

A. STURM & SONS FOUNDATION, INC.

P. O. Box 954
Manawa, Wisconsin 54949

June 25, 2013

Ed Dombrowski
District Administrator
School District of Manawa
800 Beech Street
Manawa, Wisconsin 54949


Dear Mr Dombrowski:

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

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



PJS:
Encl

A STURM & SONS FOUNDATION INC.		79-749/759	1724
PO BOX 954			
MANAWA, WI 54949-0954		DATE	June 25, 2013
PAY TO THE ORDER OF		LWHS Arts/Band/Choral/ Library	\$ 3,000.00
Three thousand		DOLLARS	
FirstState Bank Manawa, WI 54949 New London, WI 54961			
MEMO			
⑆075907497⑆		⑆01⑈807⑈2⑈ 1724	

A. STURM & SONS FOUNDATION, INC.

P. O. Box 954
Manawa, Wisconsin 54949

June 25, 2013

Ed Dombrowski
District Administrator
School District of Manawa
800 Beech Street
Manawa, WI 54949


Dear Mr. Dombrowski:

Please find enclosed our check for \$14,000.00 to fund the two general \$4,000 scholarships, the \$4,000 "Ruth, Norma, Florence, and Elaine Sturm Teaching scholarship", and the two \$1,000 technical school scholarships awarded to the 2013 graduates.

The *A. Sturm & Sons Foundation* is pleased to continue to offer these scholarships annually to the graduates of Little Wolf High School.

Sincerely,
A. Sturm & Sons Foundation, Inc.


Paul J. Sturm

A STURM & SONS FOUNDATION INC.		79-749/759	1702
PO BOX 954			
MANAWA, WI 54949-0954		DATE <u>June 25, 2013</u>	
PAY TO THE ORDER OF <u>Little Wolf High School Scholarship Fund</u>		\$ <u>14,000.00</u>	
<u>Fourteen thousand</u>		DOLLARS	
FirstState Bank Manawa, WI 54949 New London, WI 54961			
MEMO _____			

2013-2014 Co-Curricular Agreements			
Head Football Coach	Robert Sell	Volunteer	
Asst. Football Coach	Brad Johnson	1850	
Asst. Football Coach	Zack Benhamadi	1850	
Asst. Football Coach	Randy Radloff	1850	
7-8th Gr. Football Coach	Nick Hericks	1400	
7-8th Gr. Football Coach	Patrick Collins	1400	
Head Volleyball Coach	Corrie Ziemer	3100	
Asst. Volleyball Coach	Dawn Millard	1850	
JV Volleyball Coach	Jill Seka	1850	
Freshman Volleyball Coach	Karen Lamkins	1850	
8th Gr. Volleyball Coach	Jill Krause	1400	
7th Gr. Volleyball Coach	Kevin Murphy	1400	
Cross Country Head	Jackie Gast	1850	
MS Cross Country Coach	Teri Scherneck	700	pending student #'s
Boys Basketball Head		3100	
Asst. B. Basketball		1850	
Freshman B. Basketball		1850	
8th Gr. B. Basketball		1400	
7th Gr. B. Basketball		1400	
Girls Basketball Head		3100	
Asst. G. Basketball		1850	
JV Girls Basketball		1850	
8th Gr. G. Basketball		1400	
7th Gr. G. Basketball		1400	
Head Wrestling	Scott Hahn	3100	
Asst. Wrestling	Dan Kunder	1850	
MS Wrestling	Brad Johnson	1400	
Spring Sports			
Softball		3100	
Asst. Softball		1850	
Baseball		1650	
Asst. Baseball		1650	
Asst. Baseball		1650	
Track Head Coach		3100	
Asst. B. Track		1850	
Asst. B. Track		1850	
B. Jr. High Track		1400	
G. Jr. High Track		1400	
Golf - Combined		1850	
FINE ARTS / Club / Advisors			
Art Club / Team	Nancy Zabler	300	
Art Show K-6	Lori Wilson	600	
Art Show 7-12	Nancy Zabler	600	
Band Concerts/Jr Band/ Marching/Pep/Contests	Tracy Eklund	3100	
Cheerleading / Pep Club			
Chess Club			
Chorus - Swing Choir/Concerts	Linda Trepasso	3100	
Chorus - ES Concerts/Solo Ens	Molly Suehs	1400	
Class Advisor HS /Sr	See Below	600	
Class Advisor HS/Jr	See Below	600	

Class Advisor HS/S	See Below	600		
Class Advisor HS/F	See Below	600		
Class Advisors Jr H	See Below	600		
FBLA/DECCA	Becky Marquardt	300		
Forensics Director /HS Head Coach	Tracy Konkol	1800		
Forensic/Debate /Asst. Coach HS	Jackie Gast	1200		
Forensic/Debate Dir/Coach JH	Jackie Gast	600		
Forensic/Debate Asst. Coach JrHS				
Mentoring (10 hr min)				
NHS Director	Shannon Huettner	300		
Play Director / Drama	Karyn Pamperin	STEP Volunteer		
Contest Play	Karyn Pamperin			
Robotics				
Spanish Club				
Student Council HS	Mary Eck	300		
Yearbook	Becky Marquardt	300		
Quiz Bowl	Shannon Huettner	300		
Extras				
Athletic / Activities Director	Jeff Bortle	5000		
Asst. Transportation Dir	Jim Quinn	1000		
Transportatin Summer Support	Jim Quinn	500		
Sub Caller	Shelley Keller	3000		
Asst. Food Service Director	Cathy Shockley	1000		
Web Master	Jennifer Krueger	2000		
Summer School Coor	Kevin Keller	4400		
Summer Guidance 5 days for the 2013-2014 Year	Cindy kelm	900		
Asst. Business Manager	Dawn Bauer	1000		
CLASS ADVISORS 2013-2014				
Class Advisor HS/Senior \$600 for Grade	Mary Eck	100		
	Nick Hericks	100		
	Shannon Huettner	100		
	Dan Koehler	100		
	Amy Anaya	100		
	Kevin Murphy	100		
Class Advisor HS/Junior \$600 for grade	Jim Roenz	120		
	Linda Trepasso	120		
	Becky Marquardt	120		
	Will Johnson	120		
	Kim Poli	120		
Class Advisor HS/Sophmore \$600 for grade	Jennifer Krueger	150		
	Sandy Cordes	150		
	Tracy Konkol	150		
	Tracy Eklund	150		
Class Advisor HS /Freshman \$600 for Grade	Carey Celske	120		
	Patrick Collins	120		
	Nancy Zabler	120		
	Jill Krause	120		
	Lori Miller	120		
Class Advisors Jr H	Jackie Gast	120		
	Jeff Bortle	120		
	Val Pari	120		
	Nate Ziemer	120		
	Carmen O'Brien	120		

To: School Board Members
School District of Manawa

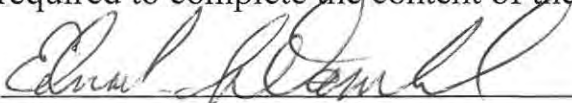
From: Kevin Keller
Summer School Coordinator
School District of Manawa

Re: Hunter's Safety Course
Weapons Permission

We are seeking permission from the school board of the School District of Manawa to run the Department of Natural Resource Hunter's Safety Program. The course will run August 5-10, 2013. The program will be run in accordance with school district policies.

Department of Natural Resource certified instructors would instruct the class. Weapon's use will be under strict guidelines, rules, and regulations set out by the Department of Natural Resource Safety Program. We appreciate your attention to this matter.

We hereby grant permission to run the Hunter's Safety Program and its content on August 5-10, 2013 at the Manawa Elementary School. Certified instructors will be responsible for proper use and safety of any firearms that are required to complete the content of the course.

Signature: 

Date: 6/17/13



SCHOOL DISTRICT OF MANAWA

345.32

COMMENCEMENT CEREMONY

A formal commencement ceremony shall be held at the conclusion of each school year. Only students who have completed all course requirements and other obligations for graduation, e.g., 90% attendance rule during last semester of senior year, may participate in commencement exercises. Students identified as having exceptional educational needs who have met their requirements may participate in all commencement exercises.

CROSS REF.: 345.3, Graduation Requirements
345.31, Early Graduation Requirements

| APPROVED: December 17, 2001
June 18, 2012

Pupil Transportation

FY 2012-2013

Per Wisconsin Statute s.121.05 the district is required to maintain this signature page on **file at the district**. Do not send to the Department.

Manawa (3276)

800 Beech St
Manawa WI 54949
CESA #06
Waupaca County (68)

Officially submitted by user ID Manawa3276 on
Thursday, July 11, 2013 at 9:38:22 AM

Last data amendment was made by user ID
Manawa3276 on **Thursday, July 11, 2013 at
9:38:22 AM**

Pupils Transported to Summer School 2012

Account	Days	Distance	Public Count	Non-Public Count
PTW340001	1-15 days	2 to 5 miles	0	0
PTW340002	1-15 days	Over 5 miles	149	0
PTW340003	Over 15 days	2 to 5 miles	0	0
PTW340004	Over 15 days	Over 5 miles	0	0
Total for Summer School 2012:			149	0

Pupils Transported to Regular School 2012-2013

Account	Days	Distance	Public Count	Non-Public Count
PTW350001	1-90 days	0 to 2 miles (hazardous)	5	2
PTW350002	1-90 days	Over 2 to 5 miles	2	0
PTW350003	1-90 days	Over 5 to 8 miles	4	0
PTW350004	1-90 days	Over 8 to 12 miles	1	0
PTW350017	1-90 days	Over 12 miles	0	0
PTW350008	Over 90 days	0 to 2 miles (hazardous)	119	1
PTW350009	Over 90 days	Over 2 to 5 miles	186	13
PTW350010	Over 90 days	Over 5 to 8 miles	149	22

PTW350011	Over 90 days	Over 8 to 12 miles	31	8
PTW350018	Over 90 days	Over 12 miles	0	0
PTW350016			0	0
Total for Regular School 2012-2013:			497	46
PTW350016		Other Pupils Transported	0	0

Pupils Transported to Vocational Programs 2012-2013

Account	Days	Distance	Public Count	Non-Public Count
PTW360001	1-90 days	Over 2 to 5 miles	0	0
PTW360002	1-90 days	Over 5 to 8 miles	0	0
PTW360003	1-90 days	Over 8 to 12 miles	0	0
PTW360013	1-90 days	Over 12 miles	0	0
PTW360007	Over 90 days	Over 2 to 5 miles	0	0
PTW360008	Over 90 days	Over 5 to 8 miles	0	0
PTW360009	Over 90 days	Over 8 to 12 miles	0	0
PTW360014	Over 90 days	Over 12 miles	0	0
Total for Vocational Programs 2012-2013:			0	0

Explanations

Request	Explanation
<p>Please explain why the number of pupils transported in the following category was more than 10% different from last year:</p> <p>Summer School, Public School 1-15 days, over 5 miles</p>	<p>Enrollment increased for this offering</p>
<p>Please explain why the number of pupils transported in the following category was more than 10% different from last year:</p> <p>Regular School Year, Public School over 90 days, over 5 up to 8 miles</p>	<p>We have had families moving within the district as well as our enrollment dropped approximately 4+% from the previous year. Students do drive to school as well or get a ride from their family.</p>

Certification Statement

I certify that the data submitted on this report is, to the best of my knowledge and belief, accurate and complete.

District Officials in Office on Date Submitted

Administrator	
Administrator's Name Ed Dombrowski	Telephone 920-596-2525
Administrator's Signature	Date Signed
Clerk	
Clerk's Name Cortina Zielke STEPHANIE FLYNN	Telephone
Clerk's Signature	Date Signed
Person Completing this Report	
Contact's Name and Title Jeanne Frazier	Telephone 920-596-2525
Contact's Signature <i>Jeanne Frazier</i>	Date Signed 7-11-13

Board Member Committee Assignments 2013-2014

CESA 6:	S. Flynn
WASB regional Rep.	S. Flynn
Building/Grounds:	K. Kreklow(C), S. Flynn
Curriculum:	P. Sturm, S. Flynn
Finance:	P. Sturm(C), S. Flynn, H. Pohl
Negotiations:	P. Sturm(C), D. Strebe, C. Artz
Policy/Personnel:	K. Kreklow, H. Pohl
Employee Relations:	D. Strebe(C), C. Artz, P. Sturm
<u>WASB Convention Representatives:</u>	K. Kreklow, Alternate-P. Sturm

BOARD COMMITTEES

The School District of Manawa Board believes all members should be completely familiar with all functions of the Board. Therefore, the Board shall act as a unit and avoid the use of standing committees insofar as possible. There may be a standing transportation committee, appointed by the Board President annually, to oversee school bus maintenance. At the annual reorganization meeting (in April) the Board may choose one of the two following methods to carry out school board duties and responsibilities:

- A. The Board shall act as a unit and avoid the use of standing committees insofar as possible; OR
- B. The Board shall use standing committees and/or special committees to carry out school board duties and responsibilities. These committees shall investigate and study issues and make recommendations to the full school board. Standing committees shall be defined as committees that have a continuous existence. Special committees (ad-hoc, select) go out of existence as soon as their task is completed.
 - 1. Appointed Standing Committees:
 - a. Finance Committee
 - b. Policy and Personnel Committee
 - c. Curriculum Committee
 - d. Building and Grounds Committee
 - e. Employee Welfare Committee: (Formerly Transition Committee)
 - 2. Special Committees:
 - a. Negotiations Committee
 - b. Human Growth and Development Committee

Standing Committees shall consist of a minimum of 2 and a maximum of 3 Board members appointed to each standing committee.

Each committee meeting shall have its own agenda and shall be posted as a part of the regular school board agenda document. Committee meeting minutes do not have to be posted, published or publicized. SS19.88 (3)

Each committee shall invite members of the exempt and non-exempt staff to be a part of the committee in an advisory manner only.

LEGAL REF:	Section 19.84 Wisconsin Statutes Section 19.88 Wisconsin Statutes
CROSS REF.:	171.1, Public Notification of Board Meetings
APPROVED:	March 1987
REVISED	February 15, 1999 July 15, 2013

**SCHOOL DISTRICT OF MANAWA
ADMINISTRATIVE EMPLOYMENT AGREEMENT**

INFORMATION TECHNOLOGY TECHNICIAN / MEDIA SPECIALIST DIRECTOR

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement" or "Contract") is entered into by and between the Board of Education of the SCHOOL DISTRICT OF MANAWA (hereinafter the "Board" or "District") and **VICKI G. SANTACROCE** (hereinafter "Administrator").

Term

The Board hereby employs Administrator and Administrator hereby accepts such employment for a term commencing on August 5, 2013 and ending June 30, 2015.

Professional Certification

At all times, Administrator shall hold a valid and appropriate certificate/license issued by the Wisconsin Department of Public Instruction to act as Information Technology Technician / Media Specialist Director and shall comply with all requirements for said position as provided by the laws of the State of Wisconsin and rules and regulations issued pursuant thereto. Administrator warrants the validity of such certification and licensure.

Physical Examination

Administrator shall furnish a statement of physical fitness as required by Section 118.25, Wis. Stats., as a condition of initial employment. Subsequent physical exams shall be at the option of Administrator. Additionally, the Board may request that Administrator obtain a physical exam and medical certification of ability to perform the essential functions of the position of Administrator.

Responsibilities

Administrator agrees to perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin as well as the rules, regulations and policies of the Board which now exist or which may hereafter be enacted by the Board. The Board agrees to furnish Administrator a written copy of all rules, regulations and policies now in effect or becoming effective during the term of this Agreement.

In case of direct conflict between any rules, regulations or policies of the Board and any specific provisions of this Agreement, this Agreement shall control.

Administrator, under the direction of the Board, shall be responsible for the general supervision and management of the professional work of the schools and shall make recommendations to the Board regarding curriculum development, the evaluation of professional

staff, the overall education and advancement of students and other such matters as she deems advisable and conducive to the development of the programs and goals of the District.

Administrator agrees to devote her full time to the duties and responsibilities of this position during the term of this Agreement, and shall not engage in any pursuit which interferes with the proper discharge of her duties and responsibilities.

Administrator shall be present at all regular meetings of the Board except when excused by the Board.

The Board (or the Board's designee) will evaluate the performance of Administrator and provide a written evaluation at least once each contract year. The Board (or the Board's designee) and Administrator will then need to meet to review this written evaluation and to determine, if necessary, the terms and conditions of the continued employment of Administrator. The parties may alter the procedure and time for evaluation.

Compensation and Benefits

Salary

For the services rendered per this Agreement, the Board agrees to pay Administrator an annual salary of \$60,000.00 for the 2013-2014 school year(prorated to \$54,254.00 for August 5, 2013 through June 30, 2014). The salary shall be paid in twenty-two (22) equal installments for 2013-2014, less deductions required by state and federal law or authorized deductions as permitted by Board policy, with the first installment period commencing August 15, 2013 for the term of this Agreement for 2013-2014.

The Board hereby retains the right to adjust the annual salary of Administrator during the term of this Agreement. Each July 1st, beginning with July 1, 2014, shall be designated as an Anniversary Date of this Agreement. Salary may be adjusted annually as of such Anniversary Date, but the salary after each Anniversary Date shall not be less than the salary for the annual period preceding the Anniversary Date. Salary increases will be granted for the ensuing school year based upon annual review.

Benefits

Benefits for Administrator shall be pursuant to Board policy (Policy No. 222), which may be amended from time to time.

Layoff

The Board may layoff Administrator during the term of this Contract, subject to recall. The parties recognize that a layoff would be considered "termination by mutual agreement" of this Agreement in accordance with Section 118.24(6), Wis. Stats. The parties further recognize that any recall to an administrative position that may occur subsequent to layoff shall be solely within the discretion of the Board, at which time a new Contract shall be issued.

Disability

Should Administrator, in the opinion of the Board, be unable to perform her duties by reason of illness, accident or other cause beyond her control, and said disability, in the opinion of the Board, be permanent, irreparable or of such nature as to make the performance of her duties impossible, the Board may at its option, after receiving medical advice, terminate this Contract, whereupon the respective duties, rights and obligations hereof shall terminate. However, this provision is not intended to deprive Administrator of any accumulated sick leave.

Termination of Contract

The Board may terminate this Contract and discharge Administrator from employment provided that Administrator has received prior notice in writing from the Board of its intent and the alleged reason(s) for such discharge. Upon written request, Administrator shall have the opportunity to seek review by the Board. This Contract does not incorporate "just cause" for discharge of Administrator.

During the term of this Contract, upon mutual written agreement by the Board and Administrator, this Contract and the employment of Administrator may be terminated without penalty or prejudice against either the Board or Administrator, upon such terms and conditions as may be agreed and set forth in such agreement by the parties.

In the event Administrator breaches this Contract by termination of services during the term hereof, the sum of Four Thousand Dollars (\$4,000.00) is determined to be reasonable liquidated damages which the parties, looking forward, reasonably anticipate will follow from such a breach and the Board may, at its option, demand and recover from Administrator such amount of liquidated damages; provided, however, that this express intent to liquidate the uncertain damages and harm to the District expected from such a breach is not the exclusive remedy or right of the Board but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the Administrator.

Contract Renewal or Non-Renewal

Renewal or non-renewal of this Contract shall be governed by Section 118.24, Wisconsin Statutes.

Invalid Provisions

If any article or part of this Contract is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any part should be restrained by any tribunal, the remainder of the Contract shall not be affected thereby.

Complete Agreement

This Contract contains the entire agreement between the parties and this Contract contains all of the terms agreed upon by the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral, written or otherwise including, but not limited to, any prior contract.

This Contract is not valid unless signed and returned by the Administrator on or before June 28, 2013.

Dated this 21st day of June, 2013.

Board of Education President

Vivian G. Santacruz 6.24.13
Administrator

Board of Education Clerk

Board of Education Treasurer

SCHOOL DISTRICT OF MANAWA

Policy # 222

BENEFITS FOR ADMINISTRATORS

The following benefits are applicable to all District Administrators:

A. Benefits

1. Health Insurance: The Board shall pay eighty-six percent (86%) of the premium to participate in the District's group health insurance.
2. Dental Insurance: The Board shall pay one hundred percent (100%) of the premium to participate in the District's group dental insurance program.
3. Life Insurance: The Board shall pay one hundred percent (100%) of the premium to participate in the District's group life insurance program.
4. Disability Insurance: The Board shall pay one hundred percent (100%) of the premium to participate in the District's group disability insurance program.
5. The Administrator shall be entitled to reimbursement of all conference/convention related expenses (travel at the current IRS rate, meals, lodging, and materials, within the guidelines of the Employee Handbook.

B. Additional Benefits

1. Sick Leave: The Administrator shall be entitled to fourteen (14) days of Sick Leave annually, cumulative to a total of ninety days (90) days.
2. Vacation: The Administrator shall be entitled to twenty (20) days of Vacation annually. Accrued but unused Vacation may be carried over until December 31st (to be used between July 1 and December 31). Vacation that is carried over but not used prior to December 31 shall be forfeited without compensation. Scheduling of vacation time shall be with the advance notification of the District Administrator. Earned but unused vacation will not be paid out.
3. The Administrator upon proof of completion shall be entitled to tuition reimbursement for graduate studies if related to Educational Administration. Reimbursement shall be capped at \$2500.00 per year.
4. The Administrator shall be entitled to time off on statutory holidays or other days designated by the Board including Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday and Memorial Day.
5. Residency. In the event Administrator is residing within the geographical boundaries of the School District of Manawa on or before April 1st, the Administrator will receive a One Thousand

Dollar (\$1,000.00) stipend (less appropriate state and federal withholding) to be paid the first pay period of April.

C. Retirement Benefits

WRS Contribution: The Board will make only the required employer contribution to the Wisconsin Retirement System (50% of all actuarially required contributions to the Wisconsin Retirement System) as determined by the Employee Trust Fund. The Administrator shall contribute the required employee contribution (50% of all actuarially required contributions to the Wisconsin Retirement System) as determined by the Employee Trust Funds.

D. Professional Improvement

1. Professional Development: The Board shall pay the membership dues in one professional organization for both the state and national association appropriate to the professional assignment of the Administrator. The Board shall pay for one additional \$100 membership in a professional organization.
2. The Administrator shall be allowed to attend one state convention each year and one national convention every third year pending the District Administrator's approval, and as determined by a rotation plan designed by the District Administrator with necessary expenses paid by the District.

| Approved: March 19, 2012
Revised: March 25, 2013

SCHOOL DISTRICT OF MANAWA
2013-2014 Individual Teaching Contract

IT IS HEREBY AGREED by and between the Board of Education of the School District of Manawa (hereinafter designated as the "Board") and MARISSA A. JASHINSKY (hereinafter designated as "Teacher") that the Board employs Teacher as a SPEC ED-MULTI CATAGORICAL Teacher under the following terms and conditions:

1. **CONTRACT TERM.** Teacher agrees to faithfully perform all duties of a teacher as assigned by the Board for a period of 188 days (180 student-contact days), commencing on or about August 27, 2013 and ending on or about June 5, 2014.
2. **COMPENSATION.**
 - 2.01. For services properly rendered, Teacher is to be paid an annual salary of \$33,166.00 * payable in 20 or 24 bi-monthly installments (at the Teacher's option), commencing with the **August 30, 2013** payroll. *(The dollar amount is tentative pending completion of negotiations with the Manawa Education Association).
 - 2.02. Teacher acknowledges and agrees that the annual salary of Teacher in subsequent contract years may be increased or decreased in conformance with the evaluation and compensation system adopted by the Board.
 - 2.03. The Board may provide Teacher with other employment benefits that it may from time to time deem appropriate for teachers generally, as specified in Board policies and any Employee Handbook.
3. **EMPLOYMENT RESPONSIBILITIES.**
 - 3.01. Teacher agrees to teach and/or supervise in an assignment for which Teacher is certified. The Board may, at its discretion, assign additional tasks for which Teacher is certified or may obtain certification, together with extra-curricular assignments. Teacher further agrees to take part in various activities including, but not limited to, teacher institutes, group meetings, curriculum workshops, festivals, clinics, contests, parent-teacher conferences, in-service workshops, open houses and the like.
 - 3.02. This Contract is subject to all applicable state and federal laws as well as the rules, regulations and policies of the District now in force or as may be adopted or amended by the Board. The Board will provide Teacher with a copy of the rules, regulations and policies in force. Teacher agrees to conform to all applicable laws, rules, regulations and policies. Teacher is further subject to the supervision and control of the District Administrator and other administrators appointed by the Board.
 - 3.03. In case of a direct conflict between any rules, regulations or policies of the Board and any specific provisions of this Contract, this Contract shall control.
 - 3.04. This Contract is conditioned upon Teacher's possession of a Wisconsin teacher's license or certificate as required by the laws of the State of Wisconsin. This Contract shall be

invalid if Teacher fails to conform to the provisions of Section 118.21(2), Wis. Stats., requiring that Teacher file a statement with the District Administrator showing the date of expiration and the grade and character of all teacher certificates or licenses held.

4. CONTRACT TERMINATION.

4.01. Teacher confirms that Teacher is not under contract with any other school district for the period covered by this Contract.

4.02. The disqualification of Teacher to continue teaching for any legal cause whatsoever shall immediately terminate and render this Contract void. Teacher may be disciplined or discharged in conformance with Board policy.

4.03. Should Teacher seek to be released from this Contract, Teacher shall submit a written request for release to the Board, together with payment of liquidated damages. The parties hereto agree that this Contract constitutes a binding legal contract for the terms set forth, the breach of which, by either party, will result in liability for damages to the other. It is specifically agreed that in the event Teacher breaches this Contract by termination of services during the term hereof, the sum of **One Hundred Fifty Dollars Per Day (\$150.00 per day)** is determined to be the reasonable liquidated damages which the parties looking forward, reasonably anticipate will flow from such a breach and the Board may, at its option, demand and recover from Teacher such amount of liquidated damages.

4.04. This Contract may be modified or terminated at any time during the term hereof by the mutual written agreement of the parties.

5. LAYOFF. The Board reserves the right to lay off Teacher based upon the needs of the District. Teacher shall be given notice of such layoff not less than thirty (30) calendar days prior to the effective date of such layoff. It is understood that as a layoff, the non-renewal procedures of Section 118.22, Wis. Stats., do not apply.

6. CONTRACT RENEWAL/NON-RENEWAL. Renewal and non-renewal of this Contract shall be governed by Section 118.22, Wis. Stats.

This Contract is not valid unless signed and returned by Teacher on or before July 8, 2013.

Dated this 25th day of June, 2013.

SCHOOL DISTRICT OF MANAWA

Board President

Board Clerk

I, the undersigned Teacher, hereby accept the provisions set forth in this Contract.

Marianna A. Garbimsky July 7, 2013
Date

SCHOOL DISTRICT OF MANAWA
2013-2014 Individual Teaching Contract

IT IS HEREBY AGREED by and between the Board of Education of the School District of Manawa (hereinafter designated as the "Board") and CINDY JAECKLE (hereinafter designated as "Teacher") that the Board employs Teacher as a 50% TIME SPEC ED-MULTI CATAGORICAL Teacher under the following terms and conditions:

1. **CONTRACT TERM.** Teacher agrees to faithfully perform all duties of a teacher as assigned by the Board for a period of 188 days (180 student-contact days), commencing on or about August 27, 2013 and ending on or about June 5, 2014.

2. **COMPENSATION.**

2.01. For services properly rendered, Teacher is to be paid an annual salary of \$20,000.00 * payable in 20 or 24 bi-monthly installments (at the Teacher's option), commencing with the **August 30, 2013** payroll. *(The dollar amount is tentative pending completion of negotiations with the Manawa Education Association).

2.02. Teacher acknowledges and agrees that the annual salary of Teacher in subsequent contract years may be increased or decreased in conformance with the evaluation and compensation system adopted by the Board.

2.03. The Board may provide Teacher with other employment benefits that it may from time to time deem appropriate for teachers generally, as specified in Board policies and any Employee Handbook.

3. **EMPLOYMENT RESPONSIBILITIES.**

3.01. Teacher agrees to teach and/or supervise in an assignment for which Teacher is certified. The Board may, at its discretion, assign additional tasks for which Teacher is certified or may obtain certification, together with extra-curricular assignments. Teacher further agrees to take part in various activities including, but not limited to, teacher institutes, group meetings, curriculum workshops, festivals, clinics, contests, parent-teacher conferences, in-service workshops, open houses and the like.

3.02. This Contract is subject to all applicable state and federal laws as well as the rules, regulations and policies of the District now in force or as may be adopted or amended by the Board. The Board will provide Teacher with a copy of the rules, regulations and policies in force. Teacher agrees to conform to all applicable laws, rules, regulations and policies. Teacher is further subject to the supervision and control of the District Administrator and other administrators appointed by the Board.

3.03. In case of a direct conflict between any rules, regulations or policies of the Board and any specific provisions of this Contract, this Contract shall control.

3.04. This Contract is conditioned upon Teacher's possession of a Wisconsin teacher's license or certificate as required by the laws of the State of Wisconsin. This Contract shall be

invalid if Teacher fails to conform to the provisions of Section 118.21(2), Wis. Stats., requiring that Teacher file a statement with the District Administrator showing the date of expiration and the grade and character of all teacher certificates or licenses held.

4. CONTRACT TERMINATION.

4.01. Teacher confirms that Teacher is not under contract with any other school district for the period covered by this Contract.

4.02. The disqualification of Teacher to continue teaching for any legal cause whatsoever shall immediately terminate and render this Contract void. Teacher may be disciplined or discharged in conformance with Board policy.

4.03. Should Teacher seek to be released from this Contract, Teacher shall submit a written request for release to the Board, together with payment of liquidated damages. The parties hereto agree that this Contract constitutes a binding legal contract for the terms set forth, the breach of which, by either party, will result in liability for damages to the other. It is specifically agreed that in the event Teacher breaches this Contract by termination of services during the term hereof, the sum of **One Hundred Fifty Dollars Per Day (\$150.00 per day)** is determined to be the reasonable liquidated damages which the parties looking forward, reasonably anticipate will flow from such a breach and the Board may, at its option, demand and recover from Teacher such amount of liquidated damages.

4.04. This Contract may be modified or terminated at any time during the term hereof by the mutual written agreement of the parties.

5. LAYOFF. The Board reserves the right to lay off Teacher based upon the needs of the District. Teacher shall be given notice of such layoff not less than thirty (30) calendar days prior to the effective date of such layoff. It is understood that as a layoff, the non-renewal procedures of Section 118.22, Wis. Stats., do not apply.

6. CONTRACT RENEWAL/NON-RENEWAL. Renewal and non-renewal of this Contract shall be governed by Section 118.22, Wis. Stats.

This Contract is not valid unless signed and returned by Teacher on or before July 8, 2013.

Dated this 26th day of June, 2013.

SCHOOL DISTRICT OF MANAWA

Board President

Board Clerk

I, the undersigned Teacher, hereby accept the provisions set forth in this Contract.

Cindy Jaeckle 6/26/13
Date

Open Enrollment Extension Request

For 2013-2014

Due to "best interests of the child" (Child will be in 9th grade)

To enroll under Open Enrollment Extension in Shiocton School District

A Guide to Recruitment and Selection of District Employees

Guidelines

It shall be the suggested guidelines of the School District of Manawa to recruit and select the best qualified individuals (best match for the skill requirements and behavior characteristics the position requires, Performance Edge, Center for Effective Performance, Inc, May 2013) for school district positions. Recruitment and selection shall be conducted in compliance with all applicable laws. To provide an effective career development for qualified employees, current employees are encouraged to seek promotional opportunities within the school district for which they may be interested and qualified. The recruitment and selection process is the responsibility of the Board and District Administration.

Authorization to Initiate Recruitment

Existing Positions

Administrators who wish to fill vacancies in existing budgeted positions shall request the District Administrator to initiate the recruitment process. The request shall include an updated job description including qualifications.

New Positions

No new positions may be established without prior recommendations by the Policy and Personnel Committee and approval by the Board as a whole. Recruitment may be initiated upon Board approval.

Emergency Appointments

If there is an urgent need to fill a position, the District Administrator may authorize filling the vacancy temporarily for up to 60 school days. That time shall be used for seeking short-term and long-term substitute availability.

Recruitment

The District Administration shall develop and conduct an active recruitment program designed to meet the current and projected staffing needs of the District. Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

Job Announcements

The District Administration shall issue job announcements through appropriate sources. Job announcements generally include the job title, rate of pay, job qualifications and requirements and other pertinent information. Job vacancies are announced at least 5 (five) working days prior to the closing date for filing applications.

Internal Only Announcements

If the District Administration believes that there are an adequate number of interested current employees meeting the qualifications for a position vacancy, an internal recruitment shall be conducted for the current vacancy exclusively from current employees. Any current employee interested in a vacant position shall only be required to submit a letter of interest. In the case of an increase or decrease of an employee's job description when there is no vacancy, internal recruitment shall not be necessary.

If the District Administration believes there are no vacancies available, but due to shifting populations per grade level, the District shall need to move personnel, the District shall retain the right to place staff as deemed appropriate.

Applications

All applicants for employment must complete a District application form. Separate applications shall be completed for each position applied for. Existing employees need only to submit a letter of interest for each position being applied for.

The District may reject any application if the applicant:

1. Does not meet the minimum qualifications as established for the position;
2. Deliberately falsifies an application;
3. Has established an unsatisfactory employment record which indicates unsuitability for the position;
4. Has been convicted of a crime, which renders him/her unsuitable for the position because of a substantial relationship between the conviction and the position.
5. Applies after the published deadline for application submission;
6. Does not complete the employment application process in its entirety.

Screening Applicants

The applicants meeting the minimum qualifications shall be certified as eligible by the District Administration. The screening of applicants shall be in conjunction with the District Administration or authorized Supervisor in determining those candidates who are best qualified.

The District Administration or authorized supervisor or designated individual(s) shall process application materials and information with integrity and confidentiality. No discussion of an applicant's information is to be shared or discussed with staff, other agencies/employers unless designated as part of the reference or background check process.

Interview and Selection process

The interview and selection process shall maximize honesty, objectivity and validity through a practical and job-related assessment of the applicants attributes necessary for successful job performance and career potential. All individuals involved with or participating in the interview and selection process shall maintain the appropriate level of integrity and confidentiality. Other than District Administration, all others participating in the interview and selection process are Advisory only. The final recommendation shall rest with the District Administration, Supervisor or designated individual. The decision to hire shall be made by the Board of Education.

Selection Devices

The District Administration shall be responsible for determining if formal selection devices are to be used to screen candidates for job vacancies. These devices may include but not limited to: a review of training and experience, background and reference inquiries, oral testing, work samples, portfolios, writing samples, teaching a sample lesson, general and specific questions for the position, educational testing and chemical and social media inquiries. Formal selection of the selection devices shall be the responsibility of the District Administration.

Interviews

The interview is the key to the selection process and is conducted with objectivity and the highest regard for employment laws. Applicants selected for interview in accordance with the selection process shall number at least 3 per vacancy. In the event there are less than 3 qualified candidates for a vacancy, the District Administration may deem those qualified as eligible and present the candidates for interview.

The candidates shall be interviewed by a designated selection committee as follows:

FOR ADMINISTRATOR /PRINCIPAL vacancies:

1. 4 teams consisting of the following:
 - Administration Team-Business Manager, Building Principals, School Psychologist and District Assessment Coordinator. This team shall have full authority to consider all other team recommendations and review selection devices to render a recommendation of final candidates to take before the Board of Education;
 - Staff Team - A combination of teachers and support staff (5), (minimum 2 from each group). The Staff team shall be responsible for objectively determining top candidates ranked in order from the top candidate to the bottom candidate. This is an advisory team and has no authority in determining final candidates presented to the Board of Education.

- Business/Community Team - The Business /Community team shall consist of five (5) Business and Community leaders from within the District. The Business/Community Team shall be responsible for objectively determining top candidates ranked in order from the top candidate to the bottom candidate. This is an advisory team and has no authority in determining final candidates presented to the Board of education.
- Parent Team - The Parent Team shall consist of five (5) District parents who have age-related children appropriate for the position being filled. Elementary principal - Children in the Elementary school. Junior/Senior High School Principal - Children in the junior/senior high school. District Administrator - Process to be determined by Board of Education. This is an advisory team and has no authority in determining the final candidates presented to the Board of Education.

OR

2. One (1) large group consisting of the following:

- 3 administrators, 2 teachers, 1 support staff, 2 Business Community Members and 2 parents. The administrators shall determine the final candidates to send to the Board of Education. All other interview participants are advisory only and shall aid the administrator's determination of final candidates.

Staff Non-Teaching Position Interviews:

- Interviews shall be conducted with a minimum number of 3 individuals consisting of: 2 administrators, 1 support staff from the vacancy area. The support staff member shall be in an advisory capacity and shall not be a part of the final determination of the selected candidate(s).

Staff - Teaching Position Interviews:

- Interviews shall be conducted with a minimum number of 4 individuals consisting of: 2 administrators, 1 teacher in same or related department and 1 parent. The teacher and parent shall be in an advisory capacity and shall not be a part of the final determination of the selected candidate(s).

Background and Reference Checks

The District Office shall be responsible for conducting and coordinating appropriate reference checks, education and employment verifications and other appropriate verifications to ensure

the candidates best meet the needs of the District. All background checks will be conducted in compliance with all applicable laws and regulations.

Selection

The interview team(s) shall advise only the administrative team or administrators who shall have the final recommendation/selection regarding a candidate finalist(s). The final selection shall also include selection devices used in the process as well as any background check results. The Board of Education or its designee shall have ultimate hiring authority for all positions unless otherwise provided by State Statute.

Offer of Employment

Upon final selection, the Board of Education or its designee shall send a letter and/or notify the applicant in person and/or by telecommunication of an offer. Upon the applicant's acceptance of the position, the Board of Education or its designee shall notify the unsuccessful applicants who were interviewed. Contingent offers of employment may be necessary in certain circumstances where applicants are required to successfully complete a pre-employment health screening, drug test or other post-offer inquiry.

Introductory Period

Original work agreements and/or contracts to regular positions shall be made annually or for no longer than a two-year term. Unless modified by employment or Handbook language, all District employees are employee's at-will.

Residency

The District does not require residency within District boundaries as a condition of employment. Administrators residing within the District boundaries shall receive an additional thousand dollars (\$1,000.00) paid out annually on or about April 1st according to Board Policy, as long as they remain a resident of the District.

Nepotism

No person shall be employed, promoted or transferred to any position in the District, if such employment or future employment would result in the person either directly supervising or being directly supervised by a member of his or her immediate family. If the selection of a candidate would result in such a nepotism violation, the District shall give the selected candidates immediate family member the option of voluntarily resigning from his or her position.

Further, neither the District Administration nor Board of Education members shall be involved with the hiring process outlined herein including but not limited to: providing any type of

influence or recommendation related to a candidate, where a member of that person's immediate family is involved in the process or that person is an applicant for that position.

Employee Orientation

The District or its designee shall conduct new employee orientations relative to general conditions of employment, hours of work, operation of equipment, emergency procedures, job description, duties and responsibilities, performance expectations, benefits, District policies and procedures provide an Employee Handbook and other items deemed necessary.

SCHOOL DISTRICT OF MANAWA

760

FOOD SERVICES MANAGEMENT

District students shall have an opportunity to participate in school breakfast, lunch and milk programs. These programs shall be administered by the District Administrator or designee in accordance with established guidelines. Nutritional requirements for the "A" type lunch and breakfast will be met for all meals.

Students in grades 5K-12 may participate in the offer v. serve option of the lunch and breakfast program, permitting them to refuse up to two of the five offered items.

Periodic inspection of all kitchens will be made in accordance with law.

Food service prices shall be established by the Board annually. The District shall offer free and reduced price food services to students who qualify, in accordance with federal guidelines.

The District shall not discriminate in school-sponsored food service programs on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
120.10(16)
120.13(6) & (10)
PI 9.03(1), Wisconsin Administrative Code

CROSS REF.: 411-Rule, Student Discrimination Complaint Procedures

APPROVED IN PART: December 18, 1995; August 18, 1997

REVISED: July 31, 2000

School District of Manawa

760-Rule

Food Service Management

Automated Lunch Accounting System

The School District of Manawa uses an automated school food service accounting system to record payments and sales. The system functions as a debit system, similar to a checking account. A positive balance must be maintained in the family account in order for the student to participate in the ~~breakfast, lunch, milk and~~ ala carte program or pay cash for ala carte items. Parents/guardians are expected to maintain their family account in a positive balance.

Parents/guardians who believe that the financial condition of their family qualifies for free or reduced meals shall be encouraged to make written application in accordance with the National School Lunch Act guidelines. Prior to the start of the school year, applications for free and reduced meals will be sent available to every family with children enrolled in the school district. Applications can ~~also~~ be obtained through the District Office at the Middle Elementary School.

Low and Delinquent Account Balances

Payment reminders will be generated when the family account balance is below \$5.00. When a family account balance is completely exhausted, a letter will be mailed to the parents/guardians to inform them of the situation and the need to remedy it. If a family account has a \$15.00 negative balance, no further credit will be extended to the family. At that point students must provide cash per meal until their family account has been brought current.

For students in grades Kindergarten through 12th grade 8th, if the parent/guardian fails to provide the student with a meal, the District will provide the student ~~a meal of the district's choice sandwich and carton of milk~~ for maximum of five (5) school days. A charge of \$.25 for the milk and ~~\$-.75~~ \$1.00 for the ~~sandwich meal~~ will be added to the family account. After five (5) school days if the parent/guardian fails to provide the student with a cold lunch or create a positive balance in the family account or provide cash for lunch, the District ~~will~~ may file a report with the Waupaca County Department of Human Services. High school students with a negative family account balance, must bring a current deposit slip from the HS Office in order to receive further credit.

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~~A high school student whose family account balance is depleted will be unable to participate in any food service programs unless they pay with cash (excluding ala carte). High school students, with a negative family account balance, must bring a current deposit slip in order to receive further credit.~~

All negative balances must be paid by the final day of the current school year.

Uncollected Balances

| The ~~Director of Financial Services~~ Business Manager shall be expected to protect the taxpayers of the District by making a reasonable effort to collect all food service charges due the District. The Board of Education
| authorizes the ~~Director of Financial Services~~ Business Manager to collect food service charges which are 60 days delinquent through legal means including but not limited to small claims court or through the services of a collection agency.

Refunds

At the end of the year, if a family no longer has children attending school, moves out of the District or becomes eligible for free meals, the family may request reimbursement of any balance in the family account. Any balance in a family account will be carried over to the next school year, for families with children continuing in the school district.

Approved: September 15, 2003

SCHOOL DISTRICT OF MANAWA

761

FREE AND REDUCED PRICE MEALS

The ~~building principal~~ District's Determination Officer shall be responsible for reviewing applications for free and reduced price meals and making determinations of eligibility in accordance with Federal National Lunch Program guidelines. Anyone not satisfied with the determination may appeal to the District Administrator.

Every effort shall be made to avoid overt identification to their peers of students receiving free or reduced price meals. No student shall be required to work for a free or reduced price meal.

The building principal shall maintain a system of collecting payments from paying students and accounting for free and reduced price meals in a manner which protects the anonymity of students receiving free or reduced price meals.

LEGAL REF.: Sections 115.34 Wisconsin Statutes
120.10(16)
120.13(6), (10)
PL 91-248
PL 94-105

APPROVED: January 24, 2000