

**AGENDA**  
**School District of Manawa**  
**Finance Committee Meeting**

**Date: June 12, 2018**

**Time: 5:30 p.m.**

Location: ES Board Room @  
800 Beech Street, Manawa

Board Committee Members: Pohl (C), R. Johnson, J. Johnson

**In Attendance:**

Timer: \_\_\_\_\_

Recorder: \_\_\_\_\_

1. Financial Reports (Information)
2. Salary Advancement Model (Information / Action)
3. Wage Equalization Requests (Information / Action)
  - a. Set Athletic Director Stipend
  - b. Adjust PI-34 Mentor Stipend
  - c. Reduction of Para-Educators Memo
  - d. Other
4. Wage and Benefit Projections (Information / Action)
5. N.E.W. Occupational Therapy Contract Renewal for SY1819 (Action)
6. Fundraisers Approval SY201819 (Action)
7. Safety Grant (Informational)
8. Finance Committee Planning Guide (Information / Action)
9. Next Finance Committee Meeting Date: \_\_\_\_\_
10. Next Finance Committee Items:
  1. Taxing for Vouchers
  - 2.
  - 3.

1. Financial Reports Action \_\_\_\_\_ Table \_\_\_\_\_

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2. Salary Advancement Model Action \_\_\_\_\_ Table \_\_\_\_\_

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3. Wage Equalization Requests Action \_\_\_\_\_ Table \_\_\_\_\_

- a. Set Athletic Director Stipend
- b. Adjust PI-34 Mentor Stipend
- c. Reduction of Para-Educators Memo
- d. Other

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4. Wage and Benefit Projections Action \_\_\_\_\_ Table \_\_\_\_\_

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5. N.E.W. Occupational Therapy Contract Renewal SY1819    Action \_\_\_\_\_ Table \_\_\_\_\_

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6. Fundraisers Approval SY201819    Action \_\_\_\_\_ Table \_\_\_\_\_

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7. Safety Grant    Action \_\_\_\_\_ Table \_\_\_\_\_

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8. Next Finance Committee Meeting Date: \_\_\_\_\_

Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Signature

# Memo

**To:** Dr. Oppor, Manawa BOE  
**From:** Danni Brauer  
**Date:** June 8, 2018  
**Re:** Para-educator Resignation

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This memo is to explain the rationale for not filling the para-educator position left vacant by Lindsay VandenLangenberg's resignation.

In the past, the School District of Manawa's Early Childhood program serviced both students with Significant Developmental Delays and students with Speech and Language Disabilities. This created 2 (1 morning and 1 afternoon) groups averaging 6 students. This group size required a teacher and para-educator to effectively manage the classes. These students often did not attend the full four-year-old kindergarten class instead they went to half of 4K.

After researching legalities and best practice around Early Childhood Special Education, the district has changed to a different model. Now, three year-old children who qualify with a Speech and Language Disability receive therapy from the Speech and Language Pathologist on an itinerant basis. Only students with Significant Developmental Delays are serviced in the Early Childhood Special Education Program.

The projected Early Childhood Special Education class for the 2018-19 school year is one group of two (2) students. These students will attend the three-hour morning session of Early Childhood Special Education. There will be two (2) students with Significant Developmental Delays who will attend 4K in the afternoon when the Early Childhood Special Education Teacher will team teach for 2.5 hours of the 3-hour class. The other half hour in the afternoon will include the teacher going into a kindergarten class to support one student with a Significant Developmental Delay. This schedule will allow the current Early Childhood Special Education para-educator to move into Lindsay's current position with no need to hire to fill a para-educator vacancy.

Using the new model the district provides more equitable services in each child's least restrictive environment while being fiscally responsible.

***N.E.W. REHAB Company***  
307 Smith Street  
New London, WI 54961

Therapy Services Agreement  
2018-2019 School Year

This agreement made this 10<sup>th</sup> day of May, 2018 between N.E.W. Rehab Company (Provider) of Therapy Services, whose address is 307 Smith Street, New London, Wisconsin 54961 and the School District of Manawa (District), for the provision of the professional services identified below:

  X   Occupational Therapy

1. TERM

This Agreement shall be for the school year of 2018-2019. In the event that a therapist is unavailable, every attempt will be made to provide a substitute therapist. If a therapist is unavailable for an extended period of time, either party may at any time during the term of the Agreement, upon thirty (30) day written notice to the other party terminate this Agreement. At the end of the thirty (30) day period, this Agreement shall terminate for all purposes, if the obligations arising from the contract have been met by both parties.

2. SERVICES

Provider agrees to provide such services as stated above in compliance with Federal, State, local government or agency, including current licensure by the Department of Public Instruction. Provider will maintain record of the services provided as required by any Federal, State, local government or agency. All therapists will maintain and provide proof of proper licensure as required by Federal and State, local government or accrediting agency.

3. COMPENSATION

In the event the District fails to pay compensation to Provider within said thirty (30) days, interest at the rate of eighteen percent (18%) per annum shall be charged on the outstanding balance and the Customer hereby agrees to pay any and all costs of collection, including, but not limited to, reasonable attorneys fees.

4. SCHEDULE OF CHARGES:

\$58.00 per hour for an Occupational Therapist

Travel time within the district will be billed at the per hour rate. Mileage within the district will be billed at the IRS rate. If a therapist is scheduled for a partial day, travel time and mileage will be billed to the District unless it is the first stop of the day.

**5. EQUIPMENT, MATERIALS AND WORKSPACE**

The school will provide basic equipment and supplies.

**6. INSURANCE**

Provider will maintain and provide proof of professional liability insurance, with a minimum amount of \$1,000,000.00 for each incident and \$3,000,000.00 annual aggregate to cover any claims arising out of performance of the services under this Agreement. Provider will also maintain Worker's Compensation Insurance on its employees as required by Federal and State Regulations.

**7. APPLICABLE LAW**

The laws of the state of Wisconsin shall govern this agreement.

**8. INDEMNIFICATION**

Each party agrees to indemnify and hold harmless the other party, including the parent, directors, officers, agents and employees thereof, from all claims, suits, and judgments arising from the indemnifying party's neglect and/or intentional acts and omissions in the performance of the duties prescribed in this Agreement. Each party shall give the other immediate written notice of any claim, suit, or demand, which may be subject to this provision.

**9. NON-COMPETE CONTRACT CLAUSE**

District agrees not to recruit, contract, subcontract or hire any therapy staff providing services to District on behalf of Provider, or any entity whether it be an LLC, corporation or sole proprietorship, which employs any therapy staff which provided services to District on behalf of Provider, for a period of one year after the termination of this contract, unless agrees upon in writing by Provider and a fee paid to Provider of not less than one years contract rate.

**School District of Manawa**

By:\_\_\_\_\_ Title\_\_\_\_\_ Date:\_\_\_\_\_

**N.E.W. Rehab Company**

By:\_\_\_\_\_ Title\_\_\_\_\_ Date:\_\_\_\_\_