

## Curriculum & Instruction Highlights

STAR testing has been completed district-wide. Classroom teachers in grades 3-6 tested their individual classes and I coordinated the 7-11 tests. STAR is our district's universal screener. It is a 34 question assessment that is considered our first look for skill deficits in math and reading. I continue to learn much about Renaissance Learning which is the umbrella name of both STAR Reading/Math and Accelerated Reader/Math.

The Jr./Sr. High data wall is updated with the September STAR results thanks to the assistance of Shannon Huettnner and Val Pari. I consider Shannon, Val and myself the Rtl lead team and we coordinate the dissemination of student information between all stakeholders (teachers, BCT, administration, students, parents, etc.). All of the student cards have been updated, coded, and we are now in the phase of analyzing them. Identified students will be reviewed for additional supports during Wolf Time.

I met with each of 11 department groups at the Jr./Sr. High. We discussed the following:

- Potential new classes for next school year (2015-16)
- Department goals in programming - both long and short-term plans
- Written curriculum - what is done? where is it located?
- Copies of your standards - do you have them or do you know where to find them?
- English Language Arts (ELA) standards - do you know your role in meeting them?
- Expectations for the Department Team meetings - what do we want to accomplish this school year?

In October, we are beginning to make the standards the center of our teaching using the Understanding by Design model. I have attached the template that Dr. Oppor shared with me and I am utilizing with staff in reevaluating and updating their curriculum.

I attended Building Consultation Team (BCT) meetings at both the Jr./Sr. High and Elementary School. At both meetings we discuss student data and evaluate the whole student (behavior, attendance, classroom observations, with testing data) and build a plan for their individual learning.

PALS - 1st and 2nd grade has completed this test. This is a screener for "phonological awareness literacy." The 4K and 5K PALS window is from Oct. 13 - Nov. 7.

I attended the District Assessment Coordinator's (DAC) Meeting at CESA #6 on September 30th. We learned about many of the assessments we will be administering throughout the school year. The first big state mandated test will be the ACT Aspire to our 9th graders. This will take place the week of October 13th. We also spent some time on ACT, DLM, WKCE.

I attended the CESA Learning and Assessment Center meetings on September 12th and October 10th. At the September meeting we discussed the Dynamic Learning Maps (DLM)

assessment, the ACT Aspire, and planning for the year. We also discussed new student-teacher requirements as well as upcoming Math professional development through CESA. At the October meeting we received assessment updates from the DPI. We also learned about Discovery Education and got RtI (Response to Intervention) center updates. Our afternoon was spent learning about ACT accommodations, ACT prep for Reading and English, and item analysis of ACT Work Keys.

Becky Jennings from EPS came to Manawa to train a group of staff on Academy of Math and Academy of Reading. The training was extremely helpful in learning how to administer this program that was purchased by the District with fidelity. I was very impressed by the staff's enthusiasm to begin this process the correct way.

I met with the Freshman class on Wednesday, October 8th to go over information about the ACT Aspire. I demonstrated the embedded tools in the online test and went over the calendar of testing with the students and teachers in attendance. The freshmen that have a Wolf Time are going through some of the exemplar tests with Mr. Celske and Mr. Hericks to practice before the tests start on October 13th.

I have enjoyed getting to know the members of our Administrative Team better through our weekly meetings. We keep each other informed and are reading a book together.

I have been a part of the IT candidate interview team. As of today, it is on-going.

**STAGE 1 – DESIRED RESULTS**

**Topic Title:** \_\_\_\_\_

**Academic Standards:**

**Academic Vocabulary**

•

**Essential Questions:**

•

**Students will know: (Concepts) – Learning Targets**

•

**Students will be able to: (Skills) – Learning Targets**

•

**STAGE 2 – ASSESSMENT EVIDENCE**

**Performance Tasks:**

**Other Evidence:**

**Key Criteria:**

**STAGE 3 – LEARNING PLAN**

**Summary of Learning Activities:**

## School District of Manawa

| Grade | PALS      | STAR -<br>Reading &<br>Math | Fountas & Pinnell<br>Running Record | Smarter Balanced<br>Assessment -<br>Reading & Math | WKCE - Science<br>& Social Studies | ACT - Aspire | ACT + Writing | ACT WorkKeys |
|-------|-----------|-----------------------------|-------------------------------------|--|------------------------------------|--------------|---------------|--------------|
| PK    | 2X (F, S) |                             |                                     |  |                                    |              |               |              |
| K     | 2X (F, S) |                             | 2X (F, S)                           |  |                                    |              |               |              |
| 1     | 2X (F, S) | Math Only -<br>3X (F, W, S) | 2X (F, S)                           |  |                                    |              |               |              |
| 2     | 2X (F, S) | 3X (F, W, S)                | 2X (F, S)                           |  |                                    |              |               |              |
| 3     |           | 3X (F, W, S)                | 2X (F, S)                           | X (S)  |                                    |              |               |              |
| 4     |           | 3X (F, W, S)                | 2X (F, S)                           | X (S)  | X (F)                              |              |               |              |
| 5     |           | 3X (F, W, S)                | 2X (F, S)                           | X (S)  |                                    |              |               |              |
| 6     |           | 3X (F, W, S)                | 2X (F, S)                           | X (S)  |                                    |              |               |              |
| 7     |           | 3X (F, W, S)                |                                     | X (S)  |                                    |              |               |              |
| 8     |           | 3X (F, W, S)                |                                     | X (S)  | X (F)                              |              |               |              |
| 9     |           | 3X (F, W, S)                |                                     |  |                                    | 2X (F, S)    |               |              |
| 10    |           | 3X (F, W, S)                |                                     |  | X (F)                              | X (S)        |               |              |
| 11    |           | 2X (F, W)                   |                                     |  |                                    |              | X (Mar 3)     | X (Mar 4)    |

F = Fall

W = Winter

S = Spring



## Principal Report for October 2014

### Chrome Books are here!

The shipment of Chrome Books recently arrived and thanks to the efforts of Rita Kreklow, Julie VanderGrinten, and Kris Thompson, all units were configured and distributed to teachers. Each classroom teacher received five Chrome Books for their classrooms. Teachers plan to use the Chrome Books during intervention times as well as in small group settings for students.

### Book Room Books have arrived!

We have received our final order of books to set up our Book Room. Thanks to Rita Kreklow, Tori Wepner, and Julie VanderGrinten, all books should be ready to be organized in the Book Room by October 15. Members of the PTO have offered to help place the packets of books on the shelves so that teachers may begin Book Clubs with students and other leveled reading activities.

### Annual Wolf Walk

The annual Wolf Walk was held on Friday, October 10. The Wolf Walk is the elementary school's main fundraising event, and the PTO uses the money to purchase items for the school. Past expenditures include playground equipment, a donation towards funding the Book Room, Teacher supply reimbursement, and other activities for students. Student participation was high and the event was beautifully organized. Thanks to all of the volunteers who helped and special thanks to Brenda Strebe and Stephanie Riske for all of their hard work and planning to make the event a success.



## October High School Board Briefs

**Homecoming:** My first Homecoming at Manawa proved to be successful in many areas. Student involvement was plentiful and student/ staff morale was positive. Congratulations to all who participated and especially Mrs. Mary Eck for her organizational efforts for the students. The week included the bon fire, Games Night and the week culminated with the parade and game on Friday night. The juniors won the overall competition for the Spirit trophy. The dance was well attended and student behavior was exemplary.



I was contacted by the mayor on Friday of Homecoming week with his compliments on the toilet-papering job on the city triangle. I took several volunteers and cleaned the park prior to the trophy presentation on Friday. There was one major disciplinary incident which resulted in an act of vandalism to the high school lawn. A joint investigation with the Manawa Police Department yielded several suspects who were subsequently cited for:

One of our senior students was consequently suspended from school for 4 school days. I have attempted to collaborate with parent to try and receive voluntary restitution for the damage prior to his court date. I have received three quotes for the repair to the lawn.

Thanks to the Manawa Police and Fire Departments and the community for their support through an otherwise hectic week.



**High School Gym Sound System:** the installation process began on 10/8 and the hope is that installation will be complete by Friday October 17<sup>th</sup>.



**Wolf Walk:** I met with Brenda Strebe on 10/7 to understand the overall scope of the project and any needs that she might have regarding our students and the facility. Thanks to the athletic department and Mrs. Cordes for their dedication to the event.



**Half Day In-service: Friday October 10th:** Kathi Stebbins returned to continue our session on effective teaching strategies for teaching in Block Scheduling.

### **FFA and Ag News:**

Six FFA officers attended the Sectional Leadership Workshop on 9/22 to learn about FFA opportunities, setting SMART goals, and creating a program of activities for the year.

Twenty-four Manawa students traveled to the World Dairy Expo in Madison to watch elite dairy cattle being exhibited and to view exhibits at a phenomenal trade show.

On September 30th, students worked together to raise money for the American Cancer Society. The volleyball team and FFA members raised \$201 profit through a bake sale and selling t-shirts. Additional events are being planned by the leadership class and FFA members for the Oct. 10th football game.

Four energetic freshman attended the FFA FIRE (Foundations in Reaching Excellence) Conference in Appleton at Fox Valley Tech on 10/04 to learn about the fundamentals and ideals of the FFA organization.

Jim Roenz and Sandy Cordes attended Fox Valley Technical College's FVTC Annual Articulation event on 10/08 to learn about articulation agreements and pathway development.

On Saturday, October 18th the Manawa FFA Alumni will be sponsoring a "Blue Grass Bash" fundraiser featuring four bands at Bear Lake to raise funds to benefit the agricultural education program. Tickets are available from Randy Steingraber or Sandy Cordes.

Three FFA members and Ms. Cordes will be attending the National FFA Convention in Louisville, Kentucky the last week of October. Students will participate in tours, hear motivational speakers, and attend a phenomenal Career and Trade Show. The chapter will also be recognized on the national stage as a Three Star National Gold Chapter for their program of activities.

**P.A.R.T.Y (Prevent Alcohol and Risk Related Trauma in Youth)** : On October 8th, 33 sophomores attended P.A.R.T.Y (Prevent Alcohol and Risk Related Trauma in Youth) at the PAC. ThedaCare has been offering this program since 1998. It educates teens about the perils of dangerous, risk-taking behaviors — drinking and driving, not wearing a seatbelt, and texting or talking on the phone while driving and the tragic consequences that can result from them.

This program is unique in the fact that it involves real people, real life stories, and raw feelings. It incorporates real doctors, EMTs, fire fighters, policemen, students, and parents from the surrounding area.

Students, parents, and teachers get the opportunity to listen to medical and law enforcement professionals in addition to young adults who injured themselves or others. The entire program itself, has such a powerful message about the consequences of making poor choices. Anyone who attends P.A.R.T.Y at the PAC is greatly impacted.

Mrs. Krause and Mr. Murphy were very proud of how the sophomore class represented Manawa in a respectful and classy manner.





| September, 2014 - 3rd Friday |   |  |  |   |                           |                | September, 2013 - 3rd Friday       |   |  |  |   |                           |                |
|------------------------------|---|--|--|---|---------------------------|----------------|------------------------------------|---|--|--|---|---------------------------|----------------|
|                              | <u>Enrollment<br/>in<br/>Attendance</u> | <u>Less OE<br/>&amp; Tuition<br/>Waivers</u> | <u>Add<br/>Resdnt<br/>in Out of<br/>District<br/>Placmnt</u> | <u>Add<br/>Resident<br/>Open<br/>Enroll Out</u> | <u>Total<br/>Students</u> | <u>Mmbrshp</u> |                                    | <u>Enrollment<br/>in<br/>Attendance</u> | <u>Less OE<br/>&amp; Tuition<br/>Waivers</u> | <u>Add<br/>Resdnt<br/>in Out of<br/>District<br/>Placmnt</u> | <u>Add<br/>Resident<br/>Open<br/>Enroll Out</u> | <u>Total<br/>Students</u> | <u>Mmbrshp</u> |
| Speech @ .5                  |   |  |  |   |                           |                | Speech @ .5                        | 0                                       |  |  |   |                           | 0              |
| ECE @ .5                     | 5                                       |  |  |   | 5                         | 3              | ECE @ .5                           | 3                                       |  |  |   | 3                         | 2              |
| 4K (@ .6)                    | 36                                      | 2  |  | 5   | 39                        | 23             | 4K (@ .6)                          | 49                                      |  |  | 1   | 50                        | 30             |
| 4K (@ .5)                    |   |  |  | 1   | 1                         | 1              | 4K (@ .5)                          |   |  |  | 1   | 1                         | 1              |
| Kdg OE @ .5                  |   |  |  |   |                           |                | Kdg OE @ .5                        |   |  |  |   |                           |                |
| Kdg OE @ .6                  |   |  |  |   |                           |                | Kdg OE @ .6                        |   |  |  |   |                           |                |
| Kdg                          | 52                                      |  |  | 1   | 53                        | 53             | Kdg                                | 36                                      |  |  | 1   | 37                        | 37             |
| Gr. 1                        | 37                                      |  |  | 2   | 39                        | 39             | Gr. 1                              | 42                                      | 3  |  | 5   | 44                        | 44             |
| Gr. 2                        | 44                                      | 1  |  | 7   | 50                        | 50             | Gr. 2                              | 49                                      | 1  |  | 4   | 52                        | 52             |
| Gr. 3                        | 48                                      | 1  |  | 5   | 52                        | 52             | Gr. 3                              | 53                                      |  |  | 5   | 58                        | 58             |
| Gr. 4                        | 55                                      |  |  | 4   | 59                        | 59             | Gr. 4                              | 41                                      | 3  |  | 5   | 43                        | 43             |
| Gr. 5                        | 44                                      | 1  |  | 7   | 50                        | 50             | Gr. 5                              | 61                                      |  |  | 7   | 68                        | 68             |
| Gr. 6                        | 56                                      |  |  | 7   | 63                        | 63             | Gr. 6                              | 47                                      | 3  |  | 5   | 49                        | 49             |
|                              |   |  |  |   | 0                         | 0              |                                    |   |  |  |   | 0                         | 0              |
| Gr. 7                        | 50                                      | 3  |  | 7   | 54                        | 54             | Gr. 7                              | 57                                      | 3  |  | 5   | 59                        | 59             |
| Gr. 8                        | 55                                      | 1  |  | 6   | 60                        | 60             | Gr. 8                              | 59                                      | 1  |  | 4   | 62                        | 62             |
| Gr. 9                        | 63                                      | 2  |  | 6   | 67                        | 67             | Gr. 9                              | 51                                      | 3  | 1  | 10  | 59                        | 59             |
| Gr. 10                       | 50                                      | 1  |  | 10  | 59                        | 59             | Gr. 10                             | 52                                      | 3  |  | 6   | 55                        | 55             |
| Gr. 11                       | 50                                      | 2  |  | 8   | 56                        | 56             | Gr. 11                             | 51                                      | 3  |  | 11  | 59                        | 59             |
| Gr. 12                       | 45                                      | 2  |  | 14  | 57                        | 57             | Gr. 12                             | 54                                      | 2  |  | 6   | 58                        | 58             |
|                              | 690                                     | 16   |  | 90  | 764                       | 746            |                                    | 705                                     | 25   | 1  | 76  | 757                       | 736            |
| Charter School Student       |   |  |  |   |                           |                | Charter School Student             |   |  |  |   |                           |                |
|                              |   |  |  |   |                           |                | OE Out Corrected after 9/27 filing |   |  |  |   |                           |                |





# The Key Work of School Boards

## Vision

**Vision is not about what we are, but about what we want to be. For school boards, it is about where we are going and what kind of school systems we are trying to create.**

*How do school board members play a central role in fostering and guiding community dialogue about the vision for its schools?*

## Continuous Improvement

**Continuous improvement is a habit of the mind, a way of thinking that focuses on doing whatever it is we are doing better.**

*Do we focus on solutions instead of blaming?*

## Collaboration and Community Engagement

**Seeking--and hearing--stakeholder voices and enlisting their support is an effective strategy for balancing competing interests and moving toward a productive consensus with the school system and in the wider community.**

*Are stakeholders well informed about the district's vision, achievements, challenges, and plans for improvement?*

## Climate

**Think of culture as the values and beliefs that shape the school district's behaviors, creating the conditions for teaching and learning.**

*Do the school board, administrators, and staff model mutual respect, professional behavior, and a commitment to continuous learning?*





## Standards

**Standards form the foundation for a school district's learning system. They give a common focus to classroom instruction, assessments, and resource use.**

*Do our standards define what students should know and what they should be able to do?*

## Assessment

**Standards form the foundation for a school district's learning system. They give a common focus to classroom instruction, assessments, and resource use.**

*How do we ensure that our policy and budget decisions are research-based and data-driven?*

## Accountability

**Accountability is one of the most frequently heard words when discussing public education today. Accountability includes taking credit for achieving the desired results and accepting responsibility when targets are missed.**

*What policies and resources do we have in place to ensure quality assessment in our district?*

## Alignment

**Alignment is enhanced when the board, working with the superintendent, staff, and community, establishes clear goals and priorities reflecting community expectations as well as state and federal requirements.**

*Has the board established clear goals that guide the alignment of curriculum, staff and resources?*



**Learn more under  
Governance at [wasb.org](http://wasb.org)**

## Education Questions for Legislative Candidates

WASB encourages our members to communicate with their local legislative officials/candidates. Whether it is before or after the election, here are some suggested questions you can use when communicating with state officials:

- Since 2009-10, annual adjustments to state-imposed revenue limits on schools have not kept pace with inflation. If elected, will you support allowing annual adjustments in revenue limits to increase by at least the rate of inflation?
- Do you support expanding taxpayer-subsidized private education by expanding the statewide voucher program? How will you pay for this new entitlement program? *(Is the candidate running as a fiscal conservative? How can he/she reconcile that with subsidizing private education with taxpayer dollars?)*
- State special education categorical aid reimburses school districts for special education costs. This aid has been frozen since 2009-10. Will you support increasing the reimbursement rate for schools?
- A recent report produced by the U.S. Chamber of Commerce grades each state on 11 indicators ranging from measures of student achievement to state technology policies. Wisconsin received an F for school “Technology.” Will you support substantially increasing state financial support for school district efforts to provide students with technology-enhanced learning opportunities?
- Geographically large, sparsely populated rural school districts are hit especially hard by the state’s inadequate support for school transportation costs. These districts have less money available to spend in the classroom because they spend so much more getting children to and from school. Even with the creation of a new high-cost transportation aid program in 2013-14, state reimbursement to local school districts is still less than 7% of actual school pupil transportation costs. Will you support expanding transportation aid for Wisconsin schools?
- Testing is scheduled to begin this fall using state assessments aligned to the Common Core standards. In addition, school districts have spent a significant amount of time, energy and money trying to ensure that their English language arts, reading and math curriculum and instructional materials are aligned to the Common Core. Do you support Wisconsin’s continued implementation of the Common Core standards or do you support a different approach? If so, why?

## Gubernatorial Candidate Positions on Education Issues

| <u>Issue</u>                         | <u>Gov. Walker (R)</u>   | <u>Mary Burke (D)</u>   |
|--------------------------------------|--|---|
| <b>School Funding</b>                | <p>Stated school boards need to be given more flexibility in how they spend money, particularly helping rural schools deal with transportation and other costs. He said he wants to reward high-performing and rapidly improving schools. (<a href="#">Chippewa Herald Sept 8, 2014</a>)</p> | <p>Supports an overall review of the school funding formula. (<a href="#">Chippewa Herald Sept 8, 2014</a>)</p> <p>"I support local schools being able to increase per student spending by the rate of inflation without increasing the average homeowners' property taxes." (Response to WASB candidate Q&amp;A)</p>   |
| <b>Employment Relations (Act 10)</b> | <p>Give schools more flexibility to make decisions at the local level, and protect reforms that allow schools to hire based on merit and pay based on performance. (<a href="#">ScottWalker.com</a>)</p>   | <p>Supports the higher pension and health care contributions required under Act 10 but has said she wants to restore collective bargaining for public workers. (<a href="#">Washington Times Sept 3, 2014</a>)</p>  |
| <b>Accountability</b>                | <p>Accountability for all schools receiving public funds would be a part of Walker's first legislative package. (<a href="#">Milwaukee Journal Sentinel Sept 3, 2014</a>)</p>  | <p>Ensure that all private schools taking public dollars have real accountability measures in place. (<a href="#">BurkeforWisconsin.com</a>)</p>  |
| <b>Voucher Expansion</b>             | <p>Supports significantly increasing participation in the statewide voucher program, particularly for low-income students and potentially for students from higher-income families. (<a href="#">Milwaukee Journal Sentinel Sept 3, 2014</a>)</p>  | <p>Pledged to reduce the number of vouchers offered by the state for students to attend private schools by eliminating the statewide program entirely. Would allow existing voucher programs in Milwaukee and Racine to continue, but would insist on greater accountability policies for both. (<a href="#">Milwaukee Journal Sentinel Sept 3, 2014</a>)</p> |
| <b>Common Core State Standards</b>   | <p>Today, I call on the members of the State Legislature to pass a bill in early January to repeal Common Core and replace it with standards set by people in Wisconsin. (<a href="#">Press Release July 17, 2014</a>)</p>   | <p>We absolutely need higher standards in Wisconsin — we are currently 38th in the country in terms of proficiency standards—and implementing Common Core correctly will do just that. (<a href="#">Milwaukee Journal Sentinel Sept 6, 2014</a>)</p>  |



AGENDA

SCHOOL DISTRICT OF MANAWA

BUILDINGS & GROUNDS COMMITTEE MEETING

Date: October 15, 2014

Time: 5:00 pm

Location: Board Room @ MES,  
800 Beech St., Manawa

Board Committee Members: Johnson, Hebert, Hollman

Timer: \_\_\_\_\_ Chair: \_\_\_\_\_ Recorder: \_\_\_\_\_

1. Snow Removal Bids Reviewed / Recommendation for Board Approval on October 20th for 2014-2015
2. Review Jr./Sr. High School HVAC/security camera/technology project status
3. Long Range Maintenance Planning for Buildings & Grounds
4. Next Meeting Date

1. Snow Removal Bids Reviewed / Recommendation for 2014-2015 Action \_\_\_\_\_ Table \_\_\_\_\_

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2. Review HS HVAC Security Camera / Technology Project Status Action \_\_\_\_\_ Table \_\_\_\_\_

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3. Long Range Maintenance Planning for Building & Grounds Action \_\_\_\_\_ Table \_\_\_\_\_

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4. Next Meeting Date \_\_\_\_\_

In Attendance:

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

Signature

### Minutes of the October 15, 2014 Buildings and Grounds Meeting

The meeting opened at 5:00 pm in the Board Room. Those in attendance included: R. Hollman, R. Johnson, C. Hebert, P. Sturm, H. Pohl, A. Hanson, M. Oppor and S. Rice.

Chairpersons of the Committee Hebert & Hollman. Recorder: M. Oppor

Snow Removal Bids for 2014-2015: The Committee reviewed the bids as received. (R. Johnson abstain due to one Vendor is his cousin.) There were questions posed to the Vendors present. Bid request did not specify sidewalks but will be requested as needed. Weekend events are treated just like a school day (athletic or music event, etc.). Hass Excavating relied on the District Administrator or Business Manager to call if sand or salt is needed. Consider pre-salting to prevent ice pack. Future bids should be more specific. A contract should follow-up the bid approval. H. Pohl commented on using local vendors per community sentiment. In future contract criteria will be specified. Kubota – Lease for season for district use may be necessary. Move by Hebert / Hollman to recommend accepting the bid for snow removal from New London Asphalt – Motion carried - R. Johnson abstained. Action item for the October 20, 2014 board meeting.

Review HS HVAC Security Camera/ Technology Project Status: Need second bid on the security cameras. Base security on recent concerns – last year's vandalism.

Long Range Maintenance Planning for Buildings / Grounds: Walk through of buildings on Friday, November 7<sup>th</sup> starting at either 4:00 pm or 5:00 pm. Full board will be invited. Business Manager Hanson will plot roof maps – label / # and conduct a roofing contractor review.

Next Meeting Date: November 7<sup>th</sup> at 4:00 or 5:00 p.m.

Dr. Melanie Oppor, Recorder

New London Asphalt  
E5542 Butternut Ridge RD.  
Weyauwega, Wis, 54983

Snow Plowing  
2014 & 2015

|   |                  |
|---|------------------|
| New Holland / With 12' Push Blade       | \$85.00 Per Hour |
| 480 Case/ With 10' Push Blade/ 5' Broom | \$85.00 Per Hour |
| Pickups With Boss V Plows               | \$65.00 Per Hour |
| Skid Steer 6' Bucket                    | \$65.00 Per Hour |
| L8000 Ford Plow With Salter             | \$95.00 Per Hour |

|              |                  |
|--------------|------------------|
| Salt         | \$130.00 Per Ton |
| Salt & Sand  | \$65.00 Per Ton  |
| Salt & Chips | \$75.00 Per Ton  |

Salt and sand are billed out as needed and by amount used if needed or wanted

Contact Rod Johnson # 920-574-0592





# Estimate

| Date     | Estimate # |
|----------|------------|
| 10-10-14 | 2020       |

N4946 County Rd. B  
New London, WI 54961  
920-596-2225

School District of Manawa  
800 Beech St.  
Manawa, WI 54949

| Description   | Rate                                 | Total |
|---|--------------------------------------|-------|
| Snow Removal Estimate for 2014-2015<br>1 Ton Truck w/10' U-Plow<br>Skid steers w/9' Pushers   | \$80.00 hr<br>\$85.00 hr             |       |
| 580 Case w/9' Bucket<br>Salting<br>Salt Per Ton + Sand  | \$90.00 hr<br>\$65.00 hr<br>\$160.00 |       |
| All projects over \$500 require 50% down with accepted estimate and balance due when project is completed.  | <b>TOTAL</b>                         |       |
| This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems or adverse weather conditions arise after this work has started. |                                      |       |
| The above conditions are satisfactory and hereby accepted. Scott's Tree Moving & Sales is authorized to do work as specified  |                                      |       |
| Client Signature: _____ Date: _____   |                                      |       |
| <b>A FINANCE CHARGE OF 2% PER MONTH, WHICH IS EQUIVLENT TO 24% PER ANNUM. (MINIMUM \$15.00) WILL BE ADDED AFTER 30 DAYS ON UNPAID BALANCES</b>  |                                      |       |

**"PROPOSAL"**

**PAGE 1**

QUALITY CONCRETE & EXCAVATING, INC.  
BOX 959, 175 QUALITY DRIVE  
MANAWA, WI 54949  
920-596-3306

**OF**  
**1 PAGE**

| PROPOSAL SUBMITTED TO:  | OWNER CONTACT        | OWNER PHONE  | PROJECT NAME  | PROPOSAL                 |
|---|----------------------|--------------|---|--------------------------|
| SCHOOL DISTRICT OF MANAWA<br>800 BEECH STREET<br>MANAWA, WI 54949 | DR. MELANIE J. OPPER | 920-596-2525 | SNOW REMOVAL<br>2014-2015<br><br>LOCATION<br>BEECH ST/ 4TH ST | DATE<br>October 13, 2014 |
| <b>WE SUBMIT THE FOLLOWING PRICES</b>                             |                      |              |   |                          |

| EQUIPMENT DESCRIPTION             | CAPACITY           | QUANTITY | UNIT | RATE     |
|-----------------------------------|--------------------|----------|------|----------|
| 80Z KAWASAKI ENDLOADER            | 3.5 CY             | 1        | HOUR | \$140.00 |
| 570 A JOHN DEERE ROAD GRADER      | 14' BLADE          | 1        | HOUR | \$135.00 |
| 310 SG JOHN DEERE TRACTOR LOADER  | 9.5'/3.25 CY       | 6        | HOUR | \$128.00 |
| F 800 FORD PLOW TRUCK             | 13' X 4' ROLL PLOW | 1        | HOUR | \$122.00 |
| TRI-AXLE DUMP TRUCK(HAULING RATE) | 15 CY              | 4        | HOUR | \$100.00 |
| F 800 SALT/SAND TRUCK             | 12 TON             | 1        | HOUR | \$115.00 |
| SAND/SALT                         | IN PLACE           |          | TON  | \$100.00 |
| THAWROX                           | TREATED SALT       |          | TON  | \$190.00 |

WE PROPOSE TP PROVIDE THE EQUIPMENT, MATERIALS AND LABOR FOR THE SUM OF:  
AS USED FOR PROPOSAL SCHEDULE

**PAYMENT AS INVOICED**

**PAYMENT**

30 DAYS

CHARLES L. JEPSON, PRESIDENT

CONTRACTOR AUTHORIZED SIGNATURE

10-13-2014  
DATE OF REMITTANCE

**ACCEPTANCE OF PROPOSAL**

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS  
ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE  
AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT  
WILL BE MADE AS OUTLINED ABOVE. THIS PROPOSAL WILL  
BE VOID IF NOT ACCEPTED WITHIN 30 DAYS

CUSTOMER AUTHORIZED SIGNATURE

DATE OF ACCEPTANCE

P. O. NUMBER

**REMITTANCE COPY**

**"PROPOSAL"**

**PAGE 1**

QUALITY CONCRETE & EXCAVATING, INC.

**OF**

BOX 959, 175 QUALITY DRIVE

**1 PAGE**

MANAWA, WI 54949

920-596-3306

|                               |                      |                    |                     |                  |
|-------------------------------|----------------------|--------------------|---------------------|------------------|
| <b>PROPOSAL SUBMITTED TO:</b> | <b>OWNER CONTACT</b> | <b>OWNER PHONE</b> | <b>PROJECT NAME</b> | <b>PROPOSAL</b>  |
| SCHOOL DISTRICT OF MANAWA     | DR. MELANIE J, OPPER | 920-596-2525       | SNOW REMOVAL        | <b>DATE</b>      |
| 800 BEECH STREET              |                      |                    | 2014-2015           | October 13, 2014 |
| MANAWA, WI 54949              |                      |                    | <b>LOCATION</b>     |                  |

**WE SUBMIT THE FOLLOWING PRICES**

BEECH ST/ 4TH ST

| EQUIPMENT DESCRIPTION             | CAPACITY           | QUANTITY | UNIT | RATE     |
|-----------------------------------|--------------------|----------|------|----------|
| 80Z KAWASAKI ENDLOADER            | 3.5 CY             | 1        | HOUR | \$140.00 |
| 570 A JOHN DEERE ROAD GRADER      | 14' BLADE          | 1        | HOUR | \$135.00 |
| 310 SG JOHN DEERE TRACTOR LOADER  | 9.5'/3.25 CY       | 6        | HOUR | \$128.00 |
| F 800 FORD PLOW TRUCK             | 13' X 4' ROLL PLOW | 1        | HOUR | \$122.00 |
| TRI-AXLE DUMP TRUCK(HAULING RATE) | 15 CY              | 4        | HOUR | \$100.00 |
| F 800 SALT/SAND TRUCK             | 12 TON             | 1        | HOUR | \$115.00 |
| SAND/SALT                         | IN PLACE           |          | TON  | \$100.00 |
| THAWROX                           | TREATED SALT       |          | TON  | \$190.00 |

WE PROPOSE TO PROVIDE THE EQUIPMENT, MATERIALS AND LABOR FOR THE SUM OF:

AS USED FOR PROPOSAL SCHEDULE

**PAYMENT AS INVOICED**

**PAYMENT**

30 DAYS

CHARLES L. JEPSON, PRESIDENT

CONTRACTOR AUTHORIZED SIGNATURE

DATE OF REMITTANCE

**ACCEPTANCE OF PROPOSAL**

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ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE  
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CUSTOMER AUTHORIZED SIGNATURE

DATE OF ACCEPTANCE

P. O. NUMBER

**CUSTOMER COPY**



# HASS EXCAVATING

E5206 Swan Road  
Manawa, WI 54949

# INVOICE

9484

Phone (920)596-3859 Mobile (920)427-9103

Bill To:

School District of MANAWA  
800 Beach St.  
MANAWA, WI 54949

Date:

Oct. 13 2014

| DESCRIPTION                                    | HRS/QTY | RATE | AMOUNT    |
|--|---------|------|-----------|
| Snow removal bid for 2014-2015                 |         |      |           |
| S80 E Case backhoe w/ 9 ft bucket              |         |      | 90.00/hr  |
| W7 Case end loader w/ 10 ft bucket             |         |      | 100.00/hr |
| CAT Skidsteers w/ 8 1/2 ft buckets             |         |      | 100.00/hr |
|  |         |      |           |
| Salt & Sanding                                 |         |      |           |
| Truck  |         |      | 65.00/hr  |
| Salt & Sand                                    |         |      | 50.00/ton |
|  |         |      |           |
| This equipment will be used for all snow falls |         |      |           |
|  |         |      |           |
| THANK YOU                                      |         |      |           |
| SUBTOTAL                                       |         |      | \$        |
| TAX RATE                                       |         |      | 5.5%      |
| SALES TAX                                      |         |      | \$        |
| OTHER  |         |      | \$        |
| TOTAL  |         |      | \$        |

Please make all check payable to Hass Excavating

Total due upon receipt. Accounts over 30 days are subject to a service charge of 10% per month.

THANK YOU FOR YOUR BUSINESS!!



# WISCONSIN ASSOCIATION OF SCHOOL BOARDS

*Supporting, Promoting and Advancing Public Education*

**TO:** District Administrator's Assistant and District Administrators  
**FROM:** Ingrid Frank, Executive Assistant  
**DATE:** October 8, 2014  
**RE:** 2015 Delegate Assembly and 2014-15 Legislative Network Contact

**The WASB needs the name of your delegate and legislative network contact.**

Please log into your district's online profile. Using the "**My District's Membership**" link in the left navigation menu, click the update button to the right of your WASB Delegate for 2014. The Delegate demographic questions is the seventh question below the member's update profile information and has BOARD MEMBER in red.

Click again on the "**My District's Membership**" link in the left navigation menu. Click the update button to the right of your WASB Legislative Network Contact for the 2014-15 school year. The Legislative Network Contact demographic questions is the thenth question below the member's update profile information and has BOARD MEMBER in red.

If you have any questions, please feel free to call us at 1-877-705-4422.

Delta Smith: Extension 1722  
Ingrid Frank: Extension 1700

Thank you in advance.

## **Instrument Proposal**

**Can the band implement an instrument loan agreement or an instrument rental agreement with a fee?**

### **Current Practice:**

Currently the band program provides instruments to students who are playing a specialty instruments like Baritone Saxophone, Tenor Saxophone, or Tuba. If the students were to rent these instruments at a music store, they would pay up to \$73 a month or more depending on the instrument. Students who are also considered low income or who have special financial circumstances are also permitted to use school instruments. The Manawa School District currently provides these instruments to those students rent free. If the instrument should need repair or replacement while in possession of the student, it would be at the district's expense.

If the student who is using a school owned instrument returns the instrument in a poor condition (bent keys, ripped or missing corks/pads, springs/screws missing, or otherwise considered unplayable) the school district sends it to the school music representative (Paul Luce at Heid Music in Wisconsin Rapids) who takes it to the instrument repair shop for repairs. So far for the 2014-2015 school year, the school district has paid for \$664.53 for repairs on six instruments.

### **Concern:**

Students who have used school instruments in the past have left them in poor condition. Since many instruments are very old, some instruments and their parts are obsolete. Students don't have a financial investment in the instruments and some have treated them poorly. Students who rent an instrument from a music

store are accountable to fees applied to them by the store. Students who use school instruments have no financial (or other) investment to hold them accountable for instrument abuse. In my experience, students and parents who have a financial commitment to an instrument are more responsible with the care of the instrument as a whole. Without an instrument loan or rental policy in place, the cost of repair falls back on the school district or the band budget.

Example: Student broke a baritone saxophone mouthpiece, and the baritone saxophone was unplayable as a result. Because it was a school instrument, and no agreement was signed, the cost of a new mouthpiece came from the band budget at a discounted price of \$70.70.

#### **Possible Reasons For Damage:**

- Some students were not educated on how to care for instruments
- No proper instrument locker system in place to secure instruments safely.
  - Larger school instruments like the Sousaphone, concert Tubas, or percussion do not have proper storage facilities or cases and are left in the rehearsal room without protection
- Students were not asked to put instruments away or clean them after use (or the rule was not enforced)



### **Measures Taken By Teacher:**

- Demonstrations of how to properly care for instruments
- Demonstrations and explanation on how to hold and rest an instrument without the possibility of harm done to the instrument
  - Checking that each student has the proper cleaning tools necessary.
- Requiring and enforcing the proper cleaning and storing of the instrument after every use.

### **Possible Solutions:**

- An instrument loan agreement that is signed by the parent and the student that will place the responsibility of the instruments well-being on the student and/or family, holding them financially responsible for replacement or maintenance of the instrument should it be required during their care, as long as the student qualifies academically in the following quarter. (See Appendix A)
- An instrument rental agreement that is signed by the parent and the student that will place the responsibility of the instruments well-being on the student and/or family, holding them financially responsible for replacement or maintenance of the instrument should it be required during their care, and which would ensure the student has everything necessary for the band class (one reed, cleaning kit, case, etc.). Rental fees would be deposited into the "Academic Maintenance Fund" which pays for the repair costs of school owned instruments. (See Appendix B)

## Examples of Typical Damage



Normandy Clarinet broken in half and deemed “unfixable” by Heid Music.



Set of Bongos with both heads broken.

Below: Examples of instruments not being properly cleaned.



## Area District Policies

School districts in our area have a rental agreement and fees in place.

| School District    | Instructor       | Fee           | Charges Percussion                   | Summer Rental |
|--------------------|------------------|---------------|--------------------------------------|---------------|
| Necedah            | Donald Jackson   | \$20/Year     | Yes                                  |               |
| Port Edwards       | Jean Stelchek    | \$15/Semester | No                                   | Yes           |
| Gresham            | Amy Doefer       | \$50/Year     | \$25/Year                            | Yes           |
| Tigerton           | Denise Brodbeck  | \$4/Month     | Not Currently, but investigating it. |               |
| Iola Middle School | Janice Lehr      | \$45/Year     | Not Currently, but investigating it. |               |
| Marion             | Tim Gast         | \$40/Year     |                                      |               |
| Wild Rose          | Mary Stepanek    | \$25/Year     | \$12.50/Year                         |               |
| Weyauwega          | Andrew Schmidt   | \$50/Year     | Not Currently, but investigating it. |               |
| Rosholt            | Kathryn Kawleski | \$20/Semester | No                                   | Yes           |
| Marion             | Tim Gast         | \$40/Year     | No                                   |               |
| Shiocton           | Bradd Yenor      | \$50/Year     | No                                   |               |
| Bonduel            | Tim Treptow      | \$40/Year     | No                                   |               |



## *Appendix A*

### Manawa Band Instrument Loan Agreement

The student is eligible to use the school-owned instrument indicated below rent free if:

1. This loan agreement is signed.
2. The student regularly attends instrumental music class and weekly lessons resulting in a grade of C or above.
3. The instrument, accessories, and case are maintained in good condition with all parts present, without major damage, and playable.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent or Guardian's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Parent/Guardian Email Address

\_\_\_\_\_  
School

\_\_\_\_\_  
Instrument

\_\_\_\_\_  
Estimated Replacement Value \$

\_\_\_\_\_  
Make

\_\_\_\_\_  
School Number

\_\_\_\_\_  
Case Accessories (i.e. mouthpiece) Other

\_\_\_\_\_  
Rental Period

\_\_\_\_\_  
Date of Loan

Comments:

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

1. I hereby request use of the instrument and accessories described above.
2. I agree to be financially responsible for any damage or loss that may occur during the loan period, including breakage/reed/mouthpiece replacement needs and shall pay the cost of repair or replacement upon request of the music teacher. Normal "wear and tear" (pad replacement, spring repair or chemical cleanings) will be covered by the school.
3. Loan instruments must be returned at the end of the loan period or earlier if the student ceases attendance at the school named above or is no longer enrolled in band.

\_\_\_\_\_  
Parent or guardian's signature

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Teacher's signature

## Appendix B

### Manawa Band Instrument Rental Agreement

Student's Name \_\_\_\_\_

Parent or Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Parent/Guardian Email Address \_\_\_\_\_

School \_\_\_\_\_

**Rental Fee: \$30/School Year**

Instrument \_\_\_\_\_

Estimated Replacement Value \$ \_\_\_\_\_

Make \_\_\_\_\_

School Number \_\_\_\_\_

Case \_\_\_\_\_ Accessories (i.e. mouthpiece) \_\_\_\_\_ Other \_\_\_\_\_

Rental Period \_\_\_\_\_

Date of Rental \_\_\_\_\_

Comments:

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

4. I hereby request use of the instrument and accessories described above.
5. I agree to be financially responsible for any damage or loss that may occur during the rental period, including breakage/reed/mouthpiece replacement needs and shall pay the cost of repair or replacement upon request of the music teacher. Normal "wear and tear" will be covered by the school.\*
6. Rental instruments must be returned at the end of the rental period or earlier if the student ceases attendance at the school named above or is no longer enrolled in band.

Parent or guardian's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Teacher's signature \_\_\_\_\_

**Please return this form to the music teacher signed. Rental agreements will be kept in the school office until the instrument is returned.**

\*"Wear and Tear" can be defined as anything that is a result of playing the instrument rigorously. (i.e. replacement of pads and springs.)

# Instructions

## For filling out the instrument rental or loan agreement

Please fill out the rental agreement and return it to Mrs. Suehs at school as soon as possible. Please attach a name tag to the handle of the instrument case (provided by the school).

### How to fill out the form:

- Fill in the top five fields, marked **Student Name, Parent Name, Address, Phone, and Email**.
- Write in **your school** and the type of **instrument** on the correct line.
- Be sure that you and your parent/guardian sign the form on the proper line.

### Your teacher will provide the following information:

- estimated replacement value
- number of your instrument's case
- rental period (specific calendar end date will be listed; summer rentals will have a separate agreement)
- date of rental
- brand name (ie: Selmer, Armstrong, etc.)
- serial number on the instrument.
- accessories included: mouthpiece, cleaning materials, oil, cork grease, swabs, neck strap, slide oil and/or ligature.
- a summary of existing damage to the instrument and case (dents, scratches, etc.) and anything missing (mouthpiece, ligature, etc.) When the instrument is turned in, you will be financially responsible for any damage or missing items not noted in this area, so please read this section carefully before signing the agreement.

Thank you!

## Example of Bonduel's Instrument Policy

September 3, 2014

Dear band family

Your child will be using a school owned instrument for the 2014-2015 school year. The School District of Bonduel created and passed a school board policy labeled EDCA. This policy deals with the rental of school owned instruments. I have enclosed a copy of the policy and the adopted form for your records. As the year begins, I would like this form completed and returned to me by September 12, 2014. Please complete the contract and return to me with the payment. The Bonduel School Board has set the fee at \$40.00 for the 2014-2015 school year. The check for the rental must be made out to the School District of Bonduel. Please keep this payment separate from all other monies. Thank you for your time and attention in this matter. If there are any questions please contact Mr. Treptow.



## **INSTRUCTIONAL EQUIPMENT RENTAL: MUSICAL INSTRUMENTS**

The School District of Bonduel and School Board recognizes that a sound instrumental music program culminates in outstanding performing groups. The Board further recognizes that certain musical instruments, imperative to this end, are exceedingly costly and should be purchased and owned by the school district. District-owned instruments will be maintained in the school instrumental music department inventory and provided by the district for rental. The Board shall purchase and rent instruments to students at a specified rental fee established in this policy.

### Procedures:

The Board will require that a contract be signed by the student and parent and the instrumental director before a musical instrument is assigned to the student. The contract shall contain the following provisions:

1. The student has been assigned a specific instrument (by serial number) for a specific period of time.
2. The student will assume all costs of repairs for that instrument that are necessary to be made during the time limit set forth on the contract except for those repairs that are considered "normal wear and tear."
3. The student or his/her family will assume full responsibility for replacing the instrument and all components (i.e. case, mouthpiece, etc.) if lost or stolen when not on school property.
4. The student will pay a rental fee to be established annually by the school board.
5. Students who qualify for free or reduced school lunch shall have users fees waived for the school year.
6. The student that is playing multiple instruments to balance out the band or the piece being played (upon assignment by the instrumental director) shall have the rental fees for the 2<sup>nd</sup> or 3<sup>rd</sup> instruments waived for the school year.
7. Rental fee refunds will be issued on a semester basis. Students who withdraw from the band program prior to the end of first semester will have ½ of their rental fee returned. No rental fee refund will be issued for students who withdraw from the band program second semester.
8. Rental fees and rental contracts will be forwarded to the district office weekly.

Policy Adopted: October 16, 2006

## Manawa Band Instrument Rental Agreement

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent or Guardian's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Parent/Guardian Email Address

\_\_\_\_\_  
School

\_\_\_\_\_  
Instrument

\_\_\_\_\_  
Estimated Replacement Value \$

\_\_\_\_\_  
Make

\_\_\_\_\_  
School Number

\_\_\_\_\_  
Case Accessories (i.e. mouthpiece) Other

\_\_\_\_\_  
Rental Period

\_\_\_\_\_  
Date of Rental

\_\_\_\_\_  
Comments:

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

1. I hereby request use of the instrument and accessories described above.
2. I agree to be financially responsible for any damage or loss that may occur during the rental period, including breakage/reed/mouthpiece replacement needs and shall pay the cost of repair or replacement upon request of the music teacher. Normal "wear and tear" will be covered by the school.
3. Rental instruments must be returned at the end of the rental period or earlier if the student ceases attendance at the school named above or is no longer enrolled in band.

\_\_\_\_\_  
Parent or guardian's signature

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Teacher's signature

**Please return this form to the music teacher signed. Rental agreements will be kept in the school office until the instrument is returned.**

# Instructions

## For filling out the instrument rental agreement

Please fill out the rental agreement and return it to Mrs. Suehs at school as soon as possible. Please attach a name tag to the handle of the instrument case (provided by the school).

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- Write in **your school** and the type of **instrument** on the correct line.
- Be sure that you and your parent/guardian sign the form on the proper line.

Your teacher will provide the following information:

- estimated replacement value
- number of your instrument's case
- rental period (specific calendar end date will be listed; summer rentals will have a separate agreement)
- date of rental
- brand name (ie: Selmer, Armstrong, etc.)
- serial number on the instrument.
- accessories included: mouthpiece, cleaning materials, oil, cork grease, swabs, neck strap, slide oil and/or ligature.
- a summary of existing damage to the instrument and case (dents, scratches, etc.) and anything missing (mouthpiece, ligature, etc.) When the instrument is turned in, you will be financially responsible for any damage or missing items not noted in this area, so please read this section carefully before signing the agreement.

Thank you!



# School District of Manawa

*"Developing Lifelong Learners and Responsible Citizens"*

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

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

www.manawa.k12.wi.us

October 1, 2014

Members of the Board of Education:

The following students have requested Youth Options courses for the Spring semester of the 2014-15 school year. Included in these totals are alternate classes should the student's first choice not be available.

## **Fox Valley Technical College (FVTC):**

|  |           |
|--|-----------|
| Intro to Psychology- Two Students            | 3 Credits |
| Intro to Sociology- Five Students            | 3 Credits |
| Intro to Diversity Studies- One Student      | 3 Credits |
| Intro to Ethics: Theory and App-Two Students | 3 Credits |
| Psychology of Human Relations- One Student   | 3 Credits |
| General Anatomy and Physiology- One Student  | 4 Credits |
| Economic- Two Students                       | 3 Credits |
| Intro to Statistics- One Student             | 3 Credits |
| Principles of Accounting- One Student        | 3 Credits |
| Math with Business Apps: One Student         | 3 Credits |

## **Northeastern Technical College (NWTC):**

|                                  |          |
|----------------------------------|----------|
| Math-Algebra/Trades- One Student | 1 Credit |
|----------------------------------|----------|

Respectfully submitted,

*Megan Driebe*

Megan Driebe, School Counselor



**Dr. Melanie J. Oppor**  
District Administrator

mopor@manawa.k12.wi.us  
(920) 596-2525

**Daniel J. Wolfgram**  
Jr/Sr High School Principal

djwolfgram@manawa.k12.wi.us  
(920) 596-5800

**Tammy Sjoberg**  
Elementary Principal

tsjoberg@manawa.k12.wi.us  
(920) 596-2238





To: Dr. Melanie J. Oppor  
From: Tammy S. Sjoberg  
Date: September 29, 2014  
Re: Recommendation for Four Year Old Kindergarten Aide

I am writing to formally recommend Ms. Shannon Brux for the position of Four Year Old Kindergarten Aide. Ms. Brux began on September 29, 2014.

Ms. Brux has been attending Fox Valley Technical College and various workshops to further her education in child development. Her initial focus was on achieving licensure to be an owner/operator of her own daycare. Over the years, she has attended numerous workshops including Literacy Beginning for 4K: Supporting Emergent Writers and Student Learning Objectives. Ms. Brux believes she has enough credits to obtain her Associates Degree, which would make her a highly qualified paraprofessional.

For the past two years, Ms. Brux has been a 4K teacher at St. Margaret Mary School in Neenah, WI. Ms. Brux also works for the Fox West YMCA as a child care teacher. Previously, she owned and operated her own daycare.

Ms. Brux's references indicate that she is conscientious, organized, and never misses work. Her references state that she is great both with students and parents, works hard, and stays current with the research related to best practices in education.

Ms. Brux was one of seven total applicants for the Four Year Old Kindergarten Aide position. All seven applicants were interviewed. The interview team discussed all of the candidates when the interviews concluded and determined that Ms. Brux had both the experience and the credentials that made her our top candidate.

## Memo

To: Dr. Melanie Oppor, District Administrator  
From: Amy Borash, Director of Special Education  
Re: Hiring of Special Education Administrative Assistant  
Date: 9/30/2014

This is a formal recommendation to hire Stephanie Flynn for the position of Special Education Administrative Assistant, with 25 hours weekly at a pay rate of \$13.30. Ms. Flynn has knowledge of IEPs and evaluation reports, as well as a keen understanding of the necessity of confidentiality, both in the district and in the community. Ms. Flynn will need little training in the area of the requirements for the paperwork aspect of the position.

Ms. Flynn has been involved in the community, such as serving on the school board and as treasurer at her church. She has also volunteered at the schools in our district and has worked locally in retail management. Ms. Flynn has already shown to be a self-starter within the duties of her role. She began training with me on the computer program used in special education and has quickly absorbed the information.

Ms. Flynn began working on Wednesday, October 1st. She was one of four candidates interviewed, she was the best qualified, and I am certain that she will immediately and effectively serve the needs of our special education department and the district.

**Coaching Contracts for 2014-2015**

Kevin Murphy – 7<sup>th</sup> Gr. Boys Basketball Coach  
Megan Driebel – 8<sup>th</sup> Gr. Girls Basketball Coach

Shae Coyle – Asst. Wrestling Coach  
Xavier Dimmick – Asst. Wrestling Coach

Patrick Collins – Asst. Track Coach (if enough students participate)

## **MEMO**

**TO:** Board of Education

**FROM:** Angela Hanson

**DATE:** October 16, 2014

**RE:** 2014-15 Budget Adoption and Tax Levy Certification

After the District's Annual meeting on Monday, October 20, 2014, the Board of Education will be required to adopt the 2014-15 budget and certify the school property tax levy. The actual resolution will be distributed at that time and will reflect the latest information regarding the District's revenue limit, state aid, etc. In addition, any adjustments to be made to the budget as the result of input from the annual meeting can be reflected in the Resolution at that time.

If you have any questions, please call me. Thank you!



October 16, 2014

Dr. Melanie Oppor  
District Administrator - Manawa School District

Mr. Scott Rice  
President - Manawa School Board

Dr. Oppor and Mr. Rice:

I am writing you to inform you that I will be resigning my seat on the Manawa School Board effective upon the adjournment of the Monthly Meeting following the Annual Meeting on Monday, October 20th, 2014.

The reason for my resignation is that I am moving to Colorado and will no longer reside full-time in Manawa. I will maintain my residence in Manawa and you will still see me around town during holidays, Packer weekends and in the summertime.

I will continue to support the School District of Manawa as a part-time resident and property owner in the District.

I have enjoyed my 5 years of service on the Board and look forward to the current Board and Administration continuing and building upon the progress the District has made. I will give a brief overview of the District's achievements over the past 5 years and challenges in upcoming years during the Treasurer's Report at the Annual Meeting.

Respectfully,

Paul A. Sturm  
Treasurer – Manawa School Board