects, and quickly become someone's superhero. Sign up for 1, 2, 3 or all summer school hours. At the completion of this course, you will receive a letter of recommendation as well as hours of experience to utilize for college applications, scholarships, and work in the community.

Outdoor Exploration

Grades 4-9

15 days

2 hours/day

This unique class offering will explore outdoor activities and incorporate environmental education, wellness, outdoor recreation, and many others. This class will provide leadership skills through cooperative activities through all these events. Students are given the opportunity to go on fishing field trips and hiking adventures. Take the challenge of seeing how well you know the outdoors.

Stress Busters

Grades 7-12

2 hour class/day

School can be a time of great stress as students navigate changing classes, new friendships, new activities, and new workloads. Students will gain insight into why fighting stress is an important life skill as they explore a bunch of different healthy coping strategies to combat stress. Strategies will include physical exercise, meditation, games, laughter, thought restructuring, cooking, reading, music, movies, and more!

Transition to Middle School

Grade 6

Days and Time TBD-Typically End of August

8-10am OR 12-2pm

Students will have an opportunity to practice opening their lockers with combinations, finding their classes, and discussing organizational skills for middle school. These classes will take place in 2 hour sessions, and students need to only register for one session.

New Student Orientation for High School and Incoming St. Paul's 9th Graders

Grade 9

TBD Typically end of August

8-10am OR 12-2pm

Students will have an opportunity to practice opening their lockers with combinations, finding their classes, and discussing organizational skills for high school success. These classes will take place in 2 hour sessions, and students need to only register for one session.

SAE- Supervised Agricultural Education for credit

Grades 9-12

Hours may vary

This course is a mix of synchronous, asynchronous and in-person learning. Students must log a minimum of 75 hours on their independent projects and meet with the instructor at least 4 times to review progress on instructional goals in addition to weekly journaling and on-line sessions. Students who successfully complete this program are able to **earn ½ credit based on a pass/fail grade**. Categories include: Placement/Internship Ownership/Entrepreneurship, Research, Service-Learning.

SAE- Supervised Agricultural Education- enrichment only

Grades 9-12

Hours may vary

This course is a mix of synchronous, asynchronous and in-person learning. Categories include: Placement/Internship Ownership/Entrepreneurship, Research, Service-Learning.

Additional Opportunities

Sports Skills and Fundamentals DATES AND TIMES TO BE DETERMINED

These programs are for students who are interested in acquiring volleyball, basketball, football, and wrestling fitness skills. Students will be actively engaged through conditioning techniques, sports basics, and team leadership practices. Watch for registration forms at a later date from coaches.

Volleyball	(times to be determined)	
Basketball	Girls' Basketball : June 12:30-3:30	
	Boys' Basketball: June 1 12:30-3:30	
Football	Grades 2-12	Manawa Football Field
Wrestling	Grades K-12	Little Wolf High School

MARCHING BAND 6-12 (Dates and Time TBD)

June -July Rodeo Camp

10:00-11:00 Color Guard/Drumline

11:00-1:00 All

5th Grade Beginning Band Students will have an introduction to various instruments and the art of a band performance.

10:00-3:00

August HS Marching Camp DATES TO BE DETERMINED

12:00-4:00 All

Department of Natural Resources - Hunter Safety July 31-Aug 4, 2023

9:00-12:00 3hrs /day

\$10.00 Fee

(Recommended Age 12 by hunting season to adult)

This Hunter's Education course will instill in students the knowledge, skill and attitude to be a responsible and safe hunter. Students will learn how hunting accidents are caused and how they can be prevented. Hunter responsibility and safety are stressed throughout the classes, which consist of lectures, demonstrations, group discussions, practical exercises, and individual study and activity assignments. This course will be taught by DNR certified instructors. This course will cover state hunter safety requirements and is a requirement for hunting license purchasing. Certification will be issued after the satisfactory completion of this course.

Fee: \$10.00 (collected first day of class). Students younger than 12 may take the class. Those that meet the course requirements will receive a safety education completion certificate. However, it should be noted that persons younger than 12 may lose some of the benefits of the certification (small game hunting privilege, authorization to shoot an antlerless deer during the first gun deer season after graduation) if they take the class sooner than age 12. The DNR encourages people to wait until they turn 12 within 6 months of completion of the course before taking it.



All-District Musical Theater

All grades
12:30-3:30 M-F
15 Days

“TBD”

All students completing grades K-12 are invited to participate in the summer school musical. This year we will be presenting the musical “TBD.” Students may participate onstage or in the crew. Please note which area the student will prefer.

Basic Information: Rehearsals run from 12:30 to 3:30 Monday-Friday. If students are in summer classes at the elementary school in the morning, they will walk with a chaperone from the elementary school to the high school stage area. They will eat lunch together and then rehearsal will begin.

Students will receive suggestions for costuming once their role is selected by the director.

The cast will perform for the public Friday, June 23 (7 pm) and Saturday June 24 (2 pm) following summer school. **Please be sure that your child is available for those dates before signing up for the class.**

Crew and cast will help with the props, costumes, sets, and other elements of theater. **We will need parent volunteers for each dress rehearsal (June 19, 20, 21, 22, 23) and performance** to sit with the children offstage. Please sign up on the theater class form if you are able to help.

***note: there is a form attached at the end of this document for the student and parent

ALL SCHOOL SUMMER MUSICAL: TBD

NAME OF STUDENT _____

GRADE 2023-24 _____

PARENT/GUARDIAN NAME _____

PARENT/GUARDIAN PHONE _____

PARENT/GUARDIAN EMAIL _____

STUDENT PHONE _____

STUDENT EMAIL _____

PLEASE NUMBER IN ORDER OF PREFERENCE WITH 1 BEING WHAT YOU WANT MOST

_____ **A LEAD ROLE (SPEAKING AND SOLO SINGING)**

_____ **A SOLO SINGING ROLE**

_____ **A SPEAKING ROLE**

_____ **SINGING IN A GROUP WITH SPEAKING LINES**

_____ **SINGING IN A GROUP WITH NO LINES FOR SPEAKING**

_____ **BACKSTAGE RUNNING CREW**

_____ **SPOTLIGHT CREW**

_____ **SOUND BOARD (MICROPHONES)**

_____ **LIGHT BOARD OPERATOR**

_____ **SOUND EFFECTS**

_____ **CURTAIN**

FOR PARENTS:

_____ **I CAN HELP DURING THE SHOWS (TICKETS, CONCESSION, RAFFLE, ETC.)**

_____ **I CAN HELP DURING LUNCH**

_____ **I CAN HELP WITH WATCHING CHILDREN OFFSTAGE DURING DRESS REHEARSALS AND/OR PERFORMANCES**

LIST DAYS AVAILABLE:

_____ **MONDAY, JUNE 20 12:30-3:30**

_____ **TUESDAY, JUNE 21 12:30-3:30**

_____ **WEDNESDAY, JUNE 22 12:30-3:30**

_____ **THURSDAY, JUNE 23 12:30-3:30**

_____ **FRIDAY, JUNE 24 12:30-3:30**

_____ **FRIDAY, JUNE 24 6:15-CLOSE OF SHOW**

_____ **SATURDAY, JUNE 25 1:15-CLOSE OF SHOW**



**MANAWA WOLVES
2023 VOLLEYBALL CAMP**



Who: Girls entering 4th-12th grade who love volleyball

When: July 22-29-TBD

Where: Manawa Elementary School Gym

Camp Fee: \$15 - this fee will be used to purchase a camp t-shirt for the participant

Please make checks payable to the *School District of Manawa*

Camp instructors - Stephanie Montgomery, Mrs. Gunderson, Josh Mader

The Manawa Wolves 2023 Volleyball Camp will focus on introducing and/or reviewing basic volleyball skills. The upper level sessions will also work on offensive and defensive strategies and focus on putting skills together into actual play in a myriad of drills and game-like activities.

Session 1 - 4th-6th Graders	9:00-10:00 AM
Session 2 - 7th-8th Graders	10:30 -11:30 AM
Session 3 - 9th- 10th Graders	3:00-5:00 PM
Session 4 - 11th -12th Graders	5:00-7:00 PM

↓ tear/cut along the line below ↓ keep the top half for the schedule (front and back)

Name of

Participant: _____

Grade (Fall 2023): _____ **Session # (incoming grade):** _____

T-Shirt Size (please circle):

Youth Small	Youth Medium	Youth Large	Adult Small
		Adult Medium	
	Adult Large	Adult X-Large	Adult 2XL

Home Address:

—

Phone Number: _____

Any Health Issues of Concern:

Emergency Contact Person:

Relation to Athlete: _____ **Contact Person's Phone Number:**

Parent/Guardian Signature: _____ **Date:**

REMEMBER: Don't forget to send a \$15 check, written out to the **School District of Manawa**, with your registration!

Schedule of Sessions

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					3-5 PM (9-10 th) 5-7 PM (11-12 th)	
	9-10 AM (4-6 th) 10:30-11:30 AM (7-8 th) 3-5 PM (9-10 th) 5-7 PM (11-12 th)	9-10 AM (4-6 th) 10:30-11:30 AM (7-8 th) 3-5 PM (9-10 th) 5-7 PM (11-12 th)	3-5 PM (9-10 th) 5-7 PM (11-12 th)	9-10 AM (4-6 th) 10:30-11:30 AM (7-8 th)	9-10 AM (4-6 th) 10:30-11:30 AM (7-8 th) 3-5 PM (9-10 th) 5-7 PM (11-12 th)	

***REGISTRATION FORM (Only for Students who are Outside Manawa School District in addition to schedule below)**

STUDENT NAME _____ GRADE FALL 2023 ____ BIRTHDATE __/__/__

PARENT/GUARDIAN NAMES _____

STREET ADDRESS _____ CITY _____ ZIP _____

SCHOOL ATTENDED 2022-2023:

__ MANAWA ELEMENTARY __ LITTLE WOLF HIGH SCHOOL/MANAWA MIDDLE SCHOOL

__ ST. PAUL'S __ OTHER: _____

Note: Only those student who are outside of our district, please, fill out the attached paper schedule for your selections, and turn in to the middle/high school or elementary office prior to April 4th.

TRANSPORTATION TO SUMMER SCHOOL:

__ PARENT/FAMILY/FRIEND WILL DROP OFF

__ BUS PICK UP: __ LITTLE LAMBS __ OGDENSBURG __ SYMCO __ ROYALTON

TRANSPORTATION HOME FROM SUMMER SCHOOL:

__ PARENT/FAMILY/FRIEND WILL PICK UP

__ BUS DROP OFF: __ LITTLE LAMBS __ OGDENSBURG __ SYMCO __ ROYALTON

SWIMMING

__ NO __ YES: Swim Level: _____

Session June 10-26, 2019: Monday and Wednesday

PICK-UP AT: __ MANAWA ELEMENTARY __ LITTLE LAMBS __ OGDENSBURG __ SYMCO __ ROYALTON

RETURN TO: __ MANAWA ELEMENTARY __ LITTLE LAMBS __ OGDENSBURG __ SYMCO __ ROYALTON

HUNTER SAFETY (July 31-Aug 4, 8-12pm)

__ NO __ YES (FEE=\$10 collected on the first day of class)

OTHER CLASS (ES): _____

Summer School Course Registration:

(The following form is helpful to fill out prior to registering online. Only students outside of the Manawa School District will turn this into Manawa Elementary or Middle/High School main office.)

Students within Manawa School District-

***Please, register online through Family Skyward:**

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumanawawi/fwemnu01.w>

***Instructional video and further assistance can be found:**

<https://www.manawaschools.org/programs/summer-school.cfm>

4K-K

8:00-12:00 - Intro to 4K and Next Stop Kindergarten (4K)

8:00-12:00- Next Stop, Kindergarten (5K)

12:30-3:30 - All School Musical- (paper form to be filled out)

Grades 1-2 (Select 1 for Each Time Slot)

8:00-9:00

Booking and Cooking (grades 2-4)

Math Madness (grades 2-3)

Reading Ready (grades 1-2)

9:00-10:00

Computer (Grades 1-2)

Math Madness (grades 2-4)

Reader's Theater (Grades 1-2)

10:00-11:00

Games Galore (Grades 1-2)

Mad Scientist (grades 2-4)

11:00-12:00

Computers (Grades 1-4)

Explorers (Grades 1-3)

12:30-3:30

All-School Musical- (Separate Paper Form)

Grades 3-5(Select 1 for Each Time Slot)

8:00-9:00

- Sports (grades 3-5)
- Games Galore (grades 3-5)
- Book Club (grades 3-5)
- Creative Writing (grades 3-5)
- Math Madness (grades 2-3)

9:00-10:00

- Reader's Theater (1-3)
- Reading (grades 3-4)
- Math Madness (grades 4-5)
- Baking and Cookings (grades 2-4)
- Community Garden

10:00-11:00

- Great Escape (**This class goes from 10-12**) (grades 3-5)
- Games Galore (Grades 1-3)
- Reading (grades 3-4)
- Math Madness (grades 4-5)
- Outdoor Exploration/Biking (This class goes from 10-12) (grades 4-9)
- Rocketry (grade 5-8) Fee of \$8.00

11:00-12:00

- Great Escape (**This class goes from 10-12**) (grades 3-5)
- Math puzzles (grades 4-5)
-
- Outdoor Exploration/Biking (This class goes from 10-12) (grades 4-9)
- Music Wonderland (grade 3-5)
- Soccer (grades 3-5)

12:30-3:30

- All-School Musical- (Separate Paper Form)

Grades 6-12 (Select 1 for Each Time Slot)

6:30-8:00 am/or 8-9:30 am

Weightlifting (Monday-Thursday)

8:00-9:00

Stress Busters (grades 6-12) (8-10am)

Credit Recovery (grades 9-12) (8-10 am)

Elementary Volunteer/Mentor (Grades 9-12)

9:00-10:00

Stress Busters (grades 6-12) (8-10am)

Credit Recovery (grades 9-12) (8-10 am)

Math and Logic (grades 6-8)

Sports (grades 6-8)

Elementary Summer School Volunteer/Mentor (Grades 9-12)

10:00-11:00

Movie Music and Film Scoring (Scheduled from 10-12pm) (grades 6-12)

Rocketry (grade 5-8)

Credit Recovery (grades 9-12) (10-12 pm)

Outdoor Exploration (This course is from 10-12pm.)

Elementary Volunteer/Mentor (Grades 9-12)

11:00-12:00

Movie Music and Film Scoring (Scheduled from 10-12pm) (grades 6-12)

Outdoor Exploration (This course is from 10-12pm.)

Elementary Volunteer/Mentor (Grades 9-12)

12:30-3:30

All-School Musical- (Separate Paper Form)

Officiating (grades 6-12) 12:30-2:30 pm

MEDICAL & EMERGENCY CONTACT INFORMATION

(only needs to be completed if student does not attend MES, MMS, or LWHS)

STUDENT'S NAME: Last _____ First _____ M.I. _____

Mother/Guardian _____	May we contact you at work? Yes / No	
Home Address:		
_____	_____	_____
(Street Name & #)	(city)	(state)
Home Phone # _____	Cell Phone # _____	Work Phone # _____
Work Address:		
_____	_____	_____
(Street Name & #)	(city)	(state)

Father/Guardian _____	May we contact you at work? Yes / No	
Home Address:		
_____	_____	_____
(Street Name & #)	(city)	(state)
Home Phone # _____	Cell Phone # _____	Work Phone # _____
Work Address:		
_____	_____	_____
(Street Name & #)	(city)	(state)

If school cannot contact parent(s), name a friend or relative in the area who may be called for illness or emergency.

1st Choice: _____
(name) (relationship) (phone)

2nd Choice: _____
(name) (relationship) (phone)

Health Alert: ___ Asthma (carries inhaler) ___ Seizure Disorder ___ Diabetic ___ Other _____

Date of last Tetanus Shot _____ **List any current medications:** _____

Pre-existing medical conditions? _____ **Allergies of any kind?** _____

In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my (son / daughter) _____ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities will prevail. Anytime the above information changes, I will notify the school.

Signature of Parent or Guardian _____

Sturm Memorial Library

Proudly Presents:

TBD...

The Sturm Memorial Library Summer Reading Program
June 12 – July 30, 2023

Summer Fun at the Sturm Memorial Library starts Monday, June 12, 2023

This summer, visit the Library for your favorite books, crafts, activities, and weekly giveaways. This year's program, Oceans of Possibilities, is an all-ages program. We invite everyone, ages 0 and up, to help us reach a community-wide reading goal of 2,000 books!

Sign up at manawalibrary.beanstack.org

Special Programs

Summer Reading Kick Off

Featuring Stuart Stotts (All Ages)

Thursday June 9 at 2:00 p.m. at the Library

A Wisconsin family favorite since 1986, author, storyteller, and songwriter Stuart Stotts puts on a show that one third-grade fan claims is "even better than recess." His music is funny, engaging, educational, and filled with meaning and positive messages.

Splashpad Storytime (All Ages)

Thursdays at 9:30 a.m. – June 16, TBD in the pavilion at the Manawa Area Veterans Freedom Park

Stories in the park followed by some fun in the splash pad! We'll bring the books, you bring a towel!

Rodeo Royalty Meet & Greet (All Ages)

Friday July 1, 10:00 a.m. – 11:00 a.m. at the Library

A Manawa tradition! Meet the Rodeo Queen, Princess, and their horses.

Free Ice Cream Sundaes (All Ages)

TBD

11:00 a.m. – 12:30 p.m. at the Library

Wisconsin Workers 4-H will serve some sweet treats. Served 11:00 a.m. – 12:30 p.m. or while supplies last.

Corcoran Puppets presents The Fisherman and his Wife (All Ages)

Thursday, July 14 at 2:30 p.m. at the Library

Join us for this whimsical twist on the traditional tale of a magical fish who can grant wishes - up to a point!

Concert in the Park featuring Duke Otherwise (All Ages)

Tuesday, TBD at 6:30 p.m. at the Manawa Area Veterans Freedom Park

Help us celebrate our Summer Reading success with a family concert in the Park. Duke Otherwise performs a hilarious, charming, and interactive musical program for all ages.

Lyn Hokenstad, Assistant Director/Youth Services

Sturm Memorial Library

130 N Bridge St, PO Box 20

Manawa, WI 54949

920-596-2252

920-596-2234(fax)

manawalibrary.org

****DRAFT****

At-Risk Handbook
Gr. 6-12
Phoenix Program



School District of Manawa
800 Beech Street Manawa, WI 54949
920-596-2525
www.manawaschools.org

School District of Manawa

Mission Statement:

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

Vision Statement:

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

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

Contact Person:

At-Risk Coordinator
Mary Eck
(920) 596-5804
meck@manawaschools.org

STUDENTS AT-RISK PROGRAM GOALS:

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

CRITERIA USED TO IDENTIFY STUDENTS AT RISK:

Students in grades 6 through 12 who are at risk of not graduating from high school because they are dropouts or are two or more of the following:

- One or more years behind their age group in the number of high school credits attained
- Two or more years behind their age group in basic skill levels
- Habitual truants as defined by §118.16(1)(a)
- Parents
- Adjudicated delinquents

- Eighth-grade pupils whose score in each subject area on the examination administered under §118.30(1m)(am) was below the basic level
- Eighth-grade pupils who failed the examination administered under §118.30(1m)(am)
- Eighth-grade pupils who failed to be promoted to the ninth grade
- Students with AODA use/ abuse
- Students with documented mental health issues

IMPLEMENTATION OF AT-RISK PROGRAMMING

Each summer, the principals will provide a list of students considered to be at risk of not graduating, based on the criteria listed above. These students will be discussed at the Building Consultation Team meetings in the weeks before the start of the school year, by September 1. The building principals, as a part of the Building Consultation Team, are responsible for activating and implementing the district's intervention systems of support that will best fit the students' needs. When additional interventions, programs, and services are needed, these teams will also take responsibility for assessment, identification, development of an action plan or program, and progress monitoring. Students new to the district will be assessed and evaluated by the Building Consultation Team within four weeks of arrival.

DISTRICT INSTRUCTIONAL AND BEHAVIORAL SERVICES

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

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

Instructional Services:

- Standards-based instructional design
- Frequent classroom formative assessments
- Classroom intervention and progress monitoring
- Universal screening
- Parent access to Skyward database and district website

- Progress and Grade Reports
- School nursing services
- Curriculum adaptations/modifications
- Enrichment programs
- Summer School
- Career Counseling Conferences

Behavioral Services:

- Positive Behavior Interventions and Supports (PBIS)
- Annual transition activities
- Training for teachers
- Anti-bullying initiatives
- Suicide Prevention Activities
- Parent/Teacher conferences
- Guidance and counseling programs
- Staff de-escalation training (Non-Violent Crisis Intervention)
- Focus on attendance

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

Instructional Services

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

Behavioral Services:

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

Tier III. Intensive Interventions are research-based interventions used with small groups of students whose deficiencies are so unique they require individualized and intensive instructional approaches. Students qualifying for Tier III will receive Tier I and Tier II services in addition to those listed here. These include:

- Skill specific Intensive/Individualized Interventions
 - Outlined by the Building Consultation Team and developed with input from teaching staff, parents, and student
- Alternative program
 - GEDO #2 program to earn a high school diploma
 - A program in which students take the four GED tests, complete health, civics, and other requirements
 - Students must be 17 years old
 - Students must be in the 4th year of high school
 - Students must be able to demonstrate a 9th grade level of reading
 - Students participate in 15 hours per week of small group instruction

PARENT NOTIFICATION

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

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

EVALUATION

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

- Increase in graduation rates
- Decrease in dropout rates
- Improved school attendance

- Decrease in legal referrals
- Decrease in disciplinary referrals
- Decrease in course failures

COMMUNICATION

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

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

REFERRAL PROCESS

Students who meet the criteria for being a student at-risk can be brought to the attention of the school principals by the teaching staff, administration team, parents, or social service personnel. Once the list of students is compiled by the principals, the Building Consultation Team (BCT) reviews it and ensures that the students meet either the state, district, or discretionary criteria. Next, parents of students identified are notified of their eligibility for at-risk programming.

For Tier II Services, students may be placed in a class so that they can make up any missing credits. When a student fails a class, the high school guidance counselor and the at-risk coordinator will offer the student and guardian different options in order to make up the credit. The student may take the class during a summer school session. They will also be offered the opportunity to re-take the class in subsequent years either in the traditional classroom or through an online curriculum, PLATO.

The student may be in a “credit rescue” situation or a “credit recovery” situation. A “credit rescue” situation is when a student is given a set amount of time to complete work in order to “rescue” a failing grade. The At-Risk coordinator will work closely with the regular education teacher to develop the work and monitor the student’s progress. If the student is unable to, or if the teacher deems the work too much for a “credit rescue” then the student is given an opportunity to recover the credit. That student is then required to work through the entire curriculum for the class. That can be a modified curriculum or it can be on the Edmentum software (referred to as PLATO). The student may also be invited to take the class again in the traditional classroom. (see above)

For Tier III services, the transcripts of all students who are in their junior year are examined at the end of the first semester. In conjunction with the BCT, the At-Risk Coordinator evaluates the credits of all students in order to determine if any of them would be eligible for the GEDO #2 program. In order to qualify, students must be more than one full year behind in their credits, seventeen years old, be able to read at the ninth grade level, and be in their final year of high school. If students meet those criteria, the At-Risk Coordinator meets with the parents and the student to outline a plan for the student to graduate through the GEDO #2 program. That plan may include a contract for the student to follow for the remainder of their junior year in order to secure a spot in the GEDO #2 program. There may also be students who need intensive work on a particular skill, which would be identified by the At-Risk Coordinator and a plan outlined with the parents.



Book	Policy Manual
Section	5000 Students
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	Second Reading
Adopted	June 20, 2016
Last Revised	May 16, 2022

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

A student must meet the following graduation requirements in order to be eligible to receive a Little Wolf High School diploma:

- A. Students must attend high school for eight (8) semesters. Students may be eligible for early graduation in accordance with established policies and procedures. Students may have this requirement waived if the early graduation procedures established in the rules are followed.
- B. In accordance with State law, a board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7)(e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.
- C. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of 24 credits for the Class of 2023 and 25 credits for the Class of 2024 and beyond in grades 9 through 12 to include :

English	4 credits
Social Studies	3 credits
Physical Education	1 ½ credits
Health	½ credit
Math	3 credits
Science	3 credits
Financial Literacy/Employability Skills	1/2 credit
Electives for 2023	8.5 credits
Electives for 2024 and beyond	9.5 credits

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student must also have participated in a curriculum relating to financial literacy in order to earn a diploma.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit. If the Board approves a career and technical education course as qualifying for mathematics and/or science credit, any student may satisfy a total of one (1) credit of required science and/or mathematics credits through the Board-approved career and technical education course.

The following criteria must be met for participation in a sport to be eligible for substituting an English, social studies, mathematics, or science course for one-half (.5) credit of physical education.

- A. The student (not a manager) must participate in a ~~junior varsity level or varsity level~~ high school sport for an entire season ~~during grade 11 or the fall season of grade 12.~~
- B. The student must submit ~~to the Principal confirmation of regular attendance at practices and participation in competitions with a verification form~~ completed by the coach no later than two (2) weeks after the conclusion of the season.
- C. ~~The student must not have been out for more than two (2) weeks for injury or illness during the sport season.~~
- D. ~~The student must not have had any violation of the Co-Curricular Code resulting in a suspension of one (1) or more competitions during the sport season.~~
- E. The student must be an athlete who is eligible to practice ~~complete~~ for the entire season.

A student who participates in marching band for three high school years as confirmed by a verification form completed by the band director will be eligible for one .5 credit of physical education.

Waivers are not approved for physical education credit per this policy.

The Board does permit students to earn credit by demonstrating competency or creating a learning portfolio. A student shall not earn more than half (1/2) of the required credits through this process.

All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.

A. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements). The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

B. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma

Option 1: A post-high school candidate is a student who is less than twenty-two (22) years of age at the time of their requested re-enrollment and whose class has previously graduated. District Administrator approval is required for all students who are twenty-two (22) years of age or older.

Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not the requirements that previously existed for the class of which ~~s/he~~ the student was a member.

Option 2: The student must be enrolled in an alternative program as approved by the principal and complete at least 17 of 24 credits earned in traditional classes for the 2023 school year and 17 of 25 credits earned in traditional classes for the 2024 school year and beyond. The remaining credits to total 24 or 25 respectively are acquired through a job-based learning log (Work Study/Youth Apprenticeship) and/or an academic portfolio.

Option 3: GED Option 2 - The student must receive a passing score on the four (4) tests or receive credits in high school courses, or the student must receive a green score twice per subject area on the GED Option 2 Ready Exam. Additionally, the student must pass the civics exam and complete the District required financial literacy course to include completing a portfolio containing a resume, cover letter, and autobiographical project.

C. Post-Secondary Course Work

Post-secondary course work to be applied toward a high school diploma must be taken through

1. correspondence/online school.

Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.

2. accredited college/technical college.

Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:

- a. The college/technical college course is not a duplicate of a high school course.
- b. If the course is a logical next step course in the subject sequence and is not offered in any form by the high school.
- c. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above-described course work will be based upon and follow the policies established via the Early College Credit Program (ECCP).

G. Attendance

Current seniors, like all students, must comply with all attendance expectations as set forth in the district's Attendance/Truancy Plan. A senior identified as truant during their last semester of coursework will not be permitted to participate in the graduation ceremony.

H. School Program Obligations

All fees, fines, detentions, and similar obligations arising from student participation in school programming must be fulfilled before the student can participate in the commencement ceremony.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

Graduation Credit as a Middle School Student

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

High School courses taken by middle school students shall appear on the student's high school transcript, along with the grade received however the grade and class will not be factored into the student's high school grade point average.

Courses qualifying for high school credit may be taken at the District High School or through Distance Learning/online options when those options are deemed appropriate by the administration. Where classes are held at the high school, appropriate transportation shall be arranged by the student's parent with the principal prior to a student being enrolled in an approved high school course. Students are eligible to acquire as many high school credits as are available and for which the student qualifies.

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

Policy Reporting and Review

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal.

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

Revised 1/21/19
Revised 11/18/19
Revised 11/16/20
Revised 2/28/22

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Legal 115.28, Wis. Stats.
 118.30, Wis. Stats.
 118.33, Wis. Stats.

Last Modified by Melanie J Oppor on March 24, 2023



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Dr. Melanie J. Oppor
Date: February 10, 2023
Re: Professional Educator Handbook Language Change

The purpose of this memo is to request the Board consider a Professional Educator Handbook language change that would affect the teacher's calendar. In the years since Act 10, the Professional Educator Handbook has stood in the place of the former negotiated "Board/Teacher Agreement".

While working on the 2023-24 calendar, a group of teachers offered an idea for Board consideration. The items found in the professional duties list are required to be completed by professional educators but are not compensated for in addition to the individual's salary. The following list of "professional duties" are considered to be included in the responsibilities for which teachers are compensated.

As per the Professional Educator Handbook, page 21...

"Professional Duties

The District recognizes that each professional educator performs many duties not directly related with the regular classroom teaching assignment or other professional assignment nor specifically itemized in the position assignment. Professional duties are those considered to be part of the professional educators traditional workday and include, but are not limited to the following enumerated duties. The District, at its sole discretion, may add to or change this list. (See Policy 3120.01)

- a. The assignment itself;*
- b. Faculty meeting attendance and participation;*
- c. District-level committee attendance and participation;*
- d. School-level committee attendance and participation;*
- e. Varied ad hoc committees on which professional educators have traditionally served;*
- f. Open house(s) as scheduled;*
- g. Parent conferences as scheduled;*
- h. Implementation of discipline plans, IEPs, 504 plans, RtI plans, EL plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;*
- i. Supervision of students assigned during the workday (i.e., hallway, detention, to lunch or midday recess);*

- j. Letters of recommendation for students except in cases where the student's performance would result in a negative response;*
- k. Daily check of mailbox, minimally before school and in the afternoon;*
- l. Daily monitoring of and response to email and voicemail;*
- m. Summer monitoring of and response to email;*
- n. Adherence to deadlines for submission of information and data to administration;*
- o. Written/electronic lesson plans developed in advance in accordance with District format and expectations;*
- p. Professional sharing of information obtained from workshop/conference attendance, site visit, school meeting, or District meeting.”*

The teachers would like to ask the Board to consider removing “f. open house(s) as scheduled” as a required duty for which extra financial compensation is not given. They are proposing that the fall open house evening held before school starts in August would be considered as part of the professional development hours that are annually expected by the Board of Education.

The pros and cons of this proposal will be discussed at the next P and HR meeting.

- Any change to required duties could change the staff calendar but would not alter the student/parent calendar. It is suggested that a half Professional Learning Community day (when students would not be attending) like Friday, September 29, 2023, would be a half day for both students and staff.
- The above proposal would not cost the Board any additional budget dollars but it would result in fewer hours of professional development in school years moving forward. Fewer professional development hours or professional learning community time can be a concern because there is much data analysis and planning to be done. It seems teachers and administrators often express that there is not enough time for all the PLC work that informs daily lesson plans, interventions, and daily classroom decision-making.
- Another alternative is to remove letter f. regarding open houses and pay teachers for an additional half day of work. This would increase the teacher contracted days by .5 days from 188 contract days to 188.5 contract days. This alternative would result in an added compensation cost to teachers.

Please let Dr. Oppor know if you have any questions regarding this teacher request. Thank you for your thoughtful consideration of this Professional Educator Handbook language proposal.