

School District of Manawa

Board of Education Meeting Agenda

September 21, 2020



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VIRTUAL MEETING

1. Call to Order – President Johnson – **7:00 p.m.** – Virtual Meeting
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Presentations:
 - a. Hoffman Planning & Design, Inc. - Project Update
 - b. Q12 Survey Strategies - Administrative Team
 - c. Key Performance Indicators - SDM Safety Plan
6. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
7. Consent Agenda
 - a. Approve Minutes of a August 17, 2020 Regular Board Meeting and September 1, 2020 Special Board Meeting
 - b. Treasurer’s Report/Approve Expenditures & Receipts
 - c. Donations:
 - i. Sacred Heart Parish \$100 donation for student earbuds with microphones
 - ii. April Gunderson and Thrivent Financial donated 100 homemade masks for elementary, middle and high school students
 - iii. Class of 1980 \$112 donation for Urgent Needs Fund
 - iv. Solarus \$1000 donation from Partners in Education
 - v. Hawk Trailer - President Brian Timm in-kind donation of time and use of a forklift for moving technology education equipment
 - vi. Ellen Connor donation of \$100 to Manawa FFA to provide membership scholarships
 - vii. Manawa Lions Club donation of \$212 and school supplies from Stuff the Bus event
8. Any Item Removed from Consent Agenda
 - a.
 - b.
9. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
10. Correspondence:

- a. None this month.
- 11. Board Recognition:
 - a. None this month.
- 12. District Administrator's Report:
 - a. Student Council Representative - Colin Moser
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. SDM Districtwide School Reopening Plan
 - e. Curriculum Director Highlights
 - f. 2020 WASB Online Regional Meeting - October 22, 2020
 - g. 2021 State Education Convention dates are Jan. 20-22, 2021
- 13. School Operations Reports:
 - a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
- 14. Business Related Reports:
 - a. Summer Seamless Option
 - b. Highlights - Included in Board Packet
 - c. Kobussen Transportation Report
- 15. Director Reports:
 - a. Technology Director Highlights
- 16. Board Comments:
 - a.
 - b.
- 17. Committee Reports:
 - a. Finance Committee (Scheller)
 - i. Audit Experience and Follow-up
 - ii. Food Service Breakfast Claims
 - iii. 2020-21 Food Service Meal Price Change
 - iv. Referendum Budget Projections
 - v. Doris Heinke Fund final award
 - b. Buildings & Grounds Committee (R. Johnson)
 - i. Consider Referendum Add Alternatives Prioritization
 - ii. Consider Green Boyz Proposal for Care of the Football Field
 - iii. Review MAC Exterior Bleacher Replacement Plan
 - iv. Tour of Manawa Middle School/Little Wolf High School
 - v. Tour Manawa Elementary School Remodeling
 - vi. Discuss Football Field Repairs
 - vii. Discuss Add Alternatives Options and Updated 20-year Maintenance Plan
 - 1. Referendum Dollars
 - 2. Annual Maintenance Budget
 - 3. Fund 46
 - 4. Other
 - viii. Review Buildings and Grounds Budget Summary
 - c. Policy & Human Resources Committee (Pethke)
 - i. Review PO7250 Commemoration of Exceptional Individuals/Groups

- ii. Consider Pandemic Exception to Sick Leave
- iii. Endorse District Safety Plan
- iv. Consider Endorsement of Administrative Job Descriptions
- v. Consider Use of Fitness Center Guidelines

18. Unfinished Business: No Unfinished Business This Month

19. New Business:

- a. Consider Approval of 2020-21 Food Service Meal Price Change as Presented
- b. Consider Approval of Resolution SY2021#1 – Waiver of Certain School Board or School District Requirements Pursuant to Wis. Stat. §§ 118.38(1) and (1m) as Presented.
- c. Consider Approval of Resolution SY2021#2 – WHEREAS, Section 119.25 (b) Wisconsin Statutes provides that the School Board of the Manawa School District may authorize the use of an independent hearing officer to determine pupil expulsion from school. Such authorization is effective only during the school year in which it is adopted.
- d. Consider Approval of District Safety Plan as Presented
- e. Consider Approval of Administrative Job Descriptions as Presented
 - i. District Administrator/Curriculum Director
 - ii. Business Manager
 - iii. District Reading Specialist
- f. Consider Approval for Staff, Manawa Police Department Officers, and Manawa Rural Fire Department Firefighters and First Responders to Begin Use of the Fitness Center on Monday, November 2, 2020 with the following stipulations:
 - Adhere to BOE Approved SDM Districtwide School Reopening Plan
 - Maximum Limit of 10 Users at a Time
 - No Family Members or Guests
 - Limited Hours as Announced

20. Next Meeting Dates:

- a. September 28, 2020 Finance Committee Meeting - 6:00 p.m. Virtual Mtg
- b. October 7, 2020 Staff Recognition & Employee Appreciation - 2:30 p.m. MS/HS Commons
- c. October 7, 2020 Buildings & Grounds Committee Mtg - 5:30 p.m. Virtual Mtg
- d. October 14, 2020 Policy and Human Resources Comm Mtg - 5:00 p.m. Virtual Mtg
- e. October 19, 2020 Regular Board of Education Meeting - 7:00 p.m.
- f. October 26, 2020 Annual District Meeting - 7:00 p.m.

21. Adjourn

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

Public Participation at Board Meetings (Bylaws 0167.3)

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

Agenda Item

Any person or group wishing to place an item on the agenda shall register their intent with the District Administrator no later than ten (10) days prior to the meeting and include:

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

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

Public-Participation Section of the Meeting

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

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

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
 - a. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - b. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - e. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- I. The portion of the meeting during which the participation of the public is invited shall be limited to fifteen (15) minutes, unless extended by a vote of the Board.
- J. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 - a. No obstructions are created between the Board and the audience.

- b. No interviews are conducted in the meeting room while the Board is in session.
- c. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

19.90, Wis. Stats.

Minutes of the August 17, 2020 School District of Manawa Regular Board of Education Meeting

Call to Order – President Johnson – 6:00 p.m. – Virtual Meeting

Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f) Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Personnel Matters.

Reconvene in Open Session - 7:01 p.m.– Virtual Meeting

Pledge of Allegiance

Roll Call - Forbes, Hollman, Scheller, Seeger, R.Johnson and J. Johnson. Pethke absent

Verify Publication of Meeting - Dr. Oppor verified

President Johnson noted there was a resignation that came late in the day. Motion by Hollman / Forbes to Amend the Agenda to include the Resignation of Mrs. Ellen Christensen, Vocal Music Educator in the consent agenda. Motion carried by roll call vote Forbes aye, Hollman aye, Scheller aye, Seeger aye, R. Johnson aye, J. Johnson aye. Pethke absent.

Presentations:

Hoffman Planning & Design, Inc. - Project Update - Mackenzie Beck reported they are working on punch lists. Furniture and equipment are moving in. Finishes such as flooring, fixtures, and ceilings are being installed. They are excited for students of the district to see the building. Matt McGregor reported the building is taking shape. There is a second shift of work being done in the evening and weekends to wrap up items. Grass planting continues with maintaining and weed control. Faulks Bros. acknowledged the issue of washed away seeding and weeds. Faulks Bros. will come with weed control, more seeding and fertilizer in September. The Operational Referendum nears completion which came in under budget, therefore the Buildings and Grounds Committee will be looking at an Add Alternate List. The committee will possibly ask the board to consider approving items that were cut from the original project but now can be reconsidered due being under budget.

Announcements:

Contributions to the District: Donald Long & Cynthia Long - Manawa FFA - \$25, A. Sturm & Sons Foundation, Inc. - Manawa FFA - \$3,000, Manawa Area Booster Club, Inc. - \$2,649 - SimpliFaster.

Approved by Consent:

Minutes of July 27, 2020 Regular Board Meeting and August 4, 2020 Special Board Meeting, Treasurer's Report/Approve Expenditures (\$559,191.13) & Receipts (\$8,890.98), Donations: Donald Long & Cynthia Long - Manawa FFA - \$25, A. Sturm & Sons Foundation, Inc. - Manawa FFA - \$3,000, Manawa Area Booster Club, Inc. - \$2,649 - SimpliFaster, Acceptance of a Community Foundation Doris Heinke Fund of the Fox Valley Region Grant of \$19,756.97 for Little Wolf High School for Improvements to the Physical Facilities, Acceptance of \$150 award from the Wisconsin FFA Foundation for State Convention

Winners and Participants, Approve Jill Seka as the Part-time Title I Private School Reading Teacher on a One-Year Contract, Accept Resignation of Connie Sell, 4K Instructional Paraprofessional, Accept Coach Recommendation by Athletic Director and Endorsed Administratively- Head Coach Boys Basketball, and Accept Resignation of Mrs. Ellen Christensen, Vocal Music Educator as Presented.

Any Item Removed from Consent Agenda: No items were removed from the consent agenda

Public Comments: No public comments

Correspondence: No correspondence this month

Board Recognition: LWHS FFA - Chapter Awards from the 2020 State Convention - Conor Schuelke, Hunter Wendt, Alex Wepner and Sandra Cordes, Manawa Chapter FFA Advisor. Amber Fietzer, FFA member, spoke of the State FFA she attended last year and the excitement of completing at a state level.

District Administrator's Report:

Student Council Representative - Kyle Kons relayed several questions/comments he heard from students. Students disliked the spring online learning so they are glad to be able to go back in class. He questioned whether block scheduling is an option. Mr. Wolfram noted several challenges with block scheduling such as maintaining student engagement for 90 minute classes, staff shortage/budget issues with block scheduling, and the challenge of revamping graduating credits and laude points. They talked about eating lunch in classrooms and how students would be able to virtually visit their friends during this time when they are in separate cohorts. Face coverings - a mask mandate is mandatory for all inside purposes through the state. If gym class can be outside and maintain a 6 foot distance, they could remove their masks. Dr. Oppor meets weekly with the county school superintendents and the Waupaca County Dept of Health Services. At this time, they would need a sharp decline in active cases in the county that would dictate going back to "normal". The state is looking at a algorithm from restrictive to less restrictive types of protocols. There continues to be many unanswered questions on what those recommendations will be. Legislative Update - Expecting an update from the State Department of Health & Human Services. DPI polling schools about reopening plans. WCDH - Manawa has the 3rd largest amount of active cases within the county. New London has the most active cases, followed by Waupaca and Clintonville is 4th. The WIAA came out with new information regarding fall sports. Monthly Enrollment Update - There continues to be a lot of registrations everyday. Curriculum Director Highlights - Nothing to report. 2020 WASB Online Regional Meeting - October 22, 2020 and 2021 State Education Convention dates are Jan. 20-22, 2021.

School Operations & Director's Reports: ES Principal / Special Education Director: Highlights - Included in Board Packet - Seclusion and Restraint Report for SY1920, HS Principal: Highlights - Included in Board Packet. Mr. Wolfram spoke in regards to the planning of A/B schedules and the Modes of Instruction.

Business Related Reports: Highlights - Kobussen Reports included in Board Packet.

Director's Reports: Technology Director Highlights were included in the Board Packet.

Board Comments: No comments

Committee Reports: Minutes of Policy & Human Resources were included in the Board Packet

Unfinished Business: No Unfinished Business This Month.

New Business:

Motion by Scheller / R. Johnson as per PO0131.1 - Bylaws and Policies, Approve of Title IX Regulations as a Matter of Unusual Urgency as Presented. Motion carried by roll call vote Forbes aye, Hollman aye, Scheller aye, Seeger, R. Johnson aye, J. Johnson aye. Pethke absent.

Motion by R. Johnson / Forbes to Approve of Policy and Administrative Guidelines 2266 - Title IX Regulations as Presented. Motion carried by roll call vote Forbes aye, Hollman aye, Scheller aye, Seeger, R. Johnson aye, J. Johnson aye. Pethke absent.

Motion by Forbes / Scheller to Approve of Employee Exit Interview Survey and Procedures as Presented. Motion carried by roll call vote Forbes aye, Hollman aye, Scheller aye, Seeger, R. Johnson aye, J. Johnson aye. Pethke absent.

Motion by Scheller / Hollman to Approve of Handbook Updates as Presented. Motion carried by roll call vote Forbes aye, Hollman aye, Scheller aye, Seeger, R. Johnson aye, J. Johnson aye. Pethke absent.

Next Meeting Dates:

August 19, 2020 Buildings & Grounds Committee Mtg - 5:30 p.m. Virtual Mtg
August 25, 2020 Ad Hoc Recognition Committee Mtg - 5:00 p.m. – Virtual Mtg
August 25, 2020 Finance Committee Mtg - 5:30 p.m. - Virtual Mtg
September 1, 2020 Special Board of Education Meeting - 5:30 p.m. - Virtual Mtg
September 8, 2020 Policy & Human Resources Committee Mtg - 5:00 p.m. - Virtual Mtg

Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c)(f) Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Personnel Matters.

The closed session that was on the agenda was not needed.

Motion by Scheller / Forbes to adjourn the meeting at 8:04 p.m. Motion carried by roll call vote Forbes aye, Hollman aye, Scheller aye, Seeger aye, R. Johnson aye, J. Johnson aye. Pethke absent.

Stephanie Flynn, Recorder

Minutes of a September 2, 2020 School District of Manawa Special Board of Education Meeting

Call to Order – President Johnson – 5:30 p.m. –Virtual Meeting
Pledge of Allegiance

Roll Call - Scheller, Forbes, Seeger, Hollman, Pethke, R. Johnson, J. Johnson
Verify Publication of Meeting

Consent Agenda

Approval of a 4K Paraprofessional, Accept Transition Readiness Grant - \$26,700 for purchase of a special education van. Consent agenda carried with no dissent.

Unfinished Business: None

New Business:

Motion by R. Johnson/Hollman to Approve of a K-12 Vocal Music Educator. Motion carried by roll call vote - Forbes aye, Hollman aye, Scheller aye, Pethke aye; R. Johnson aye; J. Johnson aye.

Motion by Pethke/Scheller to Endorsement of the COVID-19 School Transition Framework Guidance to be used as a tool/resource with the SDM School Reopening Plan. Motion carried by roll call vote - Forbes aye, Hollman aye, Scheller aye, Pethke aye; R. Johnson aye; J. Johnson aye.

Consider Endorsement of School Personnel as Critical Infrastructure

A motion to Endorse the School Personnel as Critical Infrastructure by Hollman/Pethke. Motion withdrawn. A consensus that the SDM will treat conservatively, prefer to follow the CDC guidelines.

Review of District-wide School Reopening Plan. Dr. Oppor reported no changes at this time.

Motion by R. Johnson/Scheller to Accept the Fall Sports Fans in the Stands Recommendation. Motion carried by roll call vote - Forbes nay, Hollman aye, Scheller aye, Pethke aye; R. Johnson aye; J. Johnson aye.

Next Meeting Dates:

September 8, 2020 Policy & Human Resources Committee Meeting - 5:00 p.m.

September 9, 2020 Buildings & Grounds Committee Meeting - 5:30 p.m.

September 21, 2020 Regular Board of Education Meeting - 7:00 p.m.

September 28, 2020 Finance Committee Meeting - 6:00 p.m.

Motion to adjourn by Scheller/R. Johnson. Roll call vote. Motion carried at 7:37 p.m.

Minutes recorded by Bobbi Jo Pethke, Clerk

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
81178	MICHALOWSKI, ETHAN	090820	09/08/2020	DEWEY CARL MEMORIAL SCHOLARSHIP	PRIVATE BENEFIT TRUST FUND/TRUST FUND EXPENDITURES/TRUST FUND AWARD/SCHOLARSHIP	0	-1,000.00
						Totals for 81178	-1,000.00
81208	ALLIANT ENERGY	JPAP81	08/14/2020	PAES lab electric and gas bill	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	272100039	23.20
81208	ALLIANT ENERGY	JPAP81	08/14/2020	PAES lab electric and gas bill	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS	272100039	23.20
						Totals for 81208	46.40
81209	AMERICAN WELDING & G	JPAP81	08/14/2020	ARGON/CO2 MIX - RENTAL CYLINDER MAIN	GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION	0	28.77
						Totals for 81209	28.77
81210	ASSOCIATED BANK - GR	JPAP81	08/14/2020	PRINCIPAL & INTEREST ON GENERAL OBLIGATION REFUNDING BONDS DATED JULY 22, 2019	REFERENDUM APPROVED DEBT SERVI/BOND INTEREST/DEBT SERVICE RETIREMENT	0	123,692.00
						Totals for 81210	123,692.00
81211	BARNES & NOBLE COLLE	JPAP81	08/14/2020	JANINE CONNOLLY YOUTH OPTIONS INVOICE # 839867	GENERAL FUND/TEXTBOOKS & WORKBOOKS/REGULAR CURRICULUM	4002100052	188.30
						Totals for 81211	188.30
81212	CDW GOVERNMENT, INC.	JPAP81	08/14/2020	TRIPP PORTABLE COOLING 12K BTU AC	GENERAL FUND/EQUIPMENT PURCHASE REPLACEMENT/ADMINIST RATIVE TECHNOLOGY SERV	0	625.51
						Totals for 81212	625.51
81213	CESA 6-CONFERENCE RE	JPAP81	08/14/2020	SEEDS4SCHOOLS 2020-2021 ANNUAL FEE - \$775.00 SEEDS4SCHOOLS 2020-2021 PER STUDENT COST (ENROLLMENT - 632)	SPECIAL EDUCATION FUND/TRANSFER TO CESA/ADMINISTRATIVE TECHNOLOGY SERV	0	1,912.60
81213	CESA 6-CONFERENCE RE	JPAP81	08/14/2020	ESSA CONSORTIUM OF SUPPORT	GENERAL FUND/TRANSFER TO CESA/OTHER GENERAL ADMINISTRATION	0	1,235.00
						Totals for 81213	3,147.60
81214	CINTAS CORPORATION L	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/CLEANING SERVICES/BUILDINGS	0	16.37
81214	CINTAS CORPORATION L	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	29.06
						Totals for 81214	45.43
81215	(CWC) CENTRAL WI CON	JPAP81	08/14/2020	2020-2021 CONFERENCE DUES (7/1/20 - 6/30/21)	GENERAL FUND/DUES & FEES MEMBRSHIP/FT	0	950.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FEES/GENERAL		
					ATHLETICS		
					Totals for 81215		950.00
81216	GRAICHEN DISPOSAL &	JPAP81	08/14/2020	CONTAINER SERVICE FOR DISTRICT	GENERAL	8002100018	810.00
					FUND/CLEANING SERVICES/OPERATION		
					Totals for 81216		810.00
81217	HOUGHTON MIFFLIN HAR	JPAP81	08/14/2020	DAN WOLFGRAM MATH EXPRESSIONS FOR 6TH GRADERS	GENERAL	2002100005	1,896.00
					FUND/TEXTBOOKS & WORKBOOKS/MATHEMATICS		
81217	HOUGHTON MIFFLIN HAR	JPAP81	08/14/2020	DAN WOLFGRAM MATH EXPRESSIONS FOR 6TH GRADERS	GENERAL	2002100005	240.50
					FUND/TEXTBOOKS & WORKBOOKS/MATHEMATICS		
					Totals for 81217		2,136.50
81218	J.F. AHERN CO.	JPAP81	08/14/2020	AGREEMENT 41796 - FIRE EQUIPMENT INSPECTION - INSPECTIONS - 7/29/20 - MAY ANNUAL	SPECIAL EDUCATION	0	60.50
					FUND/REPAIR & MAINTENANCE SERVICES/INSTRUCTIONAL EQUIPMENT		
					Totals for 81218		60.50
81219	JUAREZ, BRIANNA	JPAP81	08/14/2020	REIMBURSE FOOD SERVICE ACCOUNT BALANCE	FOOD SERVICE	0	56.65
					FUND/OTHER DEFERRED REVENUES		
					Totals for 81219		56.65
81220	MID-AMERICAN RESEARC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL	0	117.11
					FUND/GENERAL SUPPLIES/OPERATION		
					Totals for 81220		117.11
81221	MIDWEST VOLLEYBALL W	JPAP81	08/14/2020	Volleyball Scorebooks and balls	GENERAL	4002100044	461.90
					FUND/NON-CAPITAL EQUIPMENT/VOLLEYBALL		
81221	MIDWEST VOLLEYBALL W	JPAP81	08/14/2020	Volleyball Scorebooks and balls	GENERAL	4002100044	34.07
					FUND/GENERAL SUPPLIES/VOLLEYBALL		
					Totals for 81221		495.97
81222	NASSCO, INC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL	0	50.00
					FUND/NON-CAPITAL EQUIPMENT/OPERATION		
81222	NASSCO, INC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL	0	43.00
					FUND/NON-CAPITAL EQUIPMENT/OPERATION		
81222	NASSCO, INC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL	0	57.00
					FUND/NON-CAPITAL EQUIPMENT/OPERATION		
81222	NASSCO, INC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL	0	128.84
					FUND/GENERAL SUPPLIES/OPERATION		
81222	NASSCO, INC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL	0	97.20
					FUND/GENERAL SUPPLIES/OPERATION		
81222	NASSCO, INC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL	0	93.60
					FUND/GENERAL SUPPLIES/ADMINISTRATIVE TECHNOLOGY SERV		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
81222	NASSCO, INC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	129.99
81222	NASSCO, INC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	111.79
81222	NASSCO, INC	JPAP81	08/14/2020	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	148.19
						Totals for 81222	859.61
81223	NEOLA, INC.	JPAP81	08/14/2020	ANNUAL MAINTENANCE FEE FOR THE DIGITAL PUBLISHING SERVICE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/BOARD MEMBERS	0	650.00
						Totals for 81223	650.00
81224	RENAISSANCE LEARNING	JPAP81	08/14/2020	ASSESSMENT SUBSCRIPTION - MES	GENERAL FUND/TECH/SOFTWARE SERVIC/UNDIFFERENTIA TED CURRICULUM	1012100002	4,740.00
81224	RENAISSANCE LEARNING	JPAP81	08/14/2020	STAR MATH SUBSCRIPTION	GENERAL FUND/TECH/SOFTWARE SERVIC/UNDIFFERENTIA TED CURRICULUM	2002100000	5,341.50
						Totals for 81224	10,081.50
81225	RSCHOOLSTODAY(DWC)	JPAP81	08/14/2020	rSchool Today - Activity Scheduler Renewal Invoice #54799 (9/1/2020-8/31/2021)	GENERAL FUND/TECH/SOFTWARE SERVIC/GENERAL ATHLETICS	4002100050	300.00
						Totals for 81225	300.00
81226	SCHOOL DATEBOOKS INC	JPAP81	08/14/2020	AGENDAS - 265	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	855.51
81226	SCHOOL DATEBOOKS INC	JPAP81	08/14/2020	150 AGENDAS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	477.16
						Totals for 81226	1,332.67
81227	SCHOOL SPECIALTY INC	JPAP81	08/14/2020	CARRIE KOEHN CARD STOCK FOR SUPPORT STAFF TIMECARDS	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	4002100048	24.25
81227	SCHOOL SPECIALTY INC	JPAP81	08/14/2020	CARRIE KOEHN CARD STOCK FOR SUPPORT STAFF TIMECARDS	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL	4002100048	32.15
						Totals for 81227	56.40
81228	SERVICE MOTOR COMPAN	JPAP81	08/14/2020	PARTS - WHEEL, SHAFT, NUT	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	214.76
						Totals for 81228	214.76
81229	SPORTDECALS, INC.	JPAP81	08/14/2020	CORRIE ZIEMER - SUMMER SCHOOL VB T-SHIRTS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	8002100011	493.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					Totals for 81229		493.50
81230	TEXTHELP, INC	JPAP81	08/14/2020	READ AND WRITE SUBSCRIPTION	SPECIAL EDUCATION FUND/TECH/SOFTWARE SERVIC/MULTI-CATEGOR ICAL	272100011	390.00
81230	TEXTHELP, INC	JPAP81	08/14/2020	READ AND WRITE SUBSCRIPTION	SPECIAL EDUCATION FUND/TECH/SOFTWARE SERVIC/MULTI-CATEGOR ICAL	272100011	390.00
81230	TEXTHELP, INC	JPAP81	08/14/2020	READ AND WRITE SUBSCRIPTION	SPECIAL EDUCATION FUND/TECH/SOFTWARE SERVIC/MULTI-CATEGOR ICAL	272100011	390.00
					Totals for 81230		1,170.00
81231	TORBORGS WAUPACA LUM	JPAP81	08/14/2020	TREATED 5/4X6-10' & 5/4X6-12'	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	49.97
					Totals for 81231		49.97
81232	UNEMPLOYMENT INSURAN	JPAP81	08/14/2020	UNEMPLOYMENT - JULY 2020	GENERAL FUND/UNEMPLOYMENT COMPENSATION/INSURAN CE AND JUDGEMENTS	0	721.94
					Totals for 81232		721.94
81233	VALLEY SCREENPRINT I	JPAP81	08/14/2020	SUMMER SCHOOL GIRLS BASKETBALL CAMP T-SHIRTS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	275.50
					Totals for 81233		275.50
81236	DEPT OF NATURAL RESO	JPAP17	08/17/2020	HUNTER SAFETY EDUCATION COURSE ID - 75540 - RUSSELL HOLLMAN	GENERAL FUND/PERSONAL SERVICES/UNDIFFERENT IATED CURRICULUM	0	60.00
					Totals for 81236		60.00
81237	RESERVE ACCOUNT	JPAP17	08/17/2020	POSTAGE METERS HS & DIST OFFICE	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	5,000.00
					Totals for 81237		5,000.00
81238	ALLIANT ENERGY	JPAP82	08/21/2020	BEECH RD STAND ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	8002100019	10.50
81238	ALLIANT ENERGY	JPAP82	08/21/2020	BEECH RD STAND ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	8002100019	7.92
81238	ALLIANT ENERGY	jpap82	08/21/2020	Gas and Electric Bill	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	8002100019	4,513.33
81238	ALLIANT ENERGY	jpap82	08/21/2020	Gas and Electric Bill	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	8002100019	3,404.80
81238	ALLIANT ENERGY	jpap82	08/21/2020	MES Alliant	GENERAL FUND/GAS	1012100064	1,594.59

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
81238	ALLIANT ENERGY	jpap82	08/21/2020	MES Alliant	FOR HEAT/OPERATION GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012100064	3,700.89
81238	ALLIANT ENERGY	jpap82	08/21/2020	Gas and Electric Bill - ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	8002100019	26.68
81238	ALLIANT ENERGY	jpap82	08/21/2020	Gas and Electric Bill - ELECTRIC	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	8002100019	20.13
81238	ALLIANT ENERGY	jpap82	08/21/2020	MES Alliant - GAS	GENERAL FUND/GAS FOR HEAT/OPERATION	1012100064	145.47
81238	ALLIANT ENERGY	jpap82	08/21/2020	MES Alliant - GAS	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012100064	337.63
81238	ALLIANT ENERGY	jpap82	08/21/2020	Gas and Electric Bill	GENERAL FUND/GAS FOR HEAT/OPERATION	8002100020	187.66
81238	ALLIANT ENERGY	jpap82	08/21/2020	Gas and Electric Bill	GENERAL FUND/GAS FOR HEAT/OPERATION	8002100020	141.56
						Totals for 81238	14,091.16
81239	AMAZON CAPITAL SERVI	JPAP82	08/21/2020	TEACHER BOOKS	GENERAL FUND/OTHER NON-CAPITOL OBJECTS/INSTRUCTIONA L STAFF TRAINING	4002100038	428.35
81239	AMAZON CAPITAL SERVI	JPAP82	08/21/2020	PROTECTIVE BARRIER - WARNING AND WORTZ	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	4002100051	95.03
81239	AMAZON CAPITAL SERVI	JPAP82	08/21/2020	PROTECTIVE BARRIER - WARNING AND WORTZ	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	4002100051	190.06
81239	AMAZON CAPITAL SERVI	JPAP82	08/21/2020	PROTECTIVE BARRIERS	GENERAL FUND/NON-CAPITAL EQUIPMENT/OFFICE OF THE PRINCIPAL	4002100045	759.96
81239	AMAZON CAPITAL SERVI	JPAP82	08/21/2020	5.25" EXPANSION FILE FOLDERS	GENERAL FUND/GENERAL SUPPLIES/FISCAL	5002100000	50.75
						Totals for 81239	1,524.15
81240	AMERICAN ASPHALT OF	JPAP82	08/21/2020	ASPHALT PAVING PER CONTRACT	GENERAL FUND/CONSTRUCTION SERVICES/FACILITY AQUISITION/REMODELIN G	0	21,898.50
						Totals for 81240	21,898.50
81241	BOWEN, PETER	JPAP82	08/21/2020	REIMBURSE FOOD SERVICE BALANCE - AIDEN BOWEN	FOOD SERVICE FUND/OTHER DEFERRED REVENUES	0	17.30
						Totals for 81241	17.30
81242	CINTAS FIRE PROTECTI	JPAP82	08/21/2020	WORK AT LWHS KITCHEN	FOOD SERVICE FUND/CLEANING	0	206.32

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					SERVICES/OPERATION		
					Totals for 81242		206.32
81243	CINTAS CORPORATION L	JPAP82	08/21/2020	CUSTODIAL SUPPLIES	GENERAL	0	420.58
					FUND/GENERAL		
					SUPPLIES/OPERATION		
81243	CINTAS CORPORATION L	JPAP82	08/21/2020	CUSTODIAL SUPPLIES	SPECIAL EDUCATION	0	16.37
					FUND/CLEANING		
					SERVICES/BUILDINGS		
81243	CINTAS CORPORATION L	JPAP82	08/21/2020	CUSTODIAL SUPPLIES	GENERAL	0	84.86
					FUND/CLEANING		
					SERVICES/OPERATION		
					Totals for 81243		521.81
81244	COMMITTEE FOR CHILDR	JPAP82	08/21/2020	ONLINE RESOURCE PROGRAM	SPECIAL EDUCATION	272100043	219.00
					FUND/TEXTBOOKS & WORKBOOKS/MULTI-CATE GORICAL		
					Totals for 81244		219.00
81245	CPI	JPAP82	08/21/2020	STAFF NVCI MATERIALS	GENERAL FUND/OTHER	1012100065	440.00
					NON-CAPITOL		
					OBJECTS/INSTRUCTIONA L STAFF TRAINING		
81245	CPI	JPAP82	08/21/2020	STAFF NVCI TRAINING MATERIALS	GENERAL FUND/OTHER	4002100049	330.00
					NON-CAPITOL		
					OBJECTS/INSTRUCTIONA L STAFF TRAINING		
81245	CPI	JPAP82	08/21/2020	STAFF NVCI TRAINING MATERIALS	GENERAL FUND/OTHER	2002100008	110.00
					NON-CAPITOL		
					OBJECTS/INSTRUCTIONA L STAFF TRAINING		
					Totals for 81245		880.00
81246	DELTA DENTAL-VISION	JPAP82	08/21/2020	VISION INSURANCE PREMIUMS - SEPTEMBER	GENERAL FUND/VISION	0	569.09
					EFF 090115		
					Totals for 81246		569.09
81247	FIELD, CURTIS	JPAP82	08/21/2020	SUPPLIES & MILEAGE	GENERAL	0	34.50
					FUND/EMPLOYEE		
					TRAVEL/TECHNOLOGY		
					EDUCATION		
81247	FIELD, CURTIS	JPAP82	08/21/2020	SUPPLIES & MILEAGE	GENERAL	0	28.01
					FUND/NON-CAPITAL		
					EQUIPMENT/TECHNOLOGY		
					EDUCATION		
					Totals for 81247		62.51
81248	KEMPKA, MELANIE	JPAP82	08/21/2020	REIMBURSE DISTRICT FEE	GENERAL	0	30.00
					FUND/STUDENT		
					FEES/DISTRICT WIDE		
					Totals for 81248		30.00
81249	MARTIN SYSTEMS, INC.	JPAP82	08/21/2020	FIRE MONITORING FEES 4/1/20 - 3/31/21	GENERAL	0	273.26
					FUND/CLEANING		
					SERVICES/OPERATION		
81249	MARTIN SYSTEMS, INC.	JPAP82	08/21/2020	FIRE MONITORING FEES 4/1/20 - 3/31/21	GENERAL	0	206.14
					FUND/CLEANING		
					SERVICES/OPERATION		
					Totals for 81249		479.40
81250	NASSCO, INC	JPAP82	08/21/2020	CUSTODIAL SUPPLIES	GENERAL	0	292.42
					FUND/GENERAL		
					SUPPLIES/OPERATION		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						Totals for 81250	292.42
81251	NORTHLAND ELECTRICAL	JPAP82	08/21/2020	ELECTRICAL WORK ASSOCIATED WITH LED LOT LIGHTING AT MANAWA SCHOOL	GENERAL FUND/CONSTRUCTION SERVICES/FACILITY AQUISITION/REMODELING	0	6,846.00
						Totals for 81251	6,846.00
81252	REALLY GREAT READING	JPAP82	08/21/2020	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEGORICAL	272100027	93.52
81252	REALLY GREAT READING	JPAP82	08/21/2020	CLASSROOM MATERIALS	SPECIAL EDUCATION FUND/TEXTBOOKS & WORKBOOKS/MULTI-CATEGORICAL	272100027	122.08
						Totals for 81252	215.60
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	PHY ED MATERIALS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM	1012100007	7.03
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	PHY ED MATERIALS	GENERAL FUND/NON-CAPITAL EQUIPMENT/PHYSICAL EDUCATION	1012100007	12.56
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	PHY ED MATERIALS	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM	1012100007	48.25
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	PHY ED MATERIALS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM	1012100007	0.35
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	PHY ED MATERIALS	GENERAL FUND/NON-CAPITAL EQUIPMENT/PHYSICAL EDUCATION	1012100007	0.62
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	PHY ED MATERIALS	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM	1012100007	2.40
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	KINDERGARTEN MATERIALS (HARVEY)	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM	1012100018	11.73
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	KINDERGARTEN MATERIALS (HARVEY)	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFERENTIATED CURRICULUM	1012100018	35.61
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	KINDERGARTEN MATERIALS (HARVEY)	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM	1012100018	24.70
81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	KINDERGARTEN MATERIALS (HARVEY)	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFERENTIATED CURRICULUM	1012100018	74.94

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81253	SCHOOL SPECIALTY INC	JPAP82	08/21/2020	BOOKCASE FOR JEANNE MEIER	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012100029	301.36
						Totals for 81253	519.55
81254	STRANG, PATTESON, RE	JPAP82	08/21/2020	LEGAL FEES	GENERAL FUND/PERSONAL SERVICES/LEGAL	0	5,805.00
						Totals for 81254	5,805.00
81255	WOLTER POWER SYSTEMS	JPAP82	08/21/2020	WORK ORDER#WO20520669	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	563.57
81255	WOLTER POWER SYSTEMS	JPAP82	08/21/2020	ANNUAL SERVICE ON LOAD TESTING ON HS GENERATOR	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	891.28
						Totals for 81255	1,454.85
81260	ANTHEM BLUE CROSS &	JPAP90	09/03/2020	SEPTEMBER 2020 HEALTH INSURANCE PREMIUMS	GENERAL FUND/WEA TRUST EFF 090115	0	97,682.52
						Totals for 81260	97,682.52
81261	CINTAS CORPORATION L	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	442.56
81261	CINTAS CORPORATION L	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/CLEANING SERVICES/BUILDINGS	0	16.37
81261	CINTAS CORPORATION L	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	84.86
81261	CINTAS CORPORATION L	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	23.20
						Totals for 81261	566.99
81262	GREEN BOYZ INC	JPAP90	09/03/2020	TECHNICAL MAINTENANCE	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/SITE REPAIRS	0	100.00
81262	GREEN BOYZ INC	JPAP90	09/03/2020	TECHNICAL MAINTENANCE	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/SITE REPAIRS	0	100.00
						Totals for 81262	200.00
81263	HANSEN APPLIANCE & H	JPAP90	09/03/2020	WASHER AND DRYER	Special Revenue Trust Fund/EQUIPMENT PURCHASE-ADDITION/UN DIFFERENTIATED CURRICULUM	272100038	1,118.10
						Totals for 81263	1,118.10
81264	KRAVETZ, AMALEA	JPAP90	09/03/2020	REIMBURSE ATHLETIC FEE FOR JACOB KRAVETZ - 6TH GRADE IS INELIGIBLE TO PARTICIPATE IN BASKETBALL	COMMUNITY SERVICE FUND/COMMUNITY SERVICE FEES/DISTRICT WIDE	0	15.00
						Totals for 81264	15.00
81265	KS STATEBANK	JPAP90	09/03/2020	GOVERNMENT OBLIGATION CONTRACT DATED AS OF 9/1/2020	GENERAL FUND/TECHNOLOGY RELATED	0	30,699.02

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					HARDWARE/ADMINISTRATIVE TECHNOLOGY SERVICE		
					Totals for 81265		30,699.02
81266	MONTELLO SCHOOL DIST	JPAP90	09/03/2020	LIQUIDATED DAMAGES FOR CARRIE GRUMAN-TRINKER	GENERAL FUND/PERSONAL SERVICES/OFFICE OF SUPERINTENDENT	0	500.00
					Totals for 81266		500.00
81267	NASSCO, INC	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	72.68
81267	NASSCO, INC	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	54.82
81267	NASSCO, INC	JPAP90	09/03/2020	CREDIT	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	-45.00
81267	NASSCO, INC	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	59.10
81267	NASSCO, INC	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	9.17
81267	NASSCO, INC	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	336.64
81267	NASSCO, INC	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	446.25
81267	NASSCO, INC	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	127.50
81267	NASSCO, INC	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	694.65
81267	NASSCO, INC	JPAP90	09/03/2020	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	45.00
					Totals for 81267		1,800.81
81268	O'BRIEN, NICKI	JPAP90	09/03/2020	REIMBURSE ATHLETIC FEE FOR PIPER O'BRIEN - 6TH GRADE IN INELIGIBLE TO PARTICIPATE IN MSGBB	COMMUNITY SERVICE FUND/COMMUNITY SERVICE FEES/DISTRICT WIDE	0	15.00
					Totals for 81268		15.00
81269	OFFICE DEPOT	JPAP90	09/03/2020	SUPPLIES	GENERAL FUND/CENTRAL SUPPLY ROOM/GENERAL ADMINISTRATION	0	35.13
					Totals for 81269		35.13
81270	PETHKE, ARTHUR	JPAP90	09/03/2020	FUEL FOR MOWING	GENERAL FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS	0	102.40
					Totals for 81270		102.40
81271	PITNEY BOWES INC	JPAP90	09/03/2020	LEASE INVOICE #3311863661	GENERAL	0	411.54

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					FUND/POSTAGE/CARTAGE /CENTRAL SERVICES		
					Totals for 81271		411.54
81272	SCHOOL SPECIALTY INC	JPAP90	09/03/2020	ART MATERIALS	GENERAL	1012100034	252.25
					FUND/GENERAL SUPPLIES/ART		
81272	SCHOOL SPECIALTY INC	JPAP90	09/03/2020	ART MATERIALS	GENERAL	1012100034	104.12
					FUND/GENERAL SUPPLIES/ART		
81272	SCHOOL SPECIALTY INC	JPAP90	09/03/2020	KINDERGARTEN MATERIALS (POPPY)	GENERAL	1012100014	3.76
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
81272	SCHOOL SPECIALTY INC	JPAP90	09/03/2020	ART MATERIALS	GENERAL	1012100034	1,547.60
					FUND/GENERAL SUPPLIES/ART		
81272	SCHOOL SPECIALTY INC	JPAP90	09/03/2020	KINDERGARTEN MATERIALS (POPPY)	GENERAL	1012100014	35.70
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
81272	SCHOOL SPECIALTY INC	JPAP90	09/03/2020	KINDERGARTEN MATERIALS (POPPY)	GENERAL	1012100014	164.62
					FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM		
81272	SCHOOL SPECIALTY INC	JPAP90	09/03/2020	ART MATERIALS	GENERAL	1012100034	11.42
					FUND/GENERAL SUPPLIES/ART		
81272	SCHOOL SPECIALTY INC	JPAP90	09/03/2020	KINDERGARTEN MATERIALS (POPPY)	GENERAL	1012100014	99.64
					FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM		
					Totals for 81272		2,219.11
81273	SEEGER, JOSEPH	JPAP90	09/03/2020	REIMBURSE ATHLETIC FEE FOR ALAYNA SEEGER - 6TH GRADE IS INELIGIBLE TO PARTICIPATE IN BASKETBALL	COMMUNITY SERVICE FUND/COMMUNITY SERVICE FEES/DISTRICT WIDE	0	15.00
					Totals for 81273		15.00
81274	SOLARUS	JPAP90	09/03/2020	PAES lab telephone/internet bill ACCOUNT # 00067286-4	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	272100040	148.28
81274	SOLARUS	JPAP90	09/03/2020	MES OFFICE TELEPHONE ACCOUNT # 00105158-1	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	751.23
81274	SOLARUS	JPAP90	09/03/2020	DISTRICT OFFICE TELEPHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	383.48
81274	SOLARUS	JPAP90	09/03/2020	LWHS & MANAWA MS TELEPHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	335.63
81274	SOLARUS	JPAP90	09/03/2020	LWHS & MANAWA MS TELEPHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL	8002100004	335.63

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					SERVICES		
					Totals for 81274		1,954.25
81275	STANDARD INSURANCE C	JPAP90	09/03/2020	LIFE/STD & LTD PREMIUMS -SEPTEMBER 2020	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,095.62
81275	STANDARD INSURANCE C	JPAP90	09/03/2020	LIFE/STD & LTD PREMIUMS -SEPTEMBER 2020	GENERAL FUND/LTD INS PAYABLE	0	883.14
81275	STANDARD INSURANCE C	JPAP90	09/03/2020	LIFE/STD & LTD PREMIUMS -SEPTEMBER 2020	GENERAL FUND/STD INS PAYABLE	0	213.97
					Totals for 81275		2,192.73
81276	SUEHS MOTORS, INC.	JPAP90	09/03/2020	MAINTENANCE CHECK ON 2005 RED WAGON	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	925.06
81276	SUEHS MOTORS, INC.	JPAP90	09/03/2020	MAINTENANCE CHECK ON 2012 BLACK DODGE TRUCK	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	586.58
81276	SUEHS MOTORS, INC.	JPAP90	09/03/2020	MAINTENANCE CHECK ON 2012 RED DODGE CARAVAN	FOOD SERVICE FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS	0	90.87
					Totals for 81276		1,602.51
81277	THEDACARE AT WORK	JPAP90	09/03/2020	PHYSICAL - C JOHNSON DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	222.00
					Totals for 81277		222.00
81278	US CELLULAR	JPAP90	09/03/2020	US CELLULAR BILLING FOR 2020-21	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100006	334.08
					Totals for 81278		334.08
81279	WI DEPT OF JUSTICE	JPAP90	09/03/2020	CRIMINAL BACKGROUND CHECKS WIS DEPT OF JUSTICE - (6 @ 7.00)	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	42.00
					Totals for 81279		42.00
81280	WISCONSIN BACKFLOW T	JPAP90	09/03/2020	PERFORM BACKFLOW TEST AT LWHS/MANAWA MIDDLE SCHOOL & MES - THEY WILL SUBMIT THE TEST RESULTS TO THE STATE	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	240.00
					Totals for 81280		240.00
81281	AMAZON CAPITAL SERVI	JPAP90	09/04/2020	COVID MATERIALS - PROTECTION	GENERAL FUND/GENERAL SUPPLIES/OPERATION	8002100022	41.98
81281	AMAZON CAPITAL SERVI	JPAP90	09/04/2020	COVID MATERIALS - PROTECTION	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	8002100022	382.33
81281	AMAZON CAPITAL SERVI	JPAP90	09/04/2020	Headsets	GENERAL FUND/NON-CAPITAL EQUIPMENT/ADMINISTRATIVE TECHNOLOGY	8002100025	1,602.54

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
81281	AMAZON CAPITAL SERVI	JPAP90	09/04/2020	PROTECTIVE BARRIER	GENERAL	1012100066	380.12
					FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM		
81281	AMAZON CAPITAL SERVI	JPAP90	09/04/2020	COVID MATERIALS - PROTECTION	GENERAL	8002100022	44.98
					FUND/NON-CAPITAL EQUIPMENT/OPERATION		
81281	AMAZON CAPITAL SERVI	JPAP90	09/04/2020	COVID MATERIALS - PROTECTION	GENERAL	8002100022	22.49
					FUND/NON-CAPITAL EQUIPMENT/OPERATION		
					Totals for 81281		2,474.44
81282	MIDWEST PROTOTYPING	JPAP90	09/04/2020	PROTECTIVE FACE SHIELDS	GENERAL	8002100021	150.00
					FUND/GENERAL SUPPLIES/OPERATION		
81282	MIDWEST PROTOTYPING	JPAP90	09/04/2020	ADULT FACE SHIELDS	GENERAL	1012100061	75.00
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
81282	MIDWEST PROTOTYPING	JPAP90	09/04/2020	ADULT FACE SHIELDS	GENERAL	1012100061	75.00
					FUND/GENERAL SUPPLIES/OPERATION		
81282	MIDWEST PROTOTYPING	JPAP90	09/04/2020	DAN WOLFGRAM FACE SHIELDS FOR MS & HS INSTRUCTIONAL STAFF	GENERAL	4002100046	60.00
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
81282	MIDWEST PROTOTYPING	JPAP90	09/04/2020	DAN WOLFGRAM FACE SHIELDS FOR MS & HS INSTRUCTIONAL STAFF	GENERAL	4002100046	90.00
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
					Totals for 81282		450.00
81283	AARON, SADOFF	JPAP91	09/11/2020	HAPPINESS - THE GREATEST TECHNOLOGY PRESENTATION ON 9/2/20	GENERAL	0	1,200.00
					FUND/PERSONAL SERVICES/OFFICE OF SUPERINTENDENT		
					Totals for 81283		1,200.00
81284	AMAZON CAPITAL SERVI	JPAP91	09/11/2020	DISPOSABLE CUPS	GENERAL	1012100069	43.98
					FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM		
					Totals for 81284		43.98
81285	AMERICAN WELDING & G	JPAP91	09/11/2020	CYLINDER RENTAL - CREDIT OF \$3.00	GENERAL	0	22.77
					FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION		
					Totals for 81285		22.77
81286	ARACO, AMBER	JPAP91	09/11/2020	REIMBURSE FOOD SERVICE ACCOUNT FOR C BEMOWSKI	FOOD SERVICE	0	2.60
					FUND/OTHER DEFERRED REVENUES		
					Totals for 81286		2.60
81287	ROBERT W BAIRD & CO	JPAP91	09/11/2020	GENERAL CONSULTATION - OTHER FEE	GENERAL	0	500.00
					FUND/PERSONAL SERVICES/DIRECTION OF BUSINESS		
					Totals for 81287		500.00
81288	CDW GOVERNMENT, INC.	JPAP91	09/11/2020	GoGuardian Licenses	GENERAL	8002100027	5,733.00

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				SY2020-21, 650 Students	FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV		
					Totals for 81288		5,733.00
81289	CESA 6-CONFERENCE RE	JPAP91	09/11/2020	PHYSICAL THERAPY - NURSING - SEL CONSULTING - PSYCHOLOGIST - SAFE & HEALTHY SCHOOLS	GENERAL FUND/TRANSFER TO CESA/OTHER GENERAL ADMINISTRATION	0	600.00
81289	CESA 6-CONFERENCE RE	JPAP91	09/11/2020	PHYSICAL THERAPY - NURSING - SEL CONSULTING - PSYCHOLOGIST - SAFE & HEALTHY SCHOOLS	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PSYCHOLOGICAL SERVICES	0	1,184.40
81289	CESA 6-CONFERENCE RE	JPAP91	09/11/2020	PHYSICAL THERAPY - NURSING - SEL CONSULTING - PSYCHOLOGIST - SAFE & HEALTHY SCHOOLS	GENERAL FUND/TRANSFER TO CESA/HEALTH	0	2,504.88
81289	CESA 6-CONFERENCE RE	JPAP91	09/11/2020	PHYSICAL THERAPY - NURSING - SEL CONSULTING - PSYCHOLOGIST - SAFE & HEALTHY SCHOOLS	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	0	741.00
81289	CESA 6-CONFERENCE RE	JPAP91	09/11/2020	PHYSICAL THERAPY - NURSING - SEL CONSULTING - PSYCHOLOGIST - SAFE & HEALTHY SCHOOLS	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	0	2,223.00
81289	CESA 6-CONFERENCE RE	JPAP91	09/11/2020	PHYSICAL THERAPY - NURSING - SEL CONSULTING - PSYCHOLOGIST - SAFE & HEALTHY SCHOOLS	GENERAL FUND/TRANSFER TO CESA/INSTRUCTIONAL STAFF TRAINING	0	1,050.00
81289	CESA 6-CONFERENCE RE	JPAP91	09/11/2020	PHYSICAL THERAPY - NURSING - SEL CONSULTING - PSYCHOLOGIST - SAFE & HEALTHY SCHOOLS	GENERAL FUND/TRANSFER TO CESA/PSYCHOLOGICAL SERVICES	0	225.60
81289	CESA 6-CONFERENCE RE	JPAP91	09/11/2020	PHYSICAL THERAPY - NURSING - SEL CONSULTING - PSYCHOLOGIST - SAFE & HEALTHY SCHOOLS	SPECIAL EDUCATION FUND/TRANSFER TO CESA/HEALTH	0	1,023.12
					Totals for 81289		9,552.00
81290	COMMERCIAL APPLIANCE	JPAP91	09/11/2020	EQUIPMENT	FOOD SERVICE FUND/EQUIPMENT PURCHASE-ADDITION/FO OD SERVICES	0	3,425.00
					Totals for 81290		3,425.00
81291	DECKER EQUIPMENT	JPAP91	09/11/2020	MIKE THOMACK DOOR SILENCERS	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	4002100062	34.81
81291	DECKER EQUIPMENT	JPAP91	09/11/2020	MIKE THOMACK DOOR SILENCERS	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	4002100062	46.14
					Totals for 81291		80.95
81292	FOX CITIES EMBROIDER	JPAP91	09/11/2020	BOYS BASKET BALL JERSEYS - LESS TAX	GENERAL FUND/APPAREL (Instructional only)/BOYS BASKETBALL	0	252.00
81292	FOX CITIES EMBROIDER	JPAP91	09/11/2020	MEN'S NIKE HYPERLITE JERSEYS	GENERAL FUND/APPAREL (Instructional only)/BOYS	0	3,920.00

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					BASKETBALL		
					Totals for 81292		4,172.00
81293	GRAICHEN DISPOSAL &	JPAP91	09/11/2020	CONTAINER SERVICE FOR DISTRICT	GENERAL FUND/CLEANING SERVICES/OPERATION	8002100018	810.00
					Totals for 81293		810.00
81294	HOUGHTON MIFFLIN HAR	JPAP91	09/11/2020	SHIPPING & HANDLING ON po#2002100005	GENERAL FUND/TEXTBOOKS & WORKBOOKS/MATHEMATICS	2002100005	199.08
					Totals for 81294		199.08
81295	INTEGRATED SYSTEMS C	JPAP91	09/11/2020	IS CORP BILLING FOR 2020-21	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIVE TECHNOLOGY SERV	8002100007	360.00
					Totals for 81295		360.00
81296	ISLAND MUSIC INC	JPAP91	09/11/2020	AUSTIN ROHAN GUITAR INVOICE # 322901	GENERAL FUND/EQUIPMENT PURCHASE-ADDITION/INSTRUMENTAL MUSIC	4002100060	379.99
					Totals for 81296		379.99
81297	MANAWA MASONIC CENTE	JPAP91	09/11/2020	HALL RENTAL - 9/2/20	GENERAL FUND/PERSONAL SERVICES/INSTRUCTIONAL STAFF TRAINING	0	250.00
81297	MANAWA MASONIC CENTE	JPAP91	09/11/2020	HALL RENTAL - 9/2/20	GENERAL FUND/GENERAL SUPPLIES/INSTRUCTIONAL STAFF TRAINING	0	100.00
					Totals for 81297		350.00
81298	MULTI MEDIA CHANNELS	JPAP91	09/11/2020	BOE MINUTES - 6/15, 6/24, 7/27 & 8/4 WOLF PACK JOB - AUGUST WOLF PACK - POSTAGE - AUGUST	GENERAL FUND/PRINTING AND BINDING/INFORMATION	0	1,700.62
					Totals for 81298		1,700.62
81299	NASSCO, INC	JPAP91	09/11/2020	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/ADMINISTRATIVE TECHNOLOGY SERV	0	1.12
81299	NASSCO, INC	JPAP91	09/11/2020	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	572.54
81299	NASSCO, INC	JPAP91	09/11/2020	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	431.91
81299	NASSCO, INC	JPAP91	09/11/2020	CUSTODIAL SUPPLIES	GENERAL FUND/NON-CAPITAL EQUIPMENT/ADMINISTRATIVE TECHNOLOGY SERV	0	26.96
					Totals for 81299		1,032.53
81300	REMINGTON'S QUALITY	JPAP91	09/11/2020	FOOD CONTINGENCIES	SPECIAL EDUCATION FUND/FOOD/MULTI-CATEGORICAL	272100016	26.69
					Totals for 81300		26.69

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
81301	SCHOOL SPECIALTY INC	JPAP91	09/11/2020	CARTS FOR TEACHER USAGE	GENERAL FUND/NON-CAPITAL EQUIPMENT/REGULAR CURRICULUM	4002100058	148.68
81301	SCHOOL SPECIALTY INC	JPAP91	09/11/2020	CARTS FOR TEACHER USAGE	GENERAL FUND/NON-CAPITAL EQUIPMENT/REGULAR CURRICULUM	4002100058	148.68
						Totals for 81301	297.36
81302	SKYWARD, INC	JPAP91	09/11/2020	HARDWARE & PROJECT MANAGEMENT (2019-20 po - 8002000066)	GENERAL FUND/TECHNOLOGY RELATED HARDWARE/ADMINISTRAT IVE TECHNOLOGY SERV	0	7,312.05
81302	SKYWARD, INC	JPAP91	09/11/2020	HARDWARE & PROJECT MANAGEMENT (2019-20 po - 8002000066)	GENERAL FUND/PERSONAL SERVICES/ADMINISTRAT IVE TECHNOLOGY SERV	0	165.00
81302	SKYWARD, INC	JPAP91	09/11/2020	HARDWARE & PROJECT MANAGEMENT (2019-20 po - 8002000066)	GENERAL FUND/NON-CAPITAL TECHNOLOGY/ADMINISTR ATIVE TECHNOLOGY SERV	0	267.94
						Totals for 81302	7,744.99
81303	SOLARUS	JPAP91	09/11/2020	REPLACEMENT PHONE - NEW	GENERAL FUND/NON-CAPITAL EQUIPMENT/ADMINISTRA TIVE TECHNOLOGY SERV	4002100040	242.00
81303	SOLARUS	JPAP91	09/11/2020	5 USED PHONES	GENERAL FUND/NON-CAPITAL EQUIPMENT/ADMINISTRA TIVE TECHNOLOGY SERV	0	925.00
						Totals for 81303	1,167.00
81304	TEACHER SYNERGY, LLC	JPAP91	09/11/2020	TEACHER ONLINE RESOURCES	SPECIAL EDUCATION FUND/OTHER MEDIA/MULTI-CATEGORI CAL	272100023	105.00
81304	TEACHER SYNERGY, LLC	JPAP91	09/11/2020	TEACHERS PAY TEACHER - JEANNE MEIER	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIAT ED CURRICULUM	1012100027	67.20
						Totals for 81304	172.20
81305	THEDACARE AT WORK	JPAP91	09/11/2020	DS RAPID 5 BUNDLED/PHYSICAL FREE FROM COMM DISEASE - M DOSS DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - CHLOE JOHNSON	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	328.00
						Totals for 81305	328.00
81306	TORBORGS WAUPACA LUM	JPAP91	09/11/2020	FENDER WASH & TOGGLE BOLT	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	0	3.42
						Totals for 81306	3.42
81307	TRUGREEN LIMITED PAR	JPAP91	09/11/2020	LAWN SERVICE - MBS	GENERAL FUND/CLEANING	0	396.00

CHECK NUMBER	CHECK VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SERVICES/OPERATION		
					Totals for 81307		396.00
81308	UNEMPLOYMENT INSURAN	JPAP91	09/11/2020	UNEMPLOYMENT - AUGUST 2020	GENERAL	0	3,987.04
					FUND/UNEMPLOYMENT		
					COMPENSATION/INSURAN		
					CE AND JUDGEMENTS		
					Totals for 81308		3,987.04
81309	WEX BANK - GLOBAL FL	JPAP91	09/11/2020	ALL OTHER FUEL	GENERAL	0	42.72
					FUND/FUEL-VEHICLE		
					OPERATION/VEHICLE		
					MAINT/NOT PUPIL		
					TRANS		
					Totals for 81309		42.72
81310	HUDL	JPAP91	09/15/2020	Hudl - Return to Play Subscription	GENERAL	4002100072	1,281.12
					FUND/TECH/SOFTWARE		
					SERVIC/BOYS		
					FOOTBALL		
81310	HUDL	JPAP91	09/15/2020	Hudl - Return to Play Subscription	GENERAL	4002100072	1,480.62
					FUND/TECH/SOFTWARE		
					SERVIC/GENERAL		
					ATHLETICS		
81310	HUDL	JPAP91	09/15/2020	Hudl - Return to Play Subscription	GENERAL	4002100072	1,543.63
					FUND/TECH/SOFTWARE		
					SERVIC/BOYS		
					BASKETBALL		
81310	HUDL	JPAP91	09/15/2020	Hudl - Return to Play Subscription	GENERAL	4002100072	1,543.63
					FUND/TECH/SOFTWARE		
					SERVIC/BOYS		
					WRESTLING		
					Totals for 81310		5,849.00
202000010	WISCONSIN RETIREMENT	R9JULY	07/15/2020	Payroll accrual	GENERAL FUND/WI	0	2,145.19
					RETIREMENT FUND		
202000010	WISCONSIN RETIREMENT	R9JULY	07/15/2020	Payroll accrual	SPECIAL EDUCATION	0	157.17
					FUND/WI RETIREMENT		
					FUND		
202000010	WISCONSIN RETIREMENT	R9JULY	07/15/2020	Payroll accrual	FOOD SERVICE	0	111.08
					FUND/WI RETIREMENT		
					FUND		
202000010	WISCONSIN RETIREMENT	R9JULY	07/15/2020	Payroll accrual	GENERAL FUND/WI	0	2,145.19
					RETIREMENT FUND		
202000010	WISCONSIN RETIREMENT	R9JULY	07/15/2020	Payroll accrual	SPECIAL EDUCATION	0	157.17
					FUND/WI RETIREMENT		
					FUND		
202000010	WISCONSIN RETIREMENT	R9JULY	07/15/2020	Payroll accrual	FOOD SERVICE	0	111.08
					FUND/WI RETIREMENT		
					FUND		
					Totals for 202000010		4,826.88
202000029	WISCONSIN RETIREMENT	R9JULY	07/31/2020	Payroll accrual	GENERAL FUND/WI	0	2,137.77
					RETIREMENT FUND		
202000029	WISCONSIN RETIREMENT	R9JULY	07/31/2020	Payroll accrual	SPECIAL EDUCATION	0	157.17
					FUND/WI RETIREMENT		
					FUND		
202000029	WISCONSIN RETIREMENT	R9JULY	07/31/2020	Payroll accrual	FOOD SERVICE	0	110.65
					FUND/WI RETIREMENT		
					FUND		
202000029	WISCONSIN RETIREMENT	R9JULY	07/31/2020	Payroll accrual	GENERAL FUND/WI	0	2,137.77

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
20200029	WISCONSIN RETIREMENT	R9JULY	07/31/2020	Payroll accrual	RETIREMENT FUND SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	157.17
20200029	WISCONSIN RETIREMENT	R9JULY	07/31/2020	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	110.65
						Totals for 20200029	4,811.18
20200032	WISCONSIN RETIREMENT	R9JULY	07/31/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	11.15
20200032	WISCONSIN RETIREMENT	R9JULY	07/31/2020	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	11.15
						Totals for 20200032	22.30
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	5,480.99
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	836.00
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,281.83
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	195.52
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	24.24
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	6,709.29
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	995.42
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,281.83
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	195.52
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	5,480.99
20200036	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	836.00
						Totals for 20200036	23,317.63
20200037	MASSMUTUAL FINANCIAL	P9	08/14/2020	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
						Totals for 20200037	50.00
20200038	WEA TAX SHELTERED AN	P9	08/14/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
20200038	WEA TAX SHELTERED AN	P9	08/14/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
20200038	WEA TAX SHELTERED AN	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
						Totals for 20200038	375.00
20200039	WISCONSIN DEPT OF RE	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION	0	5.00

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					FUND/STATE INCOME TAX		
202000039	WISCONSIN DEPT OF RE	P9	08/14/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	4,341.02
202000039	WISCONSIN DEPT OF RE	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	622.63
					Totals for 202000039		4,968.65
202000041	WEA MEMBER BENEFIT T	P9	08/14/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
					Totals for 202000041		140.00
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	3,131.61
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	143.06
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	90.87
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	732.38
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	33.46
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	21.25
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	257.00
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	12.00
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	4,038.71
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	235.14
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	67.82
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	732.38
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	33.46
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	21.25
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	3,131.61
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	143.06
202000042	INTERNAL REVENUE SER	P9	08/14/2020	Payroll accrual	FOOD SERVICE	0	90.87

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/FICA (SOCIAL SECURITY)		
					Totals for 202000042		12,915.93
202000043	WEA TAX SHELTERED AN	P9	08/14/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
					Totals for 202000043		250.00
202000044	WISCONSIN DEPT OF RE	P9	08/14/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	19.82
202000044	WISCONSIN DEPT OF RE	P9	08/14/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	60.00
202000044	WISCONSIN DEPT OF RE	P9	08/14/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	2,109.18
202000044	WISCONSIN DEPT OF RE	P9	08/14/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	111.26
202000044	WISCONSIN DEPT OF RE	P9	08/14/2020	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	52.01
					Totals for 202000044		2,352.27
202000046	DELTA DENTAL OF WISC	JPWI81	08/12/2020	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,016.00
					Totals for 202000046		1,016.00
202000047	EMPLOYEE BENEFITS CO	JPWI81	08/06/2020	UNCOVERED MEDICAL & HRA DEDUCTIBLE	EMPLOYEE BENIFIT TRUST FUND/DUE TO OTHER FUNDS	0	1,000.00
202000047	EMPLOYEE BENEFITS CO	JPWI81	08/06/2020	UNCOVERED MEDICAL & HRA DEDUCTIBLE	GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S	0	346.35
					Totals for 202000047		1,346.35
202000048	EMPLOYEE BENEFITS CO	JPWI81	08/13/2020	UNCOVERED MEDICAL & HRA DEDUCTIBLE	GENERAL FUND/FLEX PLAN SY20-21	0	134.32
202000048	EMPLOYEE BENEFITS CO	JPWI81	08/13/2020	UNCOVERED MEDICAL & HRA DEDUCTIBLE	EMPLOYEE BENIFIT TRUST FUND/DUE TO OTHER FUNDS	0	500.00
					Totals for 202000048		634.32
202000049	EMPLOYEE BENEFITS CO	JPWI82	08/20/2020	UNCOVERED MEDICAL	EMPLOYEE BENIFIT TRUST FUND/DUE TO OTHER FUNDS	0	500.00
					Totals for 202000049		500.00
202000050	DELTA DENTAL OF WISC	JPWI82	08/19/2020	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	3,818.70
					Totals for 202000050		3,818.70
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,722.29
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	873.52
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	90.93
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	2.09
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA	0	1,806.01

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	(SOCIAL SECURITY) SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	204.28
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	21.26
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	0.49
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	372.00
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	41.24
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,229.10
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,273.98
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	68.34
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	0.00
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,806.01
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	204.28
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	21.26
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	0.49
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,722.29
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	873.52
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	90.93
202000051	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	2.09
					Totals for 202000051		33,426.40
202000052	MASSMUTUAL FINANCIAL	P9	08/31/2020	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202000052		50.00
202000053	WEA TAX SHELTERED AN	P9	08/31/2020	Payroll accrual	GENERAL FUND/WEA	0	100.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202000053	WEA TAX SHELTERED AN	P9	08/31/2020	Payroll accrual	TRUST - TSA/ROTH GENERAL FUND/WEA	0	500.00
202000053	WEA TAX SHELTERED AN	P9	08/31/2020	Payroll accrual	TRUST - TSA/ROTH SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH	0	25.00
						Totals for 202000053	625.00
202000054	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	80.00
202000054	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202000054	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	39.65
202000054	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,090.57
202000054	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	694.40
202000054	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	52.56
202000054	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
						Totals for 202000054	6,962.18
202000056	WEA MEMBER BENEFIT T	P9	08/31/2020	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
						Totals for 202000056	140.00
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	130.90
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	13.83
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	30.62
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	3.23
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	0.00
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	0.00
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	122.36
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	13.59
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	30.62
202000057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	3.23

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
20200057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	130.90
20200057	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	13.83
						Totals for 20200057	493.11
20200058	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	99.14
20200058	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	11.01
						Totals for 20200058	110.15
20200060	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	-199.16
20200060	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	-46.58
20200060	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	-15.00
20200060	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	-446.92
20200060	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	-46.58
20200060	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	-199.16
						Totals for 20200060	-953.40
20200061	WEA TAX SHELTERED AN	P9	08/31/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	-250.00
						Totals for 20200061	-250.00
20200062	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	-40.00
20200062	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	-175.02
						Totals for 20200062	-215.02
20200064	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	95.76
20200064	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	22.40
20200064	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	15.00
20200064	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	144.60
20200064	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	22.40
20200064	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	95.76
						Totals for 20200064	395.92
20200065	WEA TAX SHELTERED AN	P9	08/31/2020	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	250.00
						Totals for 20200065	250.00
20200066	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	40.00
20200066	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE	0	68.55

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					INCOME TAX		
					Totals for 202000066		108.55
202000068	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	162.64
202000068	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	38.04
202000068	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	194.86
202000068	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	38.04
202000068	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	162.64
					Totals for 202000068		596.22
202000069	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	138.35
					Totals for 202000069		138.35
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	-2.63
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	-86.58
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	-11.26
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	-20.25
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	-131.70
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	-17.12
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	-20.25
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	-2.63
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	-86.58
202000071	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	-11.26
					Totals for 202000071		-390.26
202000072	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	-62.85
202000072	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	-8.17
					Totals for 202000072		-71.02
202000074	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	86.12
202000074	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	20.14
202000074	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME	0	127.68

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202000074	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	TAX GENERAL FUND/FICA (SOCIAL SECURITY)	0	20.14
202000074	INTERNAL REVENUE SER	P9	08/31/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	86.12
						Totals for 202000074	340.20
202000075	WISCONSIN DEPT OF RE	P9	08/31/2020	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	58.64
						Totals for 202000075	58.64
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,130.61
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	879.78
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	79.67
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,901.48
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	205.76
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	18.63
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	302.00
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	41.24
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	10,687.25
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,278.89
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	51.22
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,901.48
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	205.76
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	18.63
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,130.61
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	879.78
202000077	INTERNAL REVENUE SER	P9	09/15/2020	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	79.67

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					Totals for	202000077	34,792.46
202000078	MASSMUTUAL FINANCIAL	P9	09/15/2020	Payroll accrual	GENERAL	0	50.00
					FUND/HARTFORD INS - TSA/ROTH		
					Totals for	202000078	50.00
202000079	WEA TAX SHELTERED AN	P9	09/15/2020	Payroll accrual	GENERAL FUND/WEA	0	100.00
					TRUST - TSA/ROTH		
202000079	WEA TAX SHELTERED AN	P9	09/15/2020	Payroll accrual	GENERAL FUND/WEA	0	500.00
					TRUST - TSA/ROTH		
202000079	WEA TAX SHELTERED AN	P9	09/15/2020	Payroll accrual	SPECIAL EDUCATION	0	25.00
					FUND/WEA TRUST - TSA/ROTH		
					Totals for	202000079	625.00
202000080	WISCONSIN DEPT OF RE	P9	09/15/2020	Payroll accrual	GENERAL FUND/STATE	0	60.00
					INCOME TAX		
202000080	WISCONSIN DEPT OF RE	P9	09/15/2020	Payroll accrual	SPECIAL EDUCATION	0	5.00
					FUND/STATE INCOME TAX		
202000080	WISCONSIN DEPT OF RE	P9	09/15/2020	Payroll accrual	GENERAL FUND/STATE	0	34.69
					INCOME TAX		
202000080	WISCONSIN DEPT OF RE	P9	09/15/2020	Payroll accrual	GENERAL FUND/STATE	0	6,457.76
					INCOME TAX		
202000080	WISCONSIN DEPT OF RE	P9	09/15/2020	Payroll accrual	SPECIAL EDUCATION	0	697.74
					FUND/STATE INCOME TAX		
202000080	WISCONSIN DEPT OF RE	P9	09/15/2020	Payroll accrual	FOOD SERVICE	0	44.39
					FUND/STATE INCOME TAX		
					Totals for	202000080	7,299.58
202000082	WEA MEMBER BENEFIT T	P9	09/15/2020	Payroll accrual	GENERAL FUND/WEA	0	140.00
					TRUST ADVANTAGE		
					Totals for	202000082	140.00
202000083	DELTA DENTAL OF WISC	JPWI83	08/26/2020	DENTAL CLAIMS AND ADMINISTRATION	GENERAL FUND/SELF	0	2,628.60
					FUND-EMPLOYER SHARE PREMI		
					Totals for	202000083	2,628.60
202000084	EMPLOYEE BENEFITS CO	JPWI83	08/27/2020	FSA CLAIMS	GENERAL FUND/FLEX	0	4,764.24
					PLAN SY20-21		
					Totals for	202000084	4,764.24
202000086	DELTA DENTAL OF WISC	JPWI91	09/16/2020	DENTAL CLAIMS	GENERAL FUND/SELF	0	1,147.40
					FUND-EMPLOYER SHARE PREMI		
					Totals for	202000086	1,147.40
202000087	DELTA DENTAL OF WISC	JPWI91	09/02/2020	DENTAL CLAIMS	GENERAL FUND/SELF	0	3,631.20
					FUND-EMPLOYER SHARE PREMI		
					Totals for	202000087	3,631.20
202000088	DELTA DENTAL OF WISC	JPWI91	09/09/2020	DENTAL CLAIMS	GENERAL FUND/SELF	0	1,193.92
					FUND-EMPLOYER SHARE PREMI		
					Totals for	202000088	1,193.92
202000089	EMPLOYEE BENEFITS CO	JPWI91	09/17/2020	HEALTH FSA CLAIMS & UNCOVERED MEDICAL	EMPLOYEE BENIFIT	0	1,636.41
					TRUST FUND/DUE TO OTHER FUNDS		
					Totals for	202000089	1,636.41
202000092	EMPLOYEE BENEFITS CO	JPWI91	09/10/2020	FSA & HRA CLAIMS	GENERAL FUND/FLEX	0	265.81

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
20200092	EMPLOYEE BENEFITS CO	JPWI91	09/10/2020	FSA & HRA CLAIMS	PLAN SY20-21 GENERAL FUND/FLEX PLAN SY19-20	0	20.45
					Totals for 20200092		286.26
20210003	BORTLE, SARAH	JPAP81	08/14/2020	SUPPLIES FOR SUMMER SCHOOL	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	124.73
					Totals for 20210003		124.73
20210004	KELLER, KEVIN	JPAP81	08/14/2020	SUMMER SCHOOL TAPE FOR FLOOR	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	16.96
					Totals for 20210004		16.96
20210005	UJAZDOWSKI, LUANNE	JPAP81	08/14/2020	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	75.51
					Totals for 20210005		75.51
20210006	ABBAY, JANET	JPAP82	08/21/2020	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	64.20
					Totals for 20210006		64.20
20210007	ANDERSON, MEGAN	JPAP82	08/21/2020	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	53.83
					Totals for 20210007		53.83
20210008	KOSHOLLEK, MICHELE	JPAP82	08/21/2020	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	13.17
					Totals for 20210008		13.17
20210009	POPPY, MICHELLE	JPAP82	08/21/2020	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	51.52
					Totals for 20210009		51.52
20210010	TASSONE, MELISSA	JPAP82	08/21/2020	SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	27.30
					Totals for 20210010		27.30
20210011	WHITMAN, ANDREA	JPAP90	09/03/2020	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	29.12
20210011	WHITMAN, ANDREA	JPAP90	09/03/2020	REIMBURSE FOR SUMMER SCHOOL SUPPLIES	GENERAL FUND/ INSTRUCTIONAL MEDIA/UNDIFFERENTIAT ED CURRICULUM	0	30.88
					Totals for 20210011		60.00
Totals for checks							564,613.34

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	243,237.78	30.00	166,005.16	409,272.94
21	Special Revenue Trust Fund	0.00	0.00	1,118.10	1,118.10
27	SPECIAL EDUCATION FUND	13,548.34	0.00	9,124.70	22,673.04
39	REFERENDUM APPROVED DEBT SERVI	0.00	0.00	123,692.00	123,692.00
50	FOOD SERVICE FUND	1,448.50	0.00	3,722.19	5,170.69
72	PRIVATE BENEFIT TRUST FUND	0.00	0.00	-1,000.00	-1,000.00
73	EMPLOYEE BENIFIT TRUST FUND	3,636.41	0.00	0.00	3,636.41
80	COMMUNITY SERVICE FUND	5.16	45.00	0.00	50.16
***	Fund Summary Totals ***	261,876.19	75.00	302,662.15	564,613.34

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

Sacred Heart Catholic Church
614 S. Bridge St.
PO Box 10
Manawa, WI 54949

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

September 1, 2020

Dear SDM:

Enclosed you will find a donation of \$100 to purchase student earbuds with microphones. These items were requested by the district for student use and we are happy to make a contribution toward the purchase. We are also donating the school supplies that were requested and those will be delivered to the school very soon.

Sincerely,

A handwritten signature in dark ink, appearing to read "Fr. Matthew Rapp". The signature is fluid and cursive, with a large initial "M" and a long, sweeping tail.

Fr. Matthew Rapp
Pastor

Monthly Enrollment Count for SY2020-2021

Grade	21-May-19	20-Sep-19	Tentative		OCT	NOV	DEC	JAN	2nd Fri JAN	FEB	MAR	APR	MAY
			3rd Fri SEPT										
EC / Speech .5	7	6	2										
4K .6	37	31	21										
Kdg	30	39	30										
1	46	30	35										
2	31	52	26										
3	33	30	57										
4	50	34	32										
5	37	55	31										
6	37	37	49										
7	52	38	40										
8	54	52	40										
9	53	60	60										
10	66	52	60										
11	50	64	54										
12	62	54	63										
Students Enrolled	645	634	600	0	0	0	0	0	0	0	0	0	0
Less OE IN (non-resident)	-18	-25	-21										
Plus OE OUT (resident)	91	88	102										
Less Tuition Sharing	-2	-3	-1										
Plus Cty Sch Enrollment	0	1	0										
Total Resident Count	716	695	680	0	0	0	0	0	0	0	0	0	0

All Active OE IN less withdrawals
 All Active OE OUT less withdrawals

Note: September Open Enrollment numbers are tentative until after the 3rd Friday Count and Open Enrollment is Verified with other districts.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 9/18/20
Re: Update

Elementary School

- It was good to have students back in the building. They are rolling with the changes and have an age appropriate understanding of the reasoning behind them.
- Picnic with the Principal - Right before the pandemic hit in March a group of then kindergarteners “spent” their behavior tickets to have lunch with me. We didn’t get the chance to do it before we were shut down but this week I got to have lunch with all of them. The weather was perfect for picnics so we sat outside and the students could tell me what they did over the summer and how 1st grade was. It was truly the highlight of the week. I had so much fun!
- The 18th was picture day. The morning flew by. I was amazed at the positive behavior the students displayed. The individuals from Network Photography commented on how well the morning went.
- The staff has instituted a new positive behavior P.A.W.S. program this year. P.A.W.S. stands for Praising Amazing Wolf-wise Students. Every afternoon I announce the names and identify the positive behavior each student displayed over the PA system. Ms. U also delivers pencils that have positive messages on them to each student. The sheets are displayed in the window outside Ms. U’s office.

Special Education

- We have started holding transfer IEP meetings for our new students. We have had quite a few students already this year. Staff has been getting to know the students and making sure we are able to provide the services that are written in the current IEP.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor, Manawa Board of Education

Fr: Dan Wolfgram

Date: 9/17/2020

Re: Staff and Program Highlights – September 2020

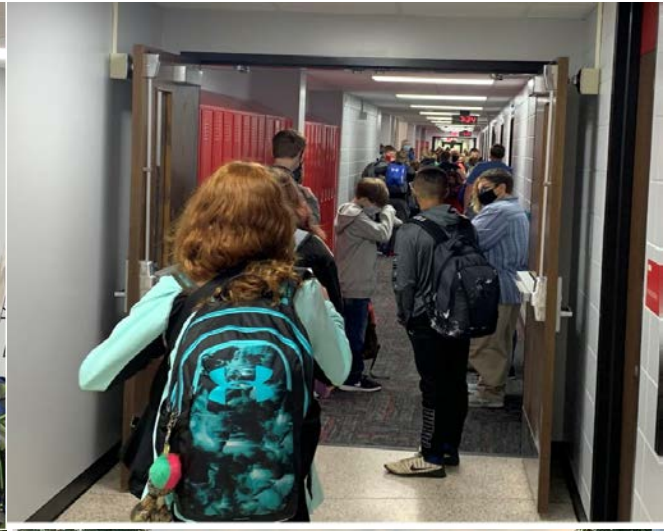
Back to School:

Ready or not...Here we come! Staff and students were energized and exhilarated as they entered the new Manawa Middle School and Little Wolf High School for the very first time in over 6 months. With the assistance of the staff, students quickly found their way to their first hour classes, and fire drills were conducted for both sets of HS Cohorts on consecutive days.

Kudos to ALL staff who assisted in readying the building for occupancy. Staff was present for numerous hours before opening day moving, cleaning, and preparing their rooms for instruction. Special thanks to District Custodial staff, Dana Bonikowski, Tori Gast, Mike Thomack, Jeff Bortle, Jake Kazorowski, Austin Rohan, and Brad Johnson, for their backbreaking efforts to move the weight room, and many heavy items as they were relocated within the building or out to the dumpster. The opening of the school would not have happened as smoothly if it were not for the collaborative efforts of the ENTIRE staff.

Instead of an all-school assembly staff prepared a flip grip to introduce themselves to the students. Students and staff have quickly adapted to mask-wearing, social distancing, and adapting to cleaning protocols. Lunch service and dismissal of school have gone smoothly as HS and MS students have demonstrated outstanding cooperation and positive attitudes.

Since the initial school opening, final tweaking on systems has been ongoing and constant. This includes work on HVAC, door and fob systems, intercoms, cameras, and wi-fi connectivity within the building. Staff and students have demonstrated extreme patience as work on these systems continues. All indicators point to the fact that everyone is happy to be back in school!



Athletics Updates: AD Millard has utilized the services of Sandra Cordes' Leadership class to assist with the creation and assigning of tickets for the first volleyball event on Thursday, September 17th. Students were allowed to attend the event with the priority given to senior students.

Homecoming: After many discussions, the student council, in collaboration with Advisor Mary Eck and Principal Wolfgram has decided to move Homecoming to the week of October 5th-9th. The additional time will allow for staff and students to adequately prepare and offer a variety of options for the students to participate in. Surveys will be sent to the students with a variety of potential options for activities to help provide direction for the festivities. The Friday night football game will be against Amherst.



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 9/18/2020
Re: Business Office Monthly Update

The annual financial audit of the 2019-20 school year took place this past month. Most of the work was done remotely. Brian Anderson from WIPFLI did come to the office on August 24, 2020 to wrap up some of the loose ends. The audit with WIPFLI went very well and I am more than pleased with this new company. They were easy to work with and offered suggestions for improving my work. I am happy to report that there were only 10 journal entries that needed to be made. My goal is to have 5 or fewer next year!

The start of the school year is always a bit hectic. Mrs. Prey and I worked hard to ensure the first payroll for 9-month staff went well. We had a couple of glitches but have since worked them out.

I moved my oldest child into college this past month. It has been strange to adjust to her absence. Luckily work is busy, and I still have another child at home to occupy me!

Our main custodial supply company notified me that they had a few electrostatic sprayers in stock and available. I ordered one for each building using CARES funds. These machines will allow our custodial staff to quickly disinfect a room by misting a chemical onto all surfaces. This will also be able to be used in the fitness center to disinfect the machines. I have spent many hours working on ordering the chemicals and supplies needed to keep our staff and students safe and healthy while keeping a mindful eye on the budget.

The SDM has filed and received a waiver from DPI allowing us to serve meals (breakfast and lunch) to all children (18 years old and younger) living or attending school within the district free of charge under the Summer Seamless Option. This is a federally funded program that was offered unexpectedly and could end abruptly depending on availability of those funds. Mrs. Suehs and I worked to get an online order form so that students and families can order food for days they are not attending in person. This program also allows parents to pick up meals, free of charge) for any child even if they do not attend school.

KOBUSSEN BUSES LTD.

Family Pride in Every Ride

September 8, 2020

August Transportation Report

Prepared For: School District of Manawa

To Whom it May Concern,

As we start the school year, we are down two drivers, both for medical reasons that are not COVID related. They hope to be back soon, though! Currently, our drivers consist of; Zach Kriesel, Kim Beyer, Sue Suehs, Ruth Boerst, Alicia Stiebs, Eugene Redmann, Randy Steingraber, Cynda Spatz, and Jim Quinn. Substitute drivers are Pat O'Brien, Adam Iverson, John Popke, and Dennis Hoffmann.

We are happy to say we have a full-time mechanic, Matthew Ludwig. He comes from Oshkosh, where he worked at the Oshkosh Kobussen location for two years prior and attended Fox Valley Technical College's diesel mechanic program.

Carmen and I worked together and developed the transportation plan for how the bus ride will look. Masks are required on the bus under Governor Evers' mask mandate. The drivers worked to call all the parents on their route this year to see who will and will not be riding the bus. They used that information to accurately put together seating charts for their bus.

We have worked very closely with the school Secretaries to ensure we have all the student's bus registration forms in to get the students on a route to get to school.

We are glad to be back behind the wheel! Happy first week of school!

If you have any questions, just let me know: (920) 389-1500 or Jacob.elsner@kobussen.com

Thank you,

Jacob Elsner
Terminal Manager
Kobussen Buses LTD

Technology Board Report

September 18, 2020



Wireless Network Issues

We have experienced significant wireless network issues in the district last week. The environment is presently stable. However, we are working with CESA 6 engineers to work through other issues.

Chromebook Devices

We are still pending the delivery of our chrome devices for this fall. Delays in shipments are attributed to COVID manufacturing delays and trade disputes holding up overseas shipments. At this point we do not have an estimated delivery date. Our vendor is in communication with the manufacturer and will update us when more information is available.

Kajeet Hotspot Program Expansion

The SDM Kajeet hotspot program has been expanded to help support students as they learn from home. The program has about fifty wireless hotspots for students. Some families are unable to use the hotspots in their areas if wireless cellular coverage is not sufficient to create a stable connection.

Minutes of a August 25, 2020 School District of Manawa Finance Committee Meeting

The virtual meeting was called to order at 5:37 p.m.

Board Committee Members: Scheller(C), J. Johnson, Pethke

In Attendance: Scheller, Pethke, Carmen O'Brien. Absent Johnson. Dr. Oppor joined at 6:02 p.m.

Timer: Pethke Recorder: Pethke

1. Audit Experience and Follow-up
Mrs. O'Brien indicated that Brian Anderson from WIPFLI completed the audit and it went well. A report will be shared with the full board when available.
2. Food Service Breakfast Claims - (Informational)
Mrs. O'Brien shared that the SDM Middle School is a new entity; thus no historical information to submit and breakfast claims are not reimbursable until after October. This would apply to the first three months of the school year 2021/2022 as well. SDM must provide 90 days of data to substantiate that the SDM is indeed over 40% free or reduced breakfast.
3. 2020-21 Food Service Meal Price Change
The meal change for adults is per DPI requirements. Breakfast price will change from \$1.80 to \$1.90. Lunch price will change from \$3.65 to \$3.70.
Motion by Pethke/Schelle to accept the 2020-21 Food Service Meal Price Change as presented. Motion carried. J. Johnson absent.
4. Referendum Budget Projections (Informational)
Overview provided by Dr. Oppor for duct detector replacement that is needed, alliances review, driveway project and HS parking lot.
5. Doris Heinke Fund final award - (Informational/Action)
The Doris Heinke Funds have been received for the past 24 years as scholarships for graduates of LWHS senior class. The district received notification that the funds were going to be liquidated and given to the LWHS to improve the physical facilities. A donation of \$19,756.97 was received and will be used for storage of band equipment.
6. Finance Committee Planning Guide (Information / Action)
7. Next Finance Committee Meeting Date: September 28, 2020 at 6:00 p.m.
8. Next Finance Committee Items:
 - 1.
 - 2.
7. Motion by Pethke/Scheller to Adjourn the meeting at 6:32 p.m.

Minutes submitted by Bobbi Jo Pethke

Buildings and Grounds Committee Meeting August 19, 2020

Timer: Stan Forbes

Recorder: Bruce Scheller

Start of Meeting: 5:31 p.m.

Virtual Meeting

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

Administration: Dr. Melanie Oppor

1. Consider Referendum Add Alternatives Prioritization- Informational
2. Consider Green Boyz Proposal for Care of the Football Field- Informational
3. Review MAC Exterior Bleacher Replacement Plan- Informational
4. Buildings & Grounds Committee Planning Guide (Information)
5. Set Next Meeting Dates: September 9, 2020 at 5:30 p.m. and October 7, 2020 at 5:30 p.m.
6. Next Meeting Items:
 - a.
 - b.
6. Adjourn at 6:47 p.m.

Buildings and Grounds Committee Meeting (9/9/2020)

Timer: Bruce Scheller

Recorder: Bruce Scheller

Start of Meeting: 5:30 p.m.

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

In Attendance: Russ Johnson, Bruce Scheller, Stan Forbes, Dr. Melanie Oppor

1. Tour of Manawa Middle School/Little Wolf High School
2. Tour Manawa Elementary School Remodeling
3. Discuss Football Field Repairs
4. Discuss Add Alternatives Options and Updated 20-year Maintenance Plan
 - a. Referendum Dollars
 - b. Annual Maintenance Budget
 - c. Fund 46
 - d. Other
5. Review Buildings and Grounds Budget Summary
6. Buildings & Grounds Committee Planning Guide
7. Set Next Meeting Date: October 7, 2020 at 5:30 p.m.
8. Next Meeting Items:
 - a. Prioritization and authorization to spend remaining referendum dollars
 - b. Equipment purchases
 - i. New MS/HS Lift
 - ii. Pallet jack
 - iii. Burnisher
 - iv. Other
9. Meeting was Adjourned at 6:47 p.m.

September 16, 2020 Policy & Human Resources Comm. Mtg.

Start Time: 5:00 P.M.

In attendance: Stan Forbes, Joanne Johnson, Dr. Melanie Oppor

Run by: Joanne Johnson

Notes: Stan Forbes

1. The PO7250 Commemoration of Exceptional Individuals/Groups will be tabled to discuss it further at our next meeting.
2. Pandemic Exception to Sick Leave is Informational. More discussion is needed on this subject.
3. Endorse District Safety Plan was motioned to go to the full board for approval. Motion by Stan Forbes – Second by Joanne Johnson.
4. Endorsement of Administrative Job Description was motioned to go the full board for approval. Motion by Joanne Johnson – Second by Stan Forbes.
5. Use of Fitness Center Guidelines was motioned to go to the full board for approval. Motioned by Joanne Johnson – Second by Stan Forbes.
6. Policy & Human Resources Committee Planning Guide was just informational.
7. Next meeting date is: 10/14/20 @ 5:00 P.M.
8. ----
9. Meeting adjourned at 5:49 P.M. Motion by: Joanne Johnson Second by: Stan Forbes



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 8/4/2020
Re: 2020-21 Food Service Meal and Milk Price Recommendation – **UPDATE 2**

Recommendation:

I recommend the following **updated** food service meal and milk prices for the 2020-21 school year.

	2019-20	2020-21
Breakfast		
MES	\$1.30	\$1.30
Middle/High School	\$1.50	\$1.50
Adult	\$1.80	\$1.90
Lunch		
MES	\$2.80	\$2.80
Middle/High School	\$3.00	\$3.00
Adult	\$3.65	\$3.70
Milk	\$0.40	\$0.40

Rationale:

The DPI now requires that adult lunch prices be at least \$0.69 higher than the highest paid meal and the adult breakfast price \$0.39 higher.

SCHOOL DISTRICT OF MANAWA

SCHOOL BOARD RESOLUTION FOR THE WAIVER OF CERTAIN SCHOOL BOARD OR SCHOOL DISTRICT REQUIREMENTS PURSUANT TO WIS. STAT. §§ 118.38(1) AND (1m)

WHEREAS, Wis. Stat. § 118.38(1) and Wis. Admin. Code PI 8.01(4) authorize school boards to request the Department of Public Instruction (the “DPI”) to waive any school board or school district requirement in Wis. Stat. chs. 115 to 121 or in the administrative rules promulgated by the DPI under the authority of those chapters; and

WHEREAS, Wis. Stat. § 118.38(1)(b) requires that, before requesting a waiver, a school board shall hold a public hearing in the school district on the request for a waiver of any requirement in Wis. Stat. chs. 115 to 121; and

WHEREAS, Wis. Stat. § 118.38(1m) requires that “the school board shall specify in its request for a waiver its reason for requesting the waiver,” which includes PI-1396 COVID-19 School District Flexibility Application for 2020-21 School Year.

NOW, THEREFORE BE IT RESOLVED, that:

1. On September 21, 2020, the Board of Education held a public hearing, in satisfaction of Wis. Stat. § 118.38(1)(b), concerning a request for a waiver of the requirement identified herein; and
2. In compliance with Wis. Stat. §§ 118.38(1) and (1m), and for the reasons set forth herein, the Board of Education hereby directs the District Administrator or her designee to apply, on behalf of the Board, to the Office of the Superintendent for Public Instruction (“OSPI”) for the waiver of the following:

A Waiver of the requirements of Wis. Stat. § 120.12(2m) 115.415 and the administrative rules promulgated by the DPI regarding the “Educator Effectiveness” requirement of school boards to evaluate the effectiveness of each teacher and principal based upon measures of student performance and the extent to which the teacher's or principal's practice meets specified core teaching standards or educational leadership policy standards due to COVID-19 related issues.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board of Education’s approval of this action and of the authority granted herein at a duly-noticed meeting of the Board held on September 21, 2020.

Dated this 21st day of September, 2020.

SCHOOL DISTRICT OF MANAWA
BOARD OF EDUCATION

Board President

Board Clerk

Covid-19 District Flexibility Application

Background and Guidance

Responding to COVID-19 is a tremendous undertaking for schools. Schools are tasked with reenvisioning educational delivery models in a span of weeks and to adjust practices accordingly. As we look toward the 2020-21 school year, the safety and health of our students, educators, and families remains of the highest importance. As schools plan for students to return, districts will need to continually seek new ways to best serve all students, improve student learning, and increase opportunities for the children they serve through a variety of options.

As responses to COVID-19 vary from district to district there may be some cases where school districts require more flexibility than state rules or regulations permit. To address this need, State Superintendent Carolyn Stanford Taylor is providing school districts with a streamlined option to explore locally-driven solutions that will improve outcomes for Wisconsin students. Under current state law, Wisconsin school boards may apply to the DPI for an exemption to most state laws or administrative rules affecting school districts, with certain important exceptions. While school boards have requested waivers in the past, the scope and scale of those waivers has generally been narrow and focused on one statute or standard, as opposed to a more comprehensive approach.

The COVID-19 District Flexibility application provides districts the ability to apply for regulatory flexibility needed to implement plans for restarting and delivering education in the midst of the pandemic. Districts can apply for flexibility on behalf of one, more than one, or all schools within their jurisdictional boundaries. All applicants will need to detail how their proposal aligns to their district's strategic response to COVID-19 to enhance educational opportunities for students.

Understanding Flexibility Versus a Need for a Waiver

The COVID-19 Pandemic in Wisconsin creates uncertainty and variability in normal operations for public school districts across the state for the 2020-21 school year. Indeed, what is predictable based on current experiences is that the continuity of delivery of typical programming and instruction will be disrupted and necessarily fluctuate with evolving health conditions affecting families, students, and school staff.

Flexibility will be required for all school operations given the inconsistent and variable access to both students and staff in the coming months. Typically, scheduled programs and instructional delivery may be disrupted, both on a day day-to-day basis as well as within any given day. Shifts between virtual, remote, and in-person instructional delivery for individual students, cohorts, or entire schools and districts may occur and determine

the continuity of program implementation. During the current pandemic, it is recognized that school districts have the flexibility when needed to implement changes to how a program is delivered, how much of a program is delivered, and who delivers it. Temporary variations like this to planned school operations do not need a waiver.

While these predictable irregularities serve to disrupt the normal flow of programming implementation or delivery, they do not necessarily require an entire program or service to be discontinued for the 2020-21 school year. A waiver should be pursued only where a district anticipates or has determined it cannot offer a program or service required under the law during the 2020-21 school year. In addition, a waiver will be needed if a district does not anticipate being in compliance with a statutory requirement by virtue of the design of its plan of instruction. There will likely be few of these situations. Where this is the case, the district should complete a request for waiver from a particular statute and explain the circumstances that will require a formal waiver.

Legal Authority

Chapter 118.38 of the Wisconsin State Statutes outlines the legal authority for school boards to request and for DPI to grant waivers from certain state laws and administrative rules.

Under this provision, school boards can request a waiver from DPI of any school board or school district requirement outlined in Chapters 115 to 121 of the State Statutes or in related administrative rules, with the following important exceptions:

1. The health or safety of pupils;
2. Pupil discrimination under s. 118.13;
3. The pupil assessment program under s. 118.30 and the standardized reading test required under s. 121.02 (1) (r);
4. Pupil records under s. 118.125;
5. The collection of data by the department;
6. The uniform financial fund accounting system under ss. 115.28 (13) and 115.30 (1) and audits of school district accounts under s. 120.14;
7. Licensure or certification under s. 115.28 (7) or (7m) other than the licensure of the school district administrator or business manager;
8. The commencement of the school term under s. 118.045; and
9. The requirements established for achievement guarantee contracts under s. 118.43 and for achievement gap reduction contracts under s. 118.44.

The law requires the school board to hold a public hearing (virtually if needed) in the school district on the request and requires the school board to specify in its request for a waiver its reason for requesting the waiver. In its review, DPI must consider at a minimum whether the statute or rule requested for waiver impedes the district's progress in achieving educational goals to best serve all students. Once approved, waivers will be effective for one year, and renewable for additional one year periods.

District Flexibility Application

Applications will be accepted on a rolling basis at any time during the year. The COVID-19 flexibility application includes eight components, identified with additional details below.

- I. **General Information:** Districts should include basic information in this section detailing which schools are affected by the request. Flexibilities could apply to one school, more than one school, or all schools in a district. As a result, this section of the application should note the specific schools included in the waiver request. If all district schools are impacted, the applicant should note that the request applies district-wide.
- II. **Abstract:** As part of this section, the applying district should summarize the overall purpose of the flexibility application, the need for the request and how the request will help the school district provide educational services.
- III. **General Assurances:** This portion of the application is intended to ensure that several steps have occurred. Specifically:
 - Stakeholder engagement has occurred, including a school board hearing and a board resolution or vote approving the flexibility application;
 - The district has conducted a financial review and can assure the plan's fiscal viability;
 - The district's flexibility request is in full compliance with all state and federal laws, including those outlined above regarding waiver requests; and
 - The district has developed a process for reviews of the implemented flexibilities with its local school board, and those reviews will be publicly available.
 - Districts seeking to add additional schools not already included in the original request, or seek waivers of additional statutes or administrative rules, may amend their original applications.
- IV. **Certifications/Signatures:** The application requires the signature of both the district administrator in charge of implementing the plan for flexibilities and the school board president, certifying school board approval.

- V. **Statement of Need:** This section of the application should detail the district's rationale for the requested waiver(s) and how the proposed flexibilities will help the district serve all students.
- VI. **Request for Waiver:** In this section, districts will identify the specific statutes or rules from which they are seeking a waiver. The application provides a checklist of many statutes eligible for waiver under law, though it is important to note that this list is not exhaustive and is also not inclusive of administrative rules. Additional information about statutory requirements can be found in the 2019 *Legislative Fiscal Bureau Informational Paper #29, Statutory Requirements for School Districts*, and general information the laws and regulations eligible for waiver is identified in Section 118.38 of the State Statutes, as described above.
- VII. **Appendix A:** There are additional administrative rule requirements for the hours of instruction waiver request. The Department of Public Instruction (DPI) will waive the hour requirement for any school district that requests the DPI to do so in order to provide continuity of learning per **the** school district's COVID-19 educational plan as approved by the school board, and requested in this flexibility application. In order to complete this application please check all of the boxes in Appendix A and provide any requested information.



INSTRUCTIONS: Email completed original with signature(s) to:

christine.tiedje@dpi.wi.gov

For best results, it is suggested any PDF form should be downloaded and opened in Acrobat Reader rather than filled out in the browser. Not all PDF features, including the ability to save or use digital signatures, will work as intended when opened in a browser.

For questions regarding this application, contact:

Tamara Mouw at tamara.mouw@dpi.wi.gov or 608-266-2364

I. GENERAL INFORMATION			
Applicant Agency School District of Manawa		Mailing Address <i>Street, City, State, ZIP</i> 800 Beech Street Manawa, WI 54949	
Contact Person <i>First and Last Name</i> Dr. Melanie J. Oppor		Title District Administrator	
Contact Person's E-Mail Address moppor@manawaschools.org		Fax Area/No. (920) 596-5308	Phone Area/No. (920) 596-2525

List schools to which district flexibility application applies:

This is a district-wide request and includes:

- Manawa Elementary School
- Manawa Middle School
- Little Wolf High School

II. ABSTRACT

Summarize the flexibility requested due to COVID-19 and how it will help your school district provide education to students in the district. *Limit response to space provided.*

The School District of Manawa is seeking a waiver of the requirements of Wis. Stat. § 120.12(2m) 115.415 and the administrative rules promulgated by the DPI regarding the "Educator Effectiveness" requirement of school boards to evaluate the effectiveness of each teacher and principal based upon measures of student performance and the extent to which the teacher's or principal's practice meets specified core teaching standards or educational leadership policy standards due to COVID-19 related issues.

The SDM will do annual evaluations of administrators and evaluations of initial educators and veteran educators in their summary year of evaluation.

III. GENERAL ASSURANCES

Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.

Instructions

- Step 1—Read each assurance that follows.
- Step 2—Sign and date the certification statement.
- Step 3—Include signed certifications and assurances with your application materials.
- Step 4—Keep a copy for your records.

Assurance is hereby provided that:

1. **Stakeholder Engagement:** A public hearing was held on 9/21/2020 and a copy of the resolution, or board vote, in support of the application is on file at the school district.
2. **Finances:** The Applicant can show the flexibility plan is fiscally viable.
3. **Compliance with State and Federal Laws:** The Applicant has evidence that the flexibility plan meets all state and federal legal requirements, including those related to pupil confidentiality [Wis. Stats. s. 118.125] and those required for seeking a waiver from the State Superintendent [Wis. Stats. s. 118.38]. As part of this assurance, the Applicant agrees it is not seeking a waiver from any statutory provision ineligible for a waiver under Wis. Stats. s. 118.38, including those related to:
 - a. The health and safety of pupils;
 - b. Pupil discrimination;
 - c. Pupil assessment;
 - d. Pupil records;
 - e. Data collection/reporting;
 - f. Financial reporting and audits;
 - g. Licensure or certification;
 - h. Commencement of the school term; and
 - i. Requirements for SAGE/AGR contracts.
4. **School Board Review:** The Applicant will implement a process for reviewing the impact of the flexibility plan with its local school board.
5. **Programmatic Changes:** The Applicant shall obtain the prior approval of the WDPI prior to adding additional schools (if not listed in the original application) or implementing additional waivers that may be needed to implement the flexibility plan.
6. **Duration:** The Applicant is submitting this application with the understanding that any flexibility approved applies only to the 2020-21 school year.

IV. CERTIFICATION/SIGNATURES

WE, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

WE FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of our knowledge.

Signature of School District Administrator	Date Signed <i>Mo./Day/Yr.</i>
➤	9/21/2020
Signature of School Board President <i>if applicable</i>	Date Signed <i>Mo./Day/Yr.</i>
➤	9/21/2020

V. STATEMENT OF NEED
(Limit response to space provided)

District teachers and educational specialists are adjusting to and refining the new modes of instruction to include synchronous instructional strategies and blended learning options.

The School District of Manawa has historically done local fall baseline assessments on which teachers, educational specialists, and administrators would base school learning objectives or student learning objectives (SLOs). Some of these assessments cannot be completed by students who are currently learning from home. Therefore, there is not consistent baseline data on which to form SLOs.

Additionally, the parent surveys this year are complicated by the fact that parents/students have several modes of instruction from which to choose. Assessing parent/student perceptions of engagement and satisfaction may be difficult to quantify given the personalized approach to instruction and varied modes of instruction.

The SDM would do annual evaluations of administrators and evaluations of initial educators and veteran educators in their summary year of evaluation.

VI. REQUEST FOR WAIVER

Check or list, at the end of this section, each statutory requirement or administrative rule for which the district is seeking a waiver in order to implement the flexibility plan outlined on the previous page. Justification for the waiver requests should be included under Section VI of this application.

A summary of common school district statutory requirements is included below. For a full list of all statutory requirements applicable to school districts, see the Legislative Fiscal Bureau Information Paper #29:

http://docs.legis.wisconsin.gov/misc/lfb/informational_papers/january_2019/0029_statutory_requirements_for_school_districts_informational_paper_2_9.pdf

CURRICULUM AND INSTRUCTION

Title	Statute	Description	Request Waiver
Driver Education Courses	115.28(11) 121.41	For school districts providing driver education instruction, requires that driver education courses be approved by the State Superintendent and specifies required topics of instruction in such courses.	<input type="checkbox"/>
Academic and Career Planning	115.28(59)	Requires school districts to provide academic and career planning services to all pupils in grades 6 through 12 beginning in 2017-18.	<input type="checkbox"/>
Second Chance Partners for Education	115.363	For school districts contracting with Second Chance Partners or other work-based learning program for disengaged high school pupils, requires the school board pay the nonprofit corporation an amount no more than the amount paid per pupil to operators of independent charter schools in the current year, multiplied by the number of pupils participating under the contract.	<input type="checkbox"/>
Educational Goals	118.01(2)	Requires school districts to teach academic skills, vocational skills, citizenship, and personal development.	<input type="checkbox"/>
Reading Instruction	118.015	Requires school districts to employ a certified reading specialist, develop reading program goals, assess reading program needs, and annually evaluate school district reading curriculum.	<input type="checkbox"/>
Instruction in English	118.017	Requires all instruction to be in English, except for foreign language classes and in bilingual-bicultural education.	<input type="checkbox"/>
Human Growth and Development	118.019 146.89(3r)(e)	For school districts providing instruction in human growth and development, requires district to determine whether and for what subjects pupils will be separated by gender. Requires use of instructional methods and materials that do not discriminate against a pupil based upon the pupil's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active pupils or children with disabilities. If a school board provides instruction in any of certain specified topics, establishes required subjects that must be covered. No pupil may be required to take instruction in human growth and development, if the pupil's parent or guardian files a written request that the pupil be exempted. Requires that each school board providing instruction in human growth and development must annually provide the parents and guardians of each pupil enrolled in the district with specified information. If a district offers human growth and development instruction, requires the board to appoint an ad hoc committee to advise on the design and implementation of the curriculum. The board may not allow a volunteer health care provider, including nurses, physicians, nurse practitioners, or others, providing health services in the school, to provide instruction in human growth and development.	<input type="checkbox"/>
Special Observance Days	118.02	Requires that specified special observance days be appropriately observed.	<input type="checkbox"/>
Textbooks	118.03	Requires school districts to adopt all necessary textbooks and file the list with the school district clerk.	<input type="checkbox"/>
Summer Classes	118.04	For school districts operating summer classes, requires district to establish rules governing attendance and to enroll resident pupils in summer or interim classes without tuition charge (provided district receives state equalization aid for such classes).	<input type="checkbox"/>
Four-Year-Old Kindergarten	118.14(3)	Requires a school board that establishes a four-year-old kindergarten program to make the program available to all eligible pupils.	<input type="checkbox"/>
High School Admission Requirements	118.145(1)	Requires school boards to determine the minimum requirements for high school admission.	<input type="checkbox"/>
Part-Time Attendance Option for Private and Tribal School Pupils	118.145(4)	Requires school boards to allow resident pupils enrolled in a private or tribal school who have met the requirements for high school admission to take up to two courses each semester in the public school if there is sufficient space in the classroom.	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

CURRICULUM AND INSTRUCTION

Title	Statute	Description	Request Waiver
WTCS Admission for Certain High School Students	118.15(2)(a)	Requires school boards to pay WTCS districts for pupils who attend WTCS schools in lieu of high school or on a part-time basis. Specifies determination of payment amount.	<input type="checkbox"/>
Graduation Standards	118.33 121.02(1)(p)	Requires school districts to require at least a specific number of courses in certain subject areas in order to graduate a pupil from high school. Requires that school district graduation standards policies be approved by the State Superintendent if equivalent to statutory requirements.	<input type="checkbox"/>
Graduation Standards	118.33(1)(f)	Prohibits school districts from granting a pupil a high school diploma unless the pupil satisfies criteria set by the school board, including teacher recommendations and the pupil's academic performance.	<input type="checkbox"/>
Criteria for Promotion from 4 th and 8 th Grade	118.33(6)(a)	Requires school districts to adopt a written policy for promotion from 4 th and 8 th grade. Requires that the criteria include the pupil's score on the 4 th and 8 th grade knowledge and concepts examination, unless the pupil has been excused from taking the examination. The criteria also include the pupil's academic performance, teacher recommendations, and any other academic criteria specified by the board. Prohibits promotion unless pupil satisfies criteria.	<input type="checkbox"/>
Kindergarten as a Prerequisite for First Grade	118.33(6)(cm)	Prohibits school districts from enrolling a pupil in first grade unless the pupil has completed five-year-old kindergarten. Requires school districts that operate five-year-old kindergarten programs to establish a written policy specifying criteria for promoting a pupil from five-year-old kindergarten to first grade, as well as policies for exempting a child from the requirement, and for reviewing the denial of an exemption upon a parent's request. Exempts children who move into the state from the requirement, under certain conditions.	<input type="checkbox"/>
Technical Preparation Programs	118.34	Requires school districts, in cooperation with WTCS district boards, to establish in each high school a technical preparation program consisting of courses designed to allow high school students to gain advanced standing in WTCS associate degree programs upon graduation from high school, and to establish tech-prep consortia. Requires districts to annually evaluate programs and report the results to DPI and the WTCS Board.	<input type="checkbox"/>
Admission Standards for K-8 Courses	118.53(2)	Requires school boards to determine the minimum standards for admission to a course offered by the district in grades K-8.	<input type="checkbox"/>
Part-Time Attendance Option for Pupils in Home-Based Programs	118.53(2m)& (3)	Requires school boards to allow pupils enrolled in home-based private educational programs, who have met the standards for admission to a course in the elementary grades or for high school admission, to take up to two courses each semester in a public school if there is sufficient space in the classroom.	<input type="checkbox"/>
Notice of Educational Options and School Performance Category	118.57	<p>Requires school districts to annually publish as a class 1 notice and post on the district's Internet site a list of educational options available to children who reside in the district. The educational options must include public schools, private choice schools, charter schools, virtual schools, full-time open enrollment, youth options, and course options.</p> <p>Additionally, school districts must include in the notice the most recent performance category assigned to each school within the school district boundaries, including independent charter schools and private choice schools, on the school report cards prepared by DPI. The notice must include that the full school and school district accountability reports are available on the school board's Internet site.</p>	<input type="checkbox"/>
Notification of Educational Standards	120.12(13)	<p>Requires a school board to annually, prior to the start of a school term, notify parents and guardians of pupils enrolled in the school district of the pupil academic standards that will be in effect for the school year. The notification may be provided electronically, including on the district's Internet site.</p> <p>Additionally, requires a school board to identify the academic standards in effect for the school year as an item on the agenda of the first school board meeting of the school year.</p>	<input type="checkbox"/>
Curriculum	120.12(14)	Requires school boards to determine the school course of study.	<input type="checkbox"/>
Length of School Day	120.12(15)	Requires school boards to establish rules for scheduling hours in a normal school day.	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

CURRICULUM AND INSTRUCTION

Title	Statute	Description	Request Waiver
University of Wisconsin Tuition	120.12(17)	Requires school districts to pay the tuition of pupils who are attending a UW institution, if the pupil is not participating in the youth options program, the course is not offered by the school district, and the pupil will receive high school credit for the course.	<input type="checkbox"/>
Advanced Placement Examinations	120.12(22)	Requires school districts to pay, using federal, state, local, or private funds, for advanced placement examinations taken by pupils enrolled in the district who are satisfy the income eligibility criteria for free or reduced-price lunches under the federal school lunch program.	<input type="checkbox"/>
Internet Posting of School Accountability Report	120.123	Requires any school that maintains an Internet site to include a prominent link on the home page of that Internet site to the most recent accountability report concerning the school.	<input type="checkbox"/>
Remedial Reading	121.02(1)(c)	Requires school districts to provide interventions or remedial reading services to pupils in grades K to 4 if the pupil: (a) fails to meet the district's reading objectives; (b) fails to meet the minimum performance standard for reading on the third grade standardized exam, and a teacher determines, based on other objective evidence, that the pupil's performance accurately reflects the pupil's reading ability or a teacher and parent or guardian agree that the pupil's performance accurately reflects the pupil's reading ability; or (c) the pupil's assessment of reading readiness indicates that the pupil is at risk of reading difficulty. If (c) applies, the interventions or services must be scientifically based and address all areas in which a pupil is deficient, consistent with state standards in reading and language arts.	<input type="checkbox"/>
Five-Year-Old Kindergarten	121.02(1)(d)	Requires each school district (except union high school districts) to operate a five-year-old kindergarten program.	<input type="checkbox"/>
Hours of Instruction	121.02(1)(f) 121.006(2)(a)	Requires school districts to annually schedule at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 to 6, and at least 1,137 hours of direct pupil instruction in grades 7 to 12. Specifies what may and may not be included in scheduled hours.	<input type="checkbox"/>
Instructional Materials, Texts, and Library Services	121.02(1)(h)	Requires school districts to provide adequate instructional materials, texts, and library services which reflect the cultural diversity and pluralistic nature of American society.	<input type="checkbox"/>
Health, Physical Education, Art, and Music	121.02(1)(j)	Requires school districts to ensure that instruction in elementary and high schools in health, physical education, art, and music is provided by qualified teachers.	<input type="checkbox"/>
Curriculum Plans	121.02(1)(k)	Requires school districts to maintain a written, sequential curriculum plan that includes reading, language arts, mathematics, social studies, science, health, computer literacy, environmental education, vocational education, physical education, art, and music. The plan must specify objectives, course content, and resources and include a program evaluation method.	<input type="checkbox"/>
Regular Instruction	121.02(1)(L) 253.15(5)	Requires school districts to: <ul style="list-style-type: none"> (1) In elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art, and music. (2) In grades 5-8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art, and music. The school board must also provide pupils with an introduction to career exploration and planning. (3) In grades 9-12, provide access to an educational program that enables pupils each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art, and music. "Access" means an opportunity to study through school district course offerings, independent study, CESAs or cooperative arrangements between school boards and post-secondary institutions. (4) At least twice in grades K-8 and at least once in grades 9-12, as part of the social studies curriculum, include instruction on the history, culture, and sovereignty of the state's American Indian tribes and bands. (5) In grades 7-8, provide regular instruction in foreign language. (6) In one of grades 5 to 8 and in one of grades 10 to 12, provide pupils with instruction on shaken baby syndrome and impacted babies. 	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

CURRICULUM AND INSTRUCTION

Title	Statute	Description	Request Waiver
Education for Employment	121.02(1)(m)	Requires school districts to provide access to an education for employment program that has been approved by the State Superintendent. Requires that the program incorporate: applied curricula, guidance and counseling services, technical preparation, college preparation, youth apprenticeship or other job training and work experience, and instruction in employment skills.	<input type="checkbox"/>

PUPIL POLICIES AND SERVICES

Title	Statute	Description	Request Waiver
School Uniforms	118.035	For school districts adopting school uniform policies, requires that parents and guardians be allowed to exempt their children from the policy, ensure that no exempted student is penalized or discriminated against, notify each parent or guardian at least three months before implementation, and assist economically disadvantaged students to obtain the uniforms. These requirements do not apply to districts that have had school uniform policies in effect continuously since September 1, 2001.	<input type="checkbox"/>
Pupil Age	118.14(1) 120.12(25)	Requires that school districts not admit pupils of a certain age to certain grade levels and that districts prescribe procedures, conditions and standards for early admission to kindergarten and first grade.	<input type="checkbox"/>
Alternatives to Compulsory School Attendance	118.15	Requires school boards, upon the child's request and with the approval of the child's parent or guardian, to enter into a written agreement to excuse from regular school attendance: (a) any child who is 17 years of age or over and who began a high school equivalency diploma program in a juvenile correctional facility, juvenile detention facility, juvenile portion of a county jail or residential care center for children and youth and agrees to continue to participate in the program; and (b) any child who is 16 years of age or over and a child at risk, as defined by state law, who agrees to attend a technical college full- or part-time. Requires that school boards: evaluate requests from children age 16 or over and their parents for program or curriculum modifications; enter into and monitor agreements with pupils granted program modifications leading to high school graduation or equivalency; and notify pupils and parents of program or curriculum alternatives. Requires school boards to render decisions within specified time frames and give reasons for denial of any request. Prohibits school employees from compelling a pregnant student to withdraw from education programs.	<input type="checkbox"/>
School Attendance Enforcement	118.16 118.162	Requires school districts to have an attendance officer and a written attendance policy, distribute the policy to each pupil, and adopt a truancy plan, which must be reviewed at least every two years. Specifies duties of an attendance officer. Prohibits school districts from denying credit in a course or subject solely because of a pupil's unexcused absences or suspensions. Requires school districts to specify conditions under which a pupil can take examinations or complete coursework missed during the pupil's absence from school.	<input type="checkbox"/>
Assessment Periods	118.16(4) (cm)	Establishes certain limitations on the use of assessments if school districts assign a pupil to a period of assessment as a consequence of truancy or other circumstances.	<input type="checkbox"/>
Pupil Discipline and Removal from Class	118.164 120.13(1)	Specifies procedures for the suspension and expulsion of pupils and removal of pupils from the classroom. Establishes procedures for reinstatement, early reinstatement, and conditional enrollment following a pupil's expulsion.	<input type="checkbox"/>
Pupils Without Parents or Guardian Report	118.175	Requires any school teacher, administrator, counselor, or social worker who knows that a pupil is without a parent or guardian to report that fact to the county social services or human services department (to state DHS in Milwaukee County).	<input type="checkbox"/>
Electronic Communication Devices	118.258	Requires that if school boards adopt rules prohibiting use or possession of electronic communication devices on school premises, then a copy of such rules must be provided annually to pupils enrolled in the district.	<input type="checkbox"/>
Full-Time Open Enrollment Application Procedures and Other Requirements	118.51(3) thru (8)&(12)	Establishes application and reapplication procedures that school districts must follow under the open enrollment program. Requires school districts to adopt policies and acceptance and rejection criteria under the program. Establishes requirements relating to the transfer of disciplinary records.	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

PUPIL POLICIES AND SERVICES

Title	Statute	Description	Request Waiver
Course Options Program Application Procedures and Other Requirements	118.52(3) thru (10)	Establishes application procedures that educational institutions, including school districts, must follow under the course options program. Requires school districts to adopt policies and acceptance and rejection criteria under the program. Requires school districts to transfer disciplinary records upon request.	<input type="checkbox"/>
Pupil Participation in School Activities	120.12(23)	Requires school boards to adopt a policy on access to extracurricular and recreational school activities that encourages full participation by all elementary grade pupils. Does not apply to union high schools.	<input type="checkbox"/>
Child Care in Schools	120.125	Requires school boards to permit before- and after-school child care to be provided in any elementary school if the provider submits a request which meets specific requirements and the district does not deny the request for certain specified reasons. Requires a written agreement between board and provider with specified conditions.	<input type="checkbox"/>
Child Care Programs	120.13(14)	Requires that child care programs meet state standards for licensure if a board provides or contracts for such programs and that contractors pass DCF background investigations. Also requires boards to provide DHS with information about each person who is denied a contract because of certain criminal convictions or charges or other specified actions, including child abuse. Requires a board to rescind the contract if the caregiver is convicted of certain crimes, or suspend the contract while such charges are pending.	<input type="checkbox"/>
Guidance and Counseling	121.02(1)(e)	Requires school districts to provide guidance and counseling services.	<input type="checkbox"/>

SCHOOL PERSONNEL

Title	Statute	Description	Request Waiver
Educator Effectiveness*	120.12(2m) 115.415	Requires school boards to evaluate the effectiveness of each teacher and principal based upon measures of student performance and the extent to which the teacher's or principal's practice meets specified core teaching standards or educational leadership policy standards.	<input checked="" type="checkbox"/>
Staff Development	121.02(1)(b)	Requires school districts to annually establish with school board employees a professional staff development plan designed to meet the needs of individuals or curriculum areas in each school.	<input type="checkbox"/>
Personnel Evaluation <i>* Note this waiver does not automatically waive 121.02(1)(q). If you are requesting a waiver from this subsection check this additional box.</i>	121.02(1)(q)	Requires school districts to evaluate, in writing, the performance of all certified school personnel at the end of their first year and at least every third year thereafter.	<input type="checkbox"/>

SPECIAL NEEDS

Title	Statute	Description	Request Waiver
School Age Parents Program Services	115.915	Requires school districts to make program modifications and services available to school age parents to allow them to remain in school.	<input type="checkbox"/>
School Age Parents	115.92 115.93	For school districts establishing a program for school age parents, requires district to provide certain services and instruction and to submit an annual report to DPI. Submittal of this report is a requirement for state aid.	<input type="checkbox"/>
Bilingual-Bicultural Education Notice to Parents	115.96(2)	Requires school districts to annually notify parents of LEP pupils about the program's availability, if the district is required to offer a bilingual education program under s. 115.97.	<input type="checkbox"/>
Bilingual-Bicultural Program Requirements	115.96(4)	Requires instruction in reading, writing and speaking the English language, and through the use of the native language of the pupil, instruction in the subjects needed to permit effective progress through the educational system, if the district is required to offer a bilingual education program under s. 115.97.	<input type="checkbox"/>
Placement in Bilingual-Bicultural Programs	115.96(5)	Requires placement of LEP pupils in appropriate programs with written parental consent and specifies procedures for parent appeals, if the district is required to offer a bilingual education program under s. 115.97.	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

SPECIAL NEEDS

Title	Statute	Description	Request Waiver
Bilingual-Bicultural Education Requirements	115.97	Requires school districts to establish bilingual education programs if the number of LEP pupils meets certain criteria and requires instruction by bilingual teachers or, under certain conditions and with state approval, English as a second language teachers.	<input type="checkbox"/>
Children-at-Risk/General Requirement	118.153(2)(a) 121.02(1)(n)	Requires school districts to identify pupils who are children-at-risk and develop a plan to meet the needs of such children.	<input type="checkbox"/>
Children-at-Risk/State Aid Applicants	118.153(2)(b) 118.153(3)(a)1 118.153(3)(b) 118.153(4)(a)	Allows districts with 30 or more dropouts or a dropout rate exceeding 5% to apply for children-at-risk aid. If a district applies for aid, requires the district to offer a children-at-risk program, designed to allow pupils enrolled to meet high school graduation requirements, and submit an annual report on pupil achievement of objectives. (No funding for this purpose is appropriated in the 2015-17 biennium.)	<input type="checkbox"/>
Children-at-Risk/Private Contracting	118.153(3)(c)	Requires school districts to identify appropriate private, nonprofit, nonsectarian agencies located in the district or within 5 miles of the district's boundaries to provide children-at-risk programs. Requires contract payment to equal at least 80% of the district's average per pupil cost.	<input type="checkbox"/>
Children-at-Risk/Preference in Funding Allocation	118.153(5)(b) 118.153(5)(c)	Requires school districts receiving aid to: (a) provide a specific sum to each children-at-risk program based on the program's ability to meet objectives; and (b) give preference in allocating any aid received to alternative schools, charter schools, schools within schools, and private agencies.	<input type="checkbox"/>
Gifted and Talented Programs	118.35 121.02(1)(t)	Requires school districts to provide access to appropriate gifted and talented programs.	<input type="checkbox"/>

TRANSPORTATION

Title	Statute	Description	Request Waiver
Public School Transportation	121.54(1)(a) & (c) 121.54(2)(a)	Requires school boards to provide transportation to all resident pupils living two or more miles from the nearest public school they are entitled to attend. Such requirement does not apply to pupils residing in cities unless their school is outside the city but within district boundaries. School districts containing cities with populations greater than 40,000 must meet the requirement unless a common carrier is available.	<input type="checkbox"/>

OTHER STATUTES OR ADMINISTRATIVE RULES

List other statutes or administrative rules requested for waiver.

VII. APPENDIX A

Hours of Instruction Waiver Request – Additional Administrative Rule Requirements

The Department of Public Instruction (DPI) will waive the hours of instruction requirement under Wis. Stat. § 121.02(1)(f) and Wis. Admin. Code PI 8.01(2)(f) for the 2020-2021 school year for any school district that requests the DPI to do so in order to provide continuity of learning per the school district's COVID-19 educational plan as approved by the school board, and requested in this flexibility application. **In order to complete this application, check all of the boxes below and provide any additional information as requested.**

Requirements under Wis. Stat. § 118.38

By checking the following boxes, the applicant attests that:

- a public hearing was held on _____ (required under s. 118.38 and PI 8.01) (*note, the public hearing can be virtual or teleconferenced*).
- the reason for this waiver request (e.g. moving school to a virtual or partially virtual format) is due to COVID-19.

Additional Requirements under PI 8.01(4)(b)

By checking the following boxes, the applicant attests that:

- this form has been completed by the school district administrator or school board president;
- this form serves as the letter from the district administrator or school board president requesting a waiver from the hours of direct pupil instruction requirement and specifying the reason or reasons for requesting the waiver as required by PI 8.01(4)(b)1;
- the school district held a public hearing under s. 118.38(1)(b) and the community was mostly in support of the waiver or the community offered no input;
- he or she has included with this application a copy of the school board resolution in support of this flexibility application for an alternative school environment that is all or partially virtual in satisfaction of the requirement under s. 115.01(10)(b) (*note, as required in the application you must have a copy of the school board resolution on file within the district supporting the provisions of the COVID-19 flexibility application*);
- the school district requests a waiver of the number of hours necessary to provide education in a virtual, remote, or a mix of virtual, remote and in-person formats per the school board's approved COVID-19 educational plan and as codified in the submitted school board resolution;
- school district buildings have been or will be closed to in-person instruction partially or completely and education will be provided through an alternative manner, such as virtual, remote, or a mix of in person, virtual, or remote learning models as approved by the school board;
- the school board will be unable to schedule and hold the minimum number of hours of direct pupil instruction in an in-person format due to COVID-19, and that the school board will fully report the actions taken to provide education in an alternative format to the school board;
- the school district scheduled a sufficient number of days for parent teacher conferences and inclement weather.

If you have any questions, contact Tamara Mouw, Director of Teaching and Learning, at tamara.mouw@dpi.wi.gov.



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Dr. Melanie J. Oppor
Date: September 15, 2020
Re: School District of Manawa Safety Plan 2020-21

The purpose of this memo is to highlight the changes in the School District of Manawa Safety Plan as follows:

<i>Page #</i>	<i>Current Language (If applicable.)</i>	<i>Proposed Change or Addition</i>
4		Updated staffing and contact information.
Throughout	Lockdown – out of sight language	Incorporated ALICE protocols.



MANAWA

Students choosing to excel; realizing their strengths.

Emergency Response

Protocols

Approved by the Manawa Board of Education on

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Section 1 - Emergency Contact List

Police Department	Manawa PD	9-911	920-596-3390
EMS	Manawa EMS	9-911	920-596-2593
Fire Department	Manawa FD	9-911	920-596-2593
Sheriff's Department	Waupaca County	9-911	715- 258-4466
State Police	Wausau Office	(715) 845-1143	
Emergency Management/Haz-mat	Waupaca County	9-911	715-258-4464
Safe Area - (Evacuation site)	Manawa Fire Department	920-596-2593	
Staging area - (Family Re-unification)	Manawa Fire Department	920-596-2593	
Poison Control Center		1-800-222-1222	
Hospital Emergency Room	ThedaCare Medical Center-Waupaca	715-258-1000	
Hospital Emergency Room(s)	ThedaCare Medical Center-New London ThedaCare Medical Center-Shawano	1-920-531-2030 715-526-2111	
Water	City of Manawa DPW	920-596-2577	
Electric Company	Alliant Energy	1-800-255-4268	
Gas Company	Alliant Energy	1-800-255-4268	
Telephone Company	Manawa Telephone Co.	1-800-872-5452	1-920-596-2111
District Administrator	Melanie J. Oppor, PhD	920-596-5300	(cell) 920-896-3133
Principal – Jr./Sr. High	Daniel Wolfram	920-596-5310	(cell) 920-538-6846
Principal - MES	Danielle Brauer	920-596-2559	(cell) 920-323-9636
Business Manager	Carmen O'Brien	920-596-5332	(cell) 715-602-3303
Transportation Coordinator	Kobussen – Jacob Elsner	920-389-1500	(cell) 920-427-1408

Section 2 - Evacuation Protocols - Fire

2.1 Lead Administrative Response

1. Make sure that the alarm has been activated as soon as notification is received.
Do not wait to verify that a fire is actually occurring before activating alarm.
2. Call 9-911 or emergency services. Report a fire and give the facility's address as:
3. See that the emergency evacuation kits are taken from the building and transported to the evacuation site.
4. **If it is safe to do so:**
 - a. The principal will sweep sections of the P.E/Academic areas of the facility
 - b. The dean of students will sweep sections of the Tech. Ed. & Ag. area of the facility
5. Leave the building and report to the first responding public safety official.
 - a. Advise him or her of the emergency evacuation kits and their contents.
 - b. Offer to provide master keys to a properly identified public safety official.
 - c. Make a record of to whom the key is issued.
6. Report to the evacuation site and appraise the situation.
7. School office personnel verify student attendance rosters with school staff.
8. Decide whether to implement the family reunification protocol. If family reunification protocol is not appropriate, notify the staff to be prepared to implement it in the event the situation escalates.
9. Implement the media protocol.

2.2 Teacher & Staff Response

1. Shut off equipment such as Bunsen burners, stoves, tech. ed. equipment, etc.
2. Gather all students and visitors in your area of responsibility and prepare to evacuate to the designated safe spot for your building (a distance of at least 300 feet from the facility).
(Elementary safe spot is in the parking lot across from the school. Secondary safe spot is in the former elementary school parking lot.)
3. Ensure that persons with special needs in the immediate area are provided with assistance.
4. Hold door open, allowing people to file out single file, to a pre-determined area.
5. Take emergency red bag & shut the door.
6. If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
7. Once evacuees have reached the evacuation site take attendance (call each student's name, DO NOT just count students) and report any missing student(s) to the designated person(s) (green vest) in the safe evacuation zone of the building.

2.3 Lead Staff Member Response (after hours)

1. Sound fire alarm.
2. Call 9-911 and request fire department and law enforcement response.
3. See that the emergency evacuation kits are taken from the building and transported to the evacuation site.
4. In areas where it is safe to do so, sweep the facility for students and adults who may not have been able to evacuate.
5. Meet responding public safety officials. Brief them of the situation. Make them aware of the contents of the emergency evacuation kit.
6. Report to the evacuation site and appraise the situation.
7. Implement the media protocol.

2a.1 - Fire Evacuation Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Fire Evacuation

Sheet initiated by: _____ Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	COMPLETED <input checked="" type="checkbox"/>	NOTES	REPORTED BY
Sound fire Alarm, activate appropriate crisis teams			
Call 911, request Fire and Police Dept. response			
Sweep the facility for students and adults			
Take emergency evacuation kits			
Assist people with special needs			
Evacuate according to the fire evacuation plan			
Report to evacuation site, appraise the situation			
Meet responding public safety officials			
Decide whether to implement the family reunification protocol			
Implement the media protocol			
At evacuation site develop a written list of all evacuees			

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: District Administrator _____ Date received: _____

Section 3 – **Evacuate** (Emergency Evacuation for Bomb Threat or Other Non-Fire Situation)

Definition

This type of evacuation is used for any emergency evacuation not related to a fire incident.

Alert Signal

Announcement over the public address system. “All staff initiate an Evacuation – An Emergency Evacuation is in effect at this time. Please follow protocol(s) and evacuate to:

- All District to Manawa Fire Department @ 500 South Bridge Street – Manawa
- MES to LWJSHS
- LWJSHS to MES

3.1 Lead Administrator Response

1. Notify appropriate public safety agencies and district office of the situation.
2. Select an evacuation route and site.
3. If time permits, send designated staff member(s) to sweep the evacuation route and site and wait for an all-clear report before announcing the evacuation.
4. Announce an evacuation is in effect. (refer to “Alert Signal”)
5. **If it is safe to do so:**
 - a. The principal will sweep sections of the P.E/Academic areas of the facility.
 - b. The dean of students will sweep sections of the Tech. Ed. & Ag. areas of the facility.
6. Ensure that the emergency evacuation kits are removed from the building.
7. Leave the building and report to the first responding public safety official.
 - a. Advise him/her of the emergency evacuation kits and their contents.
 - b. Offer to provide master keys to a properly identified public safety official.
 - c. Make a record of the person to whom the key is issued.
8. Report to the **designated evacuation site as above** or other designated facility.
 - a. Check to ensure that all students and staff are at the site and appraise the situation.
9. Decide whether to implement the family reunification protocol. Verify with law enforcement before implementing the family reunification protocol. If family reunification protocol is not appropriate, notify the staff to be prepared to implement it in the event the situation escalates.
10. Implement the media protocol.
11. If deemed appropriate after consulting with public safety officials, authorize staff to reenter the facility.

3.2 Teacher & Staff Response

1. Gather all students and visitors in your area of responsibility and evacuate using the route and evacuation site designated unless otherwise instructed.
2. Ensure that all people with special needs are provided assistance.
3. After last student has left the room - Take evacuation kit, turn off the lights, & shut the door.
4. Once evacuees have reached the designated evacuation site:
 - a. Take attendance (call each student’s name, **DO NOT** just count students).
 - b. Provide attendance list to the lead administrator or his or her designee (green vest)
 - c. Report any missing student(s), staff, or guests.
 - d. Notify lead administrator or his or her designee of any suspicious packages/objects you noticed in your room/work area.
5. **DO NOT** attempt to reenter the facility unless the lead administrator or his or her designee or his or her designee directs you to do so.

6. **DO NOT** allow students to use portable/cell phones.
7. **DO NOT** use portable/cell phones unless a significant emergency situation exists.

3.3 Kitchen Staff Response

1. Turn off equipment (stove, appliances etc.).
2. After last person has left the room/area shut the door, turn off the lights, and report to the evacuation site.
3. Make sure that all people leaving the facility remain at the evacuation site until released by the appropriate authority.
4. **DO NOT** attempt to reenter the facility unless the lead administrator or his or her designee or his or her designee directs you to do so.
5. **DO NOT** use portable phones unless a significant emergency situation exists.

3.4 Custodial Response

1. Inform all students, personnel and visitors in your area to evacuate using the route and site as designated above by the lead administrator or his or her designee.
2. Ensure all people with special needs in your area of responsibility are provided assistance
3. **If it is safe to do so** sweep the athletic, fine arts, tech. ed., and cafeteria areas of the facility.
4. Once you reach the designated evacuation area, report to the lead administrator or his or her designee and assist as needed.
5. **DO NOT** use any portable phones unless a significant emergency situation exists.

3.5 Bus Driver Response

1. Instruct students to evacuate the bus and leave their possessions. Remove the keys to the bus. Conduct a quick visual sweep of the bus before you exit. Do not touch, move or disturb any suspicious item, but note its location. **If it is safe to do so**, move students to a point approximately 1,000 feet from the bus (about the length of ten football fields). Meet with responding officials and tell them what you observed when you visually swept the bus for suspicious items.
2. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation, adjust your evacuation route and attempt to notify the lead administrator or his or her designee or the appropriate public safety officials.
3. Once you reach the designated evacuation site, develop a written list of all evacuees and provide the list to the transportation coordinator upon their arrival. Report the presence or lack of any suspicious objects on or near the bus, evacuation route or site.
4. Remain alert to potential dangers in the area and properly supervise students under your care.
5. **DO NOT** allow students to use portable telephones. Confiscate any electronic communications devices that are prohibited by policy. The use of cellular phones can result in loss of control of the situation.

3.6 Transportation Coordinator Response

1. Ensure that the appropriate public safety agencies have been notified of the situation.
2. Advise all other drivers to keep the radio clear except for emergency transmissions until public safety responders are on the scene.

3. Proceed to the incident site if only one bus is involved.
4. Upon arrival, conduct a quick visual sweep of the evacuation area.
5. Report to the evacuation site, check to ensure that all students and staff are at the site and appraise the situation.
6. Meet with responding public safety officials and determine how the bus will be swept for explosive devices. Public safety officials ordinarily request that someone who is familiar with the area to be checked assist them. Any transportation personnel who assist in the sweep of the bus should be clearly instructed not to touch, move or in any way disturb anything on or near the bus.
7. After the bus has been swept, consult with public safety officials and decide whether to transport students on the bus, transfer them to another bus or to implement the family reunification protocol.
8. Implement the media protocol.
9. Brief your supervisor as appropriate for the situation.

3.7 Lead Staff Member Response (after hours as designated by principal or A.D.)

1. Notify appropriate public safety agencies of the situation.
2. Select an evacuation route and site.
3. If time permits, send designated staff member(s) to sweep the evacuation route and site and wait for an all-clear report before announcing the evacuation.
4. Announce evacuation.
5. Notify the **principal and district administrator**.
6. **If it is safe for you to do so**, sweep the facility for students and adults who may not have been able to evacuate.
7. Ensure the emergency evacuation kits are removed from the building.
8. Leave the building. Report to the first responding public safety official and advise him or her of the emergency evacuation kits and their contents. Offer to provide master keys to a properly identified public safety official. Make a record of the person to whom the key is issued.
9. Report to the evacuation site. Check to ensure that visitors, students and staff are at the site. Appraise the situation.
10. Decide whether or not to implement the family reunification protocol. If students with driver's licenses are given permission to leave by the lead staff member, Skylert communications will be used by the principal or D. A. to alert families.
11. Implement the media protocol.

3a.1 -Bomb Threat/Non-Fire Evacuation Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Bomb Threat/Non-Fire Evacuation** _____

Sheet initiated by: _____ Date: _____

1st Shift Relieved by: _____ Time: _____

2nd Shift Relieved by: _____ Time: _____

3rd Shift Relieved by: _____ Time: _____

ACTION	COMPLETED <input checked="" type="checkbox"/>	NOTES	REPORTED BY
Notify appropriate public safety (police, fire)			
Select an evacuation route and site			
Activate appropriate crisis teams			
Send designated staff member(s) to sweep the evacuation route and site			
Announce evacuation			
Sweep the facility for students and adults, assist special needs persons			
Ensure that the emergency evacuation kits are removed from the building			
Evacuate according to non-fire evacuation protocol			
Report to the first responding public safety official			
Report to the evacuation site			
Decide whether to implement the family reunification protocol			
Implement the media protocol			
Once at the site, develop a written list of all evacuees			
Confiscate any electronic communications devices that are prohibited by policy			

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: District Administrator _____ Date received: _____

Witnessed by: _____ Date: _____

Section 3a.2 - Bomb Threat Checklist

When a bomb threat is received by telephone, fill out this form as soon as possible, if not during the phone call. One common practice is to keep a copy of this checklist near phones that accept incoming calls at the school and board of education office. After a bomb threat is made, the receiving phone should be left off the hook to preserve traceability of the call.

Call taken by: _____ **Time:** _____ **Date:** _____

Caller Information:

Caller ID: _____ - _____ - _____

Any identifying information on the caller:

Name: _____ **Nickname:** _____

Address: _____

MALE FEMALE YOUNG ADULT SENIOR CITIZEN

Circle any of the following characteristics that applied to the caller's voice:

Loud Slurred Soft Lispy High Vulgar Low Nasal

Fast Raspy Slow Laughing Garbled Reading Stuttery Deliberate

Was there an accent? (elaborate if possible)

What was the manner speech of the caller?

Soft-spoken Well-spoken Rational Irrational Polite

Was the caller emotional? If so, please elaborate:

Describe any background noise you heard:

Bomb Information

Bomb Location:

Time bomb will detonate:

Additional Information

Section 4 - Shelter in Place Protocol

Definition

Sheltering in place procedures are utilized when there has been a chemical or biological release or radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate building occupants to a safe location before the dangerous contaminants reach the facility.

Alert Signal

Announcement for staff to shelter building occupants in place.

4.1 Lead Administrative Response

1. Make a determination to shelter in place quickly if evacuation is not practical.
2. If custodian is not available notify Principal to shut off air handlers and Food Service personnel to shut off kitchen exhaust fans.
3. Make an announcement over the public address system to direct staff to shelter in place.
4. Ensure that all outdoor personnel have been moved into the facility.
5. Ensure that all staff and occupants received word to shelter in place and verify that all personnel are sheltered in appropriate locations.
6. Ensure that any equipment capable of causing air to move from outside the facility into the facility is turned off. Pay particular attention to heating and cooling systems and hood ventilation systems in the cafeteria.
7. Check to see that staff members have taken proper steps to seal off windows and doors from outside airflow.
8. Monitor the situation through radio and/or television stations. Attempt to calm staff and students. Keep staff informed of developments whenever possible.
9. When informed by local public safety and emergency management personnel, notify staff when it is safe to leave facility.
10. Make preparations to implement the family reunification protocol quickly if the situation dictates. Notify the staff to be prepared to implement the family reunification protocol in the event the situation escalates.

4.2 Teacher & Staff Response

1. All staff outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately.
2. Close all windows and doors.
3. If available, use tape to cover all windows and doors.
4. Wait for further instructions from lead administrator or his or her designee.
5. Review emergency evacuation and family reunification protocol.

4.3 Kitchen Staff Response

1. Instruct everyone in the area, to move to an interior area without windows if possible.
2. Close all doors and turn off equipment.
3. Wait for further instructions from lead administrator or his or her designee.

4.4 Custodial Response

1. Upon notification from lead administrator work with custodians to close off all outside air vents, heating and/or ventilation systems and cafeteria hood ventilation systems.
2. If you are outdoors, quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, instruct everyone to move to an interior area without windows if possible.
3. Close all windows and doors in your area of responsibility.
4. **If it is safe to do so**, sweep the athletic, fine arts, tech. ed. ag., and cafeteria areas of the facility.
5. Report to the lead administrator or his or her designee and provide assistance as needed.

4.5 Bus Driver Response

1. Close all windows and doors.
2. If available, use tape to cover all windows and doors with precut sheets of plastic to help reduce airflow into the area.
3. Close all outside air vents. Turn off all heating or ventilation systems.
4. Notify the transportation coordinator of your situation and exact location.
5. Consult with area public safety and emergency management officials if any are in the area.
6. Be prepared to move the bus or implement emergency evacuation procedures.

4.6 Transportation Coordinator Response

1. Consult with driver(s) and public safety officials to determination if drivers in the affected area should attempt to drive out of the area, move students to a building if they can locate one, or shelter in place.
2. Advise all other drivers to keep the radio clear except for emergency transmissions.
3. Keep track of all bus locations and areas where students are evacuated or sheltered.
4. Monitor situation through radio and/or television stations. Attempt to calm staff and drivers. Keep staff and drivers informed of developments whenever possible.
5. Notify staff when it is safe to leave their location based on advice from local public safety and emergency management personnel.
6. Brief your supervisor as appropriate for the situation.

4.7 Lead Staff Member Response (after hours)

1. Make a determination to shelter in place quickly if evacuation is not practical.
2. Make an announcement by the best available means to direct staff to shelter in place. Request that staff advise visitors of the shelter in place procedures.
3. Check to see that outdoor personnel have been moved into the facility.
4. **If it is safe to do so**, check to see that staff and occupants received word to shelter in place.
5. Verify that personnel are sheltered in the most suitable locations.
6. Ensure that any equipment capable of causing air to move from outside the facility into the facility is turned off. Pay particular attention to heating and cooling systems and hood ventilation systems in the cafeteria.
7. Check to see that staff members have taken proper steps to seal off windows and doors from outside air flow.
8. Notify the **principal and district administrator** and request that the Crisis Response Team be activated.
9. Monitor the situation through radio and/or television stations. Attempt to calm staff, visitors and students. Keep staff informed of developments whenever possible.

10. When informed by local public safety and emergency management personnel, notify staff when it is safe to leave facility.

4a.1 - Shelter in Place Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Shelter in Place _____

Sheet initiated by: _____ Date: _____

1st Shift Relieved by: _____ Time: _____

2nd Shift Relieved by: _____ Time: _____

3rd Shift Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement over public address system, activate appropriate crisis teams				
Gather outdoor personnel into facility				
Verify that personnel have received word and are sheltered in the most suitable locations				
Once inside, instruct everyone to move to an interior area without windows if possible				
Close all windows and doors				
Use tape to cover all windows and doors with precut sheets of plastic to help reduce air flow into the area				
Use wet towels to reduce air flow under doors				
Close all outside air vents				
Turn off all heating/cooling or ventilation systems				
Implement media protocol				
Monitor situation through radio and/or television stations				
Attempt to calm staff and students				
Notify staff when it is safe to leave facility				
Decide whether to implement family reunification protocol				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

Section 5 - Relocation Evacuation & Family Reunification Protocol

Definition

This type of evacuation is used for any evacuation where students and staff will need to be moved to a site/location off the premises for reunification with family members and loved ones.

Alert Signal

Announcement over the public address system “All staff initiate an **Evacuation** – an emergency evacuation is in effect at this time, evacuate to the **Manawa Fire Department @ 500 South Bridge Street** and be prepared to implement our Family Reunification Protocol.

5.1 Lead Administrator Response

1. Notify the district office of your decision to implement an **Evacuate**. Provide a brief description of the incident and specify the staging area so buses can be dispatched to the appropriate location.
2. If situation permits implement an **Evacuate** by whichever means is most practical.
3. Request that law enforcement officials dispatch uniformed personnel to the **Manawa Fire Department @ 500 South Bridge Street**.
4. In certain situations, it may not be practical or safe to order a general evacuation (such as during a hostage situation or if an armed intruder may still be in the area). In such instances, coordinate with public safety officials for law enforcement personnel to conduct the evacuation room by room.
5. Once at the **Manawa Fire Department** make sure all staff members and students are accounted for by name not a general count.
6. The principal or his or her designee is responsible for contacting family members and for the pick-up of the evacuated at the **Manawa Fire Department @ 500 South Bridge Street** - Follow Family Reunification Protocol.
7. Designate a staff member to serve as your representative at the reunification center. Instruct him or her to take along student information from one of the Emergency Evacuation Kits.
8. Notify appropriate staff members to assist with family reunification at the staging area.
9. Implement the media protocol.

5.2 Teacher & Staff Response

1. Follow evacuation procedures and guide students to designated evacuation site.
2. Prepare students for boarding of buses.
3. Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
4. Assist police in obtaining a list of all witnesses and/or victims:
 - a. Full name(s), date of birth, and address
 - b. Indicate whether (“V”- for victim or “W” - for witness)
5. Once students and other persons from your area of responsibility have boarded a bus, assist the bus driver by taking roll and completing the driver’s evacuation roster.
6. Follow the instructions of Family Reunification Protocol when you arrive at the staging area.
7. Assist as needed in staffing the site.

5.3 Kitchen Staff Response

1. Turn off equipment (stove, appliances etc.).
2. After last person has left the room/area shut the door and report to the evacuation site.
3. Make sure that all people leaving the facility remain at the evacuation site until released by the appropriate authority.
4. **DO NOT** attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.
5. **DO NOT** use portable phones unless a significant emergency situation exists.

5.4 Custodial Response

1. Follow evacuation procedures and guide students to the designated evacuation site. Prepare students for boarding of buses.
2. Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
3. **If it is safe to do so**, sweep the athletic, fine arts, tech. ed., ag., and cafeteria areas of the facility.
4. Report to the lead administrator or his or her designee and provide assistance as needed.
5. Once you are advised to evacuate to the family reunification site and students and other persons from your area of responsibility have boarded a bus, assist the bus driver by taking roll and completing the driver's evacuation roster.
6. Follow the instructions of Family Reunification Staff when you arrive at the Family Reunification Site. You may be asked to assist in staffing the site.

5.5 Bus Driver Response (For an incident involving your bus)

1. Follow evacuation procedures and guide students to an appropriate evacuation site. Prepare students to board another bus.
2. Ensure that any special needs persons are assisted during the evacuation.
3. Once students have boarded a bus, assist the bus driver by taking roll and completing the driver's evacuation roster.
4. Follow the instructions of Family Reunification Staff when you arrive at the staging area. You may be asked to assist in staffing the site.

5.6 Transportation Coordinator Response (For an incident involving your bus)

1. Notify the district office and transportation coordinator of your decision to implement the family reunification protocol. Provide a brief description of the incident and specify the staging area so a bus can be dispatched to the appropriate location.
2. Request that law enforcement officials dispatch uniformed personnel to the staging area.
3. If you must stay at the scene, designate a staff member to serve as your representative at the family reunification center.

5.6a Bus Driver Response (When one or more schools are affected by a crisis)

1. When you are notified that your assistance is needed for implementation of the family reunification plan, make sure that you have copies of student family reunification rosters.
2. Follow directions provided by the transportation coordinator and public safety officials as to the best approach to the affected school or its evacuation area.
3. Try to calm students as they board the bus.

4. Once loaded, proceed safely to the family reunification site. Understand that evacuees may be traumatized by events and may be in an excited and emotionally distraught state.
5. Have a staff member fill out the student transport roster. If no staff member is present, ask a student to perform this task and note the name of the student who completed this task on the form.
6. **DO NOT** stop the bus or open the door to allow evacuees to meet family members.
7. When you arrive at the family reunification site, follow the instructions of public safety personnel. Provide the roster(s) to the staff member that meets your bus.
8. Return for the next relay if you are needed and repeat the process until the evacuation is complete.
9. Your bus may or may not be escorted by law enforcement depending on the available resources and the nature of the crisis.

5.7a Transportation Coordinator Response (When one or more schools are affected by a crisis)

1. Advise all drivers to keep their cell phone clear except for important transmissions until the last transport is completed.
2. Work with administrators at the affected site, crisis response team members and public safety officials to set up an efficient relay system. Designate a staging area near the school so buses can be staged there if too many buses arrive at the evacuation area at one time for loading.
3. Maintain a log of the status of all involved buses to help you keep track of available resources.
4. If buses from another school system or commercial passenger buses are sent to assist, coordinate with their supervisors and personnel. Attempt to establish a means of radio communications with their personnel.
5. Brief the district administrator as appropriate.

5.8 Lead Staff Member Response (after hours)

1. Coordinate with public safety officials and/or Crisis Response Team members when deciding which site to use. Unlike a daytime emergency, another school or athletic stadium may be appropriate.
2. Notify the **principal and district administrator** and request that the Crisis Response Team be activated and sent to the selected site. Request that Crisis Response Team members have someone dispatched to the selected site with master keys. Provide a brief description of the incident and specify the staging area so buses can be dispatched to the appropriate location.
3. Request that law enforcement officials dispatch uniformed personnel to the staging area.
4. Make the announcement by public address system, runners, e-mail or by the most practical means available to inform visitors, staff and students. It may be best to wait until the Crisis Response Team and buses have had time to travel to the affected site and the family reunification site before making the announcement and moving to the staging area.
5. In certain situations, it may not be practical or safe to order a general evacuation (such as during a hostage situation or if an armed intruder may still be in the area). In such instances, coordinate with public safety officials for law enforcement personnel to conduct the evacuation room by room.
6. Designate a Crisis Response Team member or other staff member to serve as your representative at the family reunification center. Instruct them to take student information from one of the Emergency Evacuation Kits with them.
7. Notify the appropriate crisis team member to serve as your representative at the staging area.

5a.1 - Remote Evacuation and Family Reunification Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Remote Evacuation and Family Reunification

Sheet initiated by: _____ Date: _____

1st Shift
Relieved by: _____ Time: _____

2nd Shift
Relieved by: _____ Time: _____

3rd Shift
Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Notify the district office				
Request law enforcement to report to staging area				
Make the announcement over public address system				
Activate appropriate crisis teams, notify a team member to be administrator's representative at family reunification center				
Follow non-fire evacuation procedures				
Provide assistance for special needs persons				
Take roll en route (if on a bus take roll and complete the driver's evacuation roster)				
Implement media protocol				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date: _____

Witnessed by: _____ Date: _____

Section 6 – Lockout – Secure the Perimeter

Definition

A preventive lockdown is a means to rapidly enhance the level of security in the facility. By locking all exterior doors and main interior doors, staff can make it more difficult for an intruder in the building or a dangerous person in the vicinity of the facility to gain access to staff and students. This type of lockdown does, however, allow staff and students to continue with productive activities in a limited fashion. ~~No one is permitted to leave the building as this could cause a breach of the perimeter. Per the ALICE protocol, staff and students should closely monitor their surroundings and should take necessary measures to ensure their safety if the situation warrants.~~

Alert Signal

Announcement over the public address system twice, “All staff – **Lockout – Secure the Perimeter**”
Please remain in your current lockdown area until notified or conditions become unsafe.

6.1 Lead Administrator Response

1. Make an announcement to implement the lockdown.
2. If appropriate, notify district office and public safety officials of the situation requiring a lockdown.
3. **If it is safe for you to do so**, verify that all exterior doors have been secured.
4. **If it is safe for you to do so**, verify that all main interior doors have been secured.
5. Notify the transportation coordinator so that they can stop any inbound buses and/or make preparations to support you in the event you need to implement an **evacuation**.
6. Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. You may need to remain in this lockdown condition for several hours. If so, you may wish to modify the lockdown conditions as appropriate.
7. Once the situation is resolved, implement the **Resume Activities** procedures. The lead administrator may wish to inform staff members of the reason the lockdown was issued. This can be done by having administrators go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

6.2 Teacher & Staff Response

1. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety.
- ~~1. If you are located in an area with exterior/interior lockable door(s), gather all students in the vicinity into the room and lock the door(s).~~
- ~~2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.~~
- ~~3-2.~~ Take attendance and report any concerns, missing students, suspicious activities, etc. to the lead administrator or his or her designee by telephone or intercom.
- ~~4-3.~~ Continue with normal activities, within your “locked out” area, as much as the situation allows.

- ~~5.4. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or his or her designee. Limit movement around the building to essential ALICE protocols.~~
- ~~6. Be prepared to rapidly implement an Evacuation or Lockdown. Lockdown if directed to do so.~~

6.3 Kitchen Staff Response

- 1. Continue with normal activities as much as the situation allows. No deliveries will be accepted during this time as this could cause a breach of the perimeter.
- 2. Be prepared to rapidly implement an **Evacuation** or **Lockdown**. ~~Lockdown if directed to do so.~~

6.4 Custodial Response

- 1. Make sure all exterior entrance points to the building are locked immediately.
- 2. Instruct all students and visitors you encounter to move to a location with a lockable door. Provide directions as needed.
- 3. Once you have secured all exterior doors, report to the lead administrator or his or her designee and assist as needed.
- 4. Continue with normal activities as much as the situation allows. Periodically check exterior doors to ensure that they remain locked.
- ~~5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or his or her designee.~~
- ~~6.5. Be prepared to rapidly implement an Evacuate or Lockdown if directed to do so.~~

6.5 Bus Driver Response

- A. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from the transportation coordinator. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from the transportation coordinator to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
- B. If you are advised of a lockdown or critical incident by a student, staff member or public safety official and have not been notified by the transportation coordinator, depart from the area and immediately advise the transportation coordinator of the information you have received. If students on your bus would normally disembark, have them remain on the bus until you confirm it is safe to drop them off at the school.

6.6 Transportation Coordinator Response

- ~~1. If notified that a lockdown is in affect or a critical incident is occurring at a school, notify all bus drivers that would normally~~
- ~~1. be dropping off or picking up students at the school and direct them as to what to do next.~~
- 2. For **Lockdowns** instruct drivers to restrict cell phone transmissions to those that are critical if you think it is appropriate based on the information you have.
- 3. If it appears that a lockdown may remain in place for an extended time, consult with district lead administrator or his or her designee to determine if drivers who are designated to pick up at the school

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should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).

4. Keep drivers updated on the situation as appropriate.
5. Brief the district administrator as appropriate for the situation.

6.7 Lead Staff Member Response (after hours)

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If the function is in a contained area such as a cafeteria, gymnasium, or library, it may be best to have all exterior doors and all doors to the room where the function is being held secured and to continue the activity. This decision depends on the information about the threat that the lead staff member has at the time. ~~Otherwise:~~
- ~~3. If you are located in an area with a lockable door, gather all staff, visitors and students in the vicinity into the room and lock the door.~~
- ~~4. If you are not in a location with a lockable door, move staff, visitors and students to an area where they can be separated from other parts of the facility by a locked door.~~
- ~~3. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety.~~
- ~~5.4.~~ Verify that all exterior doors have been secured as soon as it is safe for you to do so.
- ~~6.5.~~ Call emergency services and advise them that you have ~~initiated a lockdown~~ a critical incident at the facility ~~and the reason for the lockdown~~. Request that law enforcement officers be dispatched if appropriate to the situation.
- ~~7.6.~~ Notify the **principal and district administrator** and report your situation and request that they notify the Crisis Response Team of the situation.
- ~~8.7.~~ Continue with normal activities to the extent the situation allows.
- ~~9.8.~~ If staff, visitors or students have a need to move about in the building, make a decision whether or not it is safe to do so. Students who are allowed to move about the building should be escorted by an adult.
- ~~10.9.~~ Be prepared to rapidly implement ~~an emergency evacuation or Lockdown~~ ALICE protocols as the situation warrants if directed to do so.
- ~~11.10.~~ Brief staff, visitors and students as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. You may need to remain in this lockout condition for an extended time period. If so, you may wish to modify the lockout conditions as appropriate.
- ~~12.11.~~ Once the situation is resolved, implement the Resume Activities protocol. The lead staff member may wish to inform other staff, visitors, and students of the reason the lockdown was issued. This can be done by public address system or other means.

6.a.1 - Lockout/Secure the Perimeter Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Lockout/Secure the Perimeter** _____

Sheet initiated by: _____ Date: _____

1st Shift
Relieved by: _____ Time: _____

2nd Shift
Relieved by: _____ Time: _____

3rd Shift
Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement to implement the lockdown				
Activate appropriate crisis teams				
Notify district office				
Notify public safety officials				
Notify the transportation department				
Gather students and staff from outside of the building				
Gather all students in the vicinity into a room and lock the door				
Verify that all exterior and interior doors have been secured as soon as it is safe to do so				
Brief staff on the situation if it is safe to do so				
Notify staff when it is safe to resume normal activity (Code Green)				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

Section 7 - ~~Lockdown~~ ALICE (Locks, Lights, Out of Sight Alert, Lockdown, Inform, Counter, Evacuate)

Definition

~~A **Lockdown** Emergency is~~ ALICE protocols are a response to an actual emergency situation. ~~Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior and interior doors, staff can make it more difficult for dangerous person(s) in the vicinity of the facility to gain access to staff and students. Lockdown further requires that all staff and students seek as much physical safety from physical assault as possible by using barriers to sight as well as physical barriers.~~

Alert Signal

Announcement over the public address system twice, ~~“All staff – **Lockdown (Locks, Lights, Out of Sight)** is in effect at this time.”~~ Provide simple, specific information about the situation. (i.e. Armed intruder in the cafeteria.)

7.1 Lead Administrator Response

1. Make an announcement to implement ~~a **Lockdown**~~ ALICE.
2. Notify district office and public safety officials of the situation ~~requiring a lockdown.~~
3. **As soon as it is safe to do so,** verify that all exterior doors have been secured.
4. **As soon as it is safe to do so,** verify that all main interior doors have been secured.
5. Notify the transportation coordinator so that they can stop any inbound buses and/or make preparations to support you in the event you need to implement an **Evacuation** due to a change in the situation.
6. Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. If choosing to lockdown, you may need to remain in this lockdown condition for several hours. If so, you may wish to modify the lockdown conditions as appropriate. Barricade the door. Spread out in the room with counter devices avoiding line of sight locations. Look for alternative escape routes such as windows. Dial 911 when safe to do so.
7. Once the situation is resolved, staff will be notified to resume normal operations. You may wish to inform staff members of the reason the lockdown was issued. Law enforcement personnel will release students, staff, and visitors via a room to room process. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

7.2 Teacher & Staff Response

- ~~1. If you are located in an area with exterior/interior lockable door(s), gather all students in the vicinity into the room and lock the door(s).~~
- ~~2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.~~
1. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety.
- ~~3.2~~ If possible, report any concerns, missing students, suspicious activities, etc. to the lead administrator or his or her designee by telephone or intercom.

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- ~~4. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.~~
- ~~5.3. **If choosing to lockdown, Do not open your door for any reason.** (The on-scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.~~
- ~~6. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**~~

7.3 Kitchen Staff Response

- 1. Make sure entrance points to the building near your location are locked immediately.
- 2. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety including that of students in your immediate area.
- ~~2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.~~
- ~~3. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**~~

7.4 Custodial Response

- 1. Make sure entrance points to the building near your location are locked immediately.
- 2. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety including that of students in your immediate area.
- ~~1.~~
- ~~2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.~~
- ~~3. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.~~
- ~~4.3. If possible, report your status to the lead administrator or his or her designee by telephone or intercom.~~
- ~~5. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.~~
- ~~6.4. **If choosing to lockdown, Do not open your door for any reason.** (The on-scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.~~
- ~~7. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**~~

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7.5 Bus Driver Response

- 1. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from the transportation coordinator. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from the transportation coordinator to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
- 2. If you are advised of a critical incident or lockdown by a student, staff member or public safety official and have not been notified by the transportation department, depart from the area and immediately advise the transportation coordinator of the information you have received. If

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students are on your bus that would normally disembark, have them remain on the bus until you confirm that it is safe to drop them off at the school.

7.6 Transportation Coordinator Response

1. If notified that a critical incident or lockdown is in affect at a school, notify all bus drivers that would normally be dropping off or picking up students at the school and direct them as to what to do next.
2. For **Lockdowns** instruct drivers to restrict cell phone transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a lockdown may remain in place for an extended time, consult with district lead administrator or his or her designee to determine if drivers who are designated to pick up at the school should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).
4. Keep drivers updated on the situation as appropriate.
5. Brief the district administrator as appropriate for the situation.

7.7 Lead Staff Member Response (after hours)

1. Make an announcement to implement ~~the lockdown~~ ALICE.
2. Notify emergency services that you have a critical incident initiated a lockdown, indicate the reason for the lockdown and request that law enforcement officers be dispatched to your location.
3. Notify the **principal and district administrator** and request that the Crisis Response Team be notified of your situation. Briefly advise them of the situation.
4. Verify that all exterior doors have been secured as soon as it is safe for you to do so.
5. Verify that all main interior doors have been secured as soon as it is safe for you to do so.
6. Make sure entrance points to the building near your location are locked immediately.
- ~~7. If you are located in an area with a lockable door, gather all students and visitors in the vicinity into the room and lock the door. If you are not in a location with a lockable door, move staff, visitors and students to an area where they can be separated from other parts of the facility by a locked door.~~
- ~~8. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.~~
7. Using ALICE protocols (Alert, Lockdown, Inform, Counter, Evacuate), assess your surroundings and the situation. Take the necessary steps to protect safety including that of students in your immediate area.
- ~~9.8. If choosing to lockdown, Do not open your door for any reason.~~ (The on-scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures
- ~~10. Brief staff as soon as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, or by e-mail. If choosing to lockdown, you may need to remain in this lockdown condition for several hours. Barricade the door. Spread out in the room with counter devices avoiding line of sight locations. Look for alternative escape routes such as windows. Dial 911 when safe to do so. You may need to remain in this lockdown condition for several hours. If so, you may wish to modify the lockdown conditions as appropriate.~~
- ~~11.9.~~ Once the situation is resolved, staff can be advised to resume normal activities. The lead staff member may wish to inform staff members, visitors and students of the reason the

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lockdown was issued. Law enforcement personnel will release students, staff, and visitors via a room to room process.

7.8 Classroom “HOLD”

Definition: A classroom hold is a situation when it is necessary to keep the students in the classrooms and leave the hallways clear. During a classroom “Hold,” students remain in the classrooms but staff may move about the building as needed.

7a.1 – ~~Lockdown~~ – ALICE (Locks, Lights, Out of Sight) Critical Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: ~~Lockdown~~ (Locks, Lights, Out of Sight) ALICE – Critical Incident _____

Sheet initiated by: _____ Date: _____

1st Shift
 Relieved by: _____ Time: _____

2nd Shift
 Relieved by: _____ Time: _____

3rd Shift
 Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement to implement the lockdown				
Activate appropriate crisis teams				
Notify district office				
Notify public safety officials				
Gather all students in the vicinity into the room and lock the door				
Gather students and staff from outside the building				
Verify that all exterior doors have been secured				
Verify that all main interior doors have been secured				
Notify the transportation department				
Turn out lights				
Gather students and visitors into an area of the room where they are not visible to someone looking into windows				

Name of person closing log: _____ Time and date log closed out: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

Section 8- Resume Activities

(Resumption of Normal Activities/Reverse Evacuation)

Definition

This protocol is used to return students and staff to the building after an evacuation or to resume normal activities following a critical incident, lockdown, or shelter in place once it is determined that potential danger has passed. A **Resume Activities** can be combined with a **Lockdown** if the lead administrator or his or her designee determines that there is danger to students who have been evacuated and that evacuees should be returned to the building and locked down.

Alert Signal

For a resumption of normal activities: An announcement by bullhorn, runners or via the public address system of “All teachers and staff implement the **Resumption of Normal Activities** protocol now. Please resume normal activities at this time.”

~~*For a reverse evacuation and lockdown:* An announcement by bullhorn, runners or via the public address system of “All teachers and staff implement the Reverse Evacuation and **Lockdown** Immediately.”~~

8.1 Lead Administrator Response

1. After the appropriate announcement has been made, determine when and if the school can return to normal operations ~~or if a Lockdown is required until the situation is stabilized.~~
2. Provide appropriate guidance to staff via public address announcements, e-mail, runners or other means as appropriate.
3. Notify the transportation coordinator if you resume normal activities.
4. The lead administrator or his or her designee may wish to inform staff members of the reason the evacuation was implemented. This can be done by having administrators go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

8.2 Teacher & Staff Response

~~*If a reverse evacuation and lockdown is indicated:* Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned lockdown area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once they reach the assigned area, staff will implement the **Lockdown** Procedures.~~

1. Once evacuees have returned to their assigned area(s), take attendance to verify that all students are accounted for by name not a simple count.
2. Provide a list of missing students and other concerns to the lead administrator or his or her designee.

If a Resumption of normal activities has been indicated: Teachers and staff shall return evacuees to their assigned areas in an orderly but prompt fashion or begin the reunification process. Upon reaching their assigned area, normal activities should be resumed.

8.3 Kitchen Staff Response

- ~~▪ *If a reverse evacuation and lockdown is indicated:* Follow your lockdown protocol.~~
- *If a Resumption of normal activities has been indicated:* Resume normal duties.

8.4 Custodial Response

▪ *If a resumption of normal activities has been indicated:* Resume normal duties.

~~*If a reverse evacuation and lockdown is indicated:* Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned lockdown area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once they reach the assigned area, staff will implement the **Lockdown** Procedures. Upon your return to the facility, follow the **Lockdown** Procedures.~~

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8.5 Bus Driver Response

- ~~▪ *If a reverse evacuation and lockdown is indicated:* Follow your lockdown protocol.~~
- *If a Resumption of normal activities has been indicated:* Resume normal route activity make adjustments in your route as appropriate.

8.6 Transportation Coordinator Response

- ~~▪ *If a reverse evacuation and lockdown is indicated:* Follow your lockdown protocol.~~
- *If a Resumption of normal activities has been indicated:* Advise drivers to resume normal route activity and provide direction on how they can adapt to the altered schedule created by the event.

8.7 Lead Staff Member Response (after hours)

~~*If a reverse evacuation and lockdown is indicated:* Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned lockdown area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once evacuees reach the assigned area, staff will implement the **Lockdown** Procedures.~~

If a Resumption of normal activities has been indicated: Teachers and staff shall return evacuees to their assigned areas in an orderly but prompt fashion or begin the reunification process. Upon reaching the assigned area, the function should be resumed.

1. Provide appropriate guidance to staff, visitors and students via public address announcements, e-mail, runners or other means as appropriate.
2. Notify the **principal and district administrator** and request that the Crisis Response Team be notified of the decision to implement the reverse evacuation protocol. Advise them ~~whether~~ you ~~are implementing the **Lockdown** protocol or~~ are resuming the function.
3. The lead staff member may wish to inform staff, visitors and students of the reason the ~~evacuation~~ **ALICE protocol** was implemented. This can be done by having students go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation

8a.1 - Resumption of Normal Activities/Reverse Evacuation Incident Tracking Sheet
Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Resumption of Normal Activities/~~Reverse Evacuation~~ _____

Sheet initiated by: _____ Date: _____

1st Shift
 Relieved by: _____ Time: _____

2nd Shift
 Relieved by: _____ Time: _____

3rd Shift
 Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make appropriate announcement				
Notify appropriate crisis teams				
Provide appropriate guidance to staff				
Notify the transportation department if necessary				
Brief staff				
Return evacuees to their classrooms/assigned areas				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

Section 9- Incident Command System Protocol

Definition

Response structure will be established using Incident Command System (ICS) principles with an identified incident commander, supported by a staff designated for operations, planning, logistics, and finance/administration respectively. A support staff group consisting of public affairs, safety and liaison elements will also be established. Generally, most of the event activities will be a part of the Operations Section supporting another agency's response to an incident; however, for health emergencies the incident commander and primary operations staff may be from the school's nursing office and local public health officials.

The Incident Commander is ultimately in charge of the event operations and activities associated with the event. All school staff and CRT members shall operate within the framework of the incident command system during crisis situations.

Incident Commander

1. Appoints Command Staff
 - Information Officer
 - Liaison
 - Safety Officer
 - Appoints General Staff
 - Operations Chief
 - Planning Chief
 - Logistics Chief
 - Finance/Administration Chief
2. Conducts incident briefings for Command Staff and General Staff
3. Monitors activities and events.
4. Scales back personnel if necessary.

There are three positions under the Incident Commander. These are called the **Command Staff** and consist of the following positions:

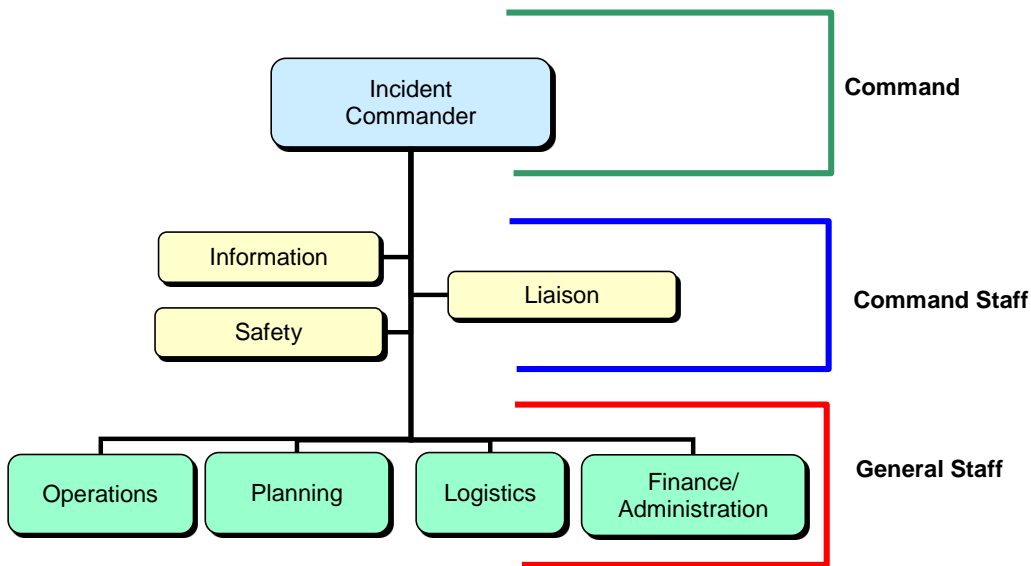
1. **Information Officer:** Point of contact for the media and other people or organizations seeking information.
2. **Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all personnel.
3. **Liaison Officer:** Point of contact for other agency representative involved in the incident or event, aids in coordinating their involvement.

Depending on the size of the event, all or some of the above positions may be activated. **However, any task not assigned is the responsibility of the Incident Commander.**

There are five functional areas that may be implemented as needed to respond to an incident. They are:

1. **COMMAND:** sets objectives and priorities, has overall responsibility at the incident or event.
2. **OPERATIONS:** Conducts tactical actions to carry out the plan and develops the tactical objectives, organization and directs all resources.
3. **PLANNING:** Develops the Action Plan to accomplish the objectives, collects and evaluates information, maintains resource status and documents the incident.
4. **LOGISTICS:** Provides support to meet incident needs, provides resources and all other services needed to support the incident.
5. **FINANCE and ADMINISTRATION:** Monitors costs related to the incident and provides accounting, procurement, time recording and cost analysis.

The following organization chart depicts the Incident Command System:



9.1 Media Protocol Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: Media Protocol _____

Sheet initiated by: _____

Date: _____

1st Shift

Relieved by: _____

Time: _____

2nd Shift

Relieved by: _____

Time: _____

3rd Shift

Relieved by: _____

Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Brief staff				
Notify District Office				
Activate appropriate crisis teams				
Begin Media Event Log (separate form)				
Conduct periodic joint press conferences with public safety officials				
Do not provide any information "off the record"				
Maintain records of all interviews				
Provide school/incident fact sheets to media representatives				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____

Date received: _____

Witnessed by: _____

Date: _____

9.2 Media Event Log

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: _____

Sheet initiated by: _____ on _____ (date & time)

Relieved by _____ at _____

Relieved by _____ at _____

- 1. District media protocol enacted by _____ at _____
- 2. Formal liaison established between school system media representative and the media representative for (complete all that apply):

	Time established
a. Police Department	_____
b. Sheriff's Department	_____
c. Fire Department	_____
d. Emergency Management Agency	_____
e. Other: _____	_____
f. Other: _____	_____
g. Other: _____	_____

- 3. Media/Public Information Center opened:

Location: _____ Time: _____

- 4. Press Conferences held at:

Location: _____ Time: _____
Location: _____ Time: _____
Location: _____ Time: _____
Location: _____ Time: _____
Location: _____ Time: _____
Location: _____ Time: _____
Location: _____ Time: _____
Location: _____ Time: _____
Location: _____ Time: _____
Location: _____ Time: _____

9.3 School Background Information Sheet

School District of Manawa
(Insert School name here)
(Insert date of last update here)

School Address

School Information

Principal: _____
Number of Students: _____
Special Programs: _____

Additional Information:

For more information contact (Insert Public Information Officer name here) at
(Insert PIO contact information).

9.4 Media Information Sheet

Incident Information

School District of Manawa

Date: _____

Time: _____

Location of Incident:

(for more information, see School Background Information sheet)

Type of Incident: _____

Preliminary number of injuries: _____

Description of Incident

For more information contact *(Insert Public Information Officer name here)* at *(Insert PIO contact information)*.



SCHOOL DISTRICT OF MANAWA

Job Description

DISTRICT ADMINISTRATOR CURRICULUM DIRECTOR

ESSENTIAL SKILLS:

1. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
2. Accurately follow verbal and written directions
3. Work well under pressure
4. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
5. Ability to lead and collaborate with diverse work teams
6. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgement and highly developed personal, analytical and communication skills
7. Oversee and/or assist in hiring, including developing job descriptions, job advertisements, interview questions, and screening and interviewing candidates and on-boarding new employees
8. Demonstrate skills in consensus-building and mediation in order to constructively address internal and external client conflicts
9. Capable of researching and creative problem solving
10. Maintain confidentiality and loyalty to the School District of Manawa
11. Promote a positive image of the School District of Manawa at all times
12. Process oriented
13. Realistic view of change in an established organization and the ability and tenacity to craft incremental efforts to achieve longer-term objectives
14. Forward thinking ability to identify areas for improvement and take decisive and timely action to bring about desired change
15. Ability to interpret and administer state and federal laws, policies, and procedures consistently and objectively
16. Assign and supervise the work of others
17. Exhibit a professional, businesslike appearance and demeanor
18. Demonstrate the highest level of ethical behavior
19. Knowledge and experience in the development and evaluation of curriculum.
20. Knowledge and experience with the teaching and learning process
21. Knowledge and experience in the development and maintenance of a positive school climate
22. Knowledge and experience in the supervision and evaluation of professional and support staff
23. Knowledge of business management
24. Such other qualifications of academic, professional, and personal excellence as the Board may specify

QUALIFICATIONS:**Experience, Education, and Licensure**

1. Solid educational background including a Master's Degree in Educational Administration/Leadership
2. Licensed by the Wisconsin Department of Public Instruction as a Superintendent/District Administrator (WI License 5003)
3. Licensed by the Wisconsin Department of Public Instruction as a Director of Instruction (WI License 5010)
4. Licensed by the Wisconsin Department of Public Instruction as a Professional Educator
5. Master's degree or higher from an accredited university with a major in educational administration.
6. At least five years of successful experience in education; minimum of three years in an administrative and/or supervisory field.

JOB GOALS:

1. Act as chief executive officer of the School District of Manawa.
2. Provide leadership and direction in developing and maintaining the positive educational programs and services for the community and the District.
3. Act in accordance with policies and rules established by the Board and the laws and administrative regulations of the State of Wisconsin.

REPORTS TO:

School District of Manawa Board of Education

EVALUATED BY:

School District of Manawa Board of Education

TERMS OF EMPLOYMENT:

Full-time salaried position

Salary and benefits to be determined by the Board of Education

PERFORMANCE RESPONSIBILITIES:**Supervises and Evaluates:**

- Administrative Team Members

Job-Specific Responsibilities - District Administrator**Executive**

- a) See that all items requiring Board action are placed on the Board meeting agenda.
- b) Prepare and present facts and explanations necessary to assist the Board in its duty of legislation for the District.
- c) Attend and participate in all regular and special Board meetings.
- d) Keep the Board apprised of the success of adopted policies, general condition of the school system, and any problems requiring Board consideration.
- e) May delegate any of the responsibilities and duties the Board has entrusted to him/her, but in every instance he/she shall continue to be responsible and accountable to the Board for the execution of the delegated duties and responsibilities.

- f) Assist Board with negotiations for certified and non-certified personnel.
- g) Act as the supervisor and custodian of all records dealing with personnel, enrollments, contracts, securities, title papers, finance, Board and committee minutes, Board policies, state laws and regulations, and building and equipment inventories.
- h) Perform such other duties and responsibilities as may from time to time be assigned by the Board.

2. Planning

- a) Shall help establish both short and long range goals for the District.
- b) Establish and maintain an organizational system with clearly defined lines of authority and responsibility and be responsible for the proper administration of the schools within this framework.
- c) Be responsible for the planning and use of all school facilities and for the control and supervision of all school buildings, grounds, and equipment.
- d) Recommend plans for a long range maintenance program, for renovations of school property, and for new construction.

3. Supervision and Evaluation

- a) District Administrator or designee, shall be responsible for recruitment, selection, and assignment of all employees needed by the District.
- b) Make recommendations to the Board regarding employment and promotion of all personnel.
- c) Be responsible for seeing that positive personnel practices are carried out within the District and recognize personnel for outstanding achievements and performances.
- d) Insure that an employee supervision and evaluation program is carried on throughout the District.
- e) Implement provisions of all employee master contracts.
- f) Hear suggestions or complaints regarding the operation of the schools. Make decisions, with the administrative staff, in matters of controversy between the various school employees, students, parents of students, or other parties when the controversies relate to school affairs.
- g) Be responsible for making certain that fair and equal treatment of all employees and students is maintained throughout the District.

4. Budget and Financial

- a) Assume responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submit budget to the Board for review and approval.
- b) Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
- c) Act as purchasing agent for the District.
- d) Be responsible for preparing a monthly financial report and an annual financial report at the close of the fiscal year.

- e) Supervise the preparation of all District payrolls and certify their accuracy, and supervise the keeping of all accounts.
- f) Recommend to the Board transfer from one budget item to another as conditions may require.
- g) Prepare budget information for presentation to the public.
- h) Coordinate and supervise the accounting system of the District.

5. School and Community Relations

- a) Represent the District in its dealing with other school systems, institutions, and agencies, community organizations, and the general public.
- b) Represent the Board as liaison between the District and the community.
- c) Establish and maintain a program of public relations to keep the public well-informed of the activities and needs of the District, effecting a wholesome and cooperative working relationship between the schools and the community.
- d) Insure the District maintains positive school-community relations. This will be a cooperative effort among the Board, administration, teaching staff and support staff.
- e) Serve as an advocate for students and their educational programs.

6. Curriculum

- a) It is recognized that the curriculum of the District is the most important part of the program. The District Administrator and his/her staff shall insure that the District maintains the highest level possible for the students.
- b) Oversee planning and evaluation of curriculum and instruction.

7. Staff Development

- a) Be responsible for the development, maintenance, and operation of a constructive program of in-service training and education for all District employees.

8. Other Responsibilities

- a) Exercise power to make such rules and give such instructions to employees and students as may be necessary to implement Board policy.
- b) Act on own discretion if action is necessary in any matter not covered by Board policy, report such action to the Board as soon as practical, and recommend policy in order to provide guidance in the future.

Job-Specific Responsibilities - Curriculum Director

1. Educational Leadership

- a. Serve on BOE Curriculum Committee; Chair Human Growth & Development Committee

- b. Arrange staff development including in-service and continuing education programs for instructional and ancillary personnel, regular education personnel, other district personnel, parents and other community personnel.
 - c. Oversee standard adoption process, Course of Study Guide, new course proposal process, curriculum map writing, and materials adoption process.
2. Fiscal Management
- a. Prepare and submit the budgetary requests for all programs and services overseen by the director and monitor expenditures of funds.
 - b. Maintain adequate inventories and property under his/her jurisdiction and for the security and accountability for that property.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

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SCHOOL DISTRICT OF MANAWA

Job Description

BUSINESS MANAGER

ESSENTIAL SKILLS:

1. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
2. Accurately follow verbal and written directions
3. Work well under pressure
4. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
5. Ability to lead and collaborate with diverse work teams
6. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgement and highly developed personal, analytical and communication skills
7. Oversee and/or assist in hiring, including developing job descriptions, job advertisements, interview questions, and screening and interviewing candidates and on-boarding new employees
8. Demonstrate skills in consensus-building and mediation in order to constructively address internal and external client conflicts
9. Capable of researching and creative problem solving
10. Maintain confidentiality and loyalty to the School District of Manawa
11. Promote a positive image of the School District of Manawa at all times

QUALIFICATIONS:

Experience, Education, and Licensure

1. Solid educational background including a Master's Degree in Education Administration and/or Educational Leadership
2. Licensed by the Wisconsin Department of Public Instruction as a Business Manager (WI License 07)

Required Skills and Abilities

1. Process oriented
2. Realistic view of change in an established organization and the ability and tenacity to craft incremental efforts to achieve longer-term objectives
3. Forward thinking ability to identify areas for improvement and take decisive and timely action to bring about desired change
4. Ability to interpret and administer policies and procedures consistently and objectively
5. Ability to attract, train, motivate and lead a skilled team
6. Assign and supervise the work of others
7. Communicate effectively, verbally and in writing, to a diverse audience
8. Plan, organize, and prioritize work
9. Remain flexible in order to adapt to changes in the work environment
10. Excellent time-management, problem-prevention, and problem-solving skills
11. Work accurately with close attention to detail
12. Advanced computer skills, including email, word processing and spreadsheets
13. Work effectively, professionally and tactfully with students, parents, staff, and the community

14. Possess a work ethic that includes neatness, punctuality and accuracy
15. Exhibit a professional, businesslike appearance and demeanor
16. Demonstrate the highest level of ethical behavior
17. Maintain confidentiality of sensitive information
18. Study and apply new state and federal laws and regulations
19. Develop relationships with key stakeholders

JOB GOALS:

1. To administer all aspects related to the financial affairs of the School District of Manawa

REPORTS TO:

District Administrator

EVALUATED BY:

District Administrator

TERMS OF EMPLOYMENT:

Full-time salaried position

Salary and benefits to be determined by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Supervises and Evaluates:

- Payroll/Accounts Payable
- Food Service Manager

Job-Specific Responsibilities

- Serve on Board of Education finance committee
- Assume responsibility for the financial affairs of the district including the handling of all funds, financial transactions, accounting procedures and fiscal reporting and shall manage such in accordance with Board policies and state and/or federal law
- Assist in preparation, presentation, administration, and evaluation of the district's annual budget
- Assist in the preparation of data as related to the financial aspects of administrative, supervisory and employment contracts
- Act as the district's payroll officer and assume responsibility for the management of the district's entire payroll system
- Prepare and submit in a timely manner all financial reports as required by state and federal agencies
- Prepare all annual tax levy data for each individual municipality within the district
- Prepare all necessary financial information and documentation for the district's annual audit and for any state and/or federal audits
- Assume responsibility for all financial aspects of district controlled scholarship funds
- Prepare contracts for all district employees
- Supervise and manage all financial aspects of the district's contracts
- Assume responsibility for all financial aspects of district student tuition or 66.30 consortium agreements
- Assist in interpreting and communicating the district's financial policies, procedures, and budget to school personnel, the Board of Education and district groups
- Advise the District Administrator and Board on all financial matters

- Ensure all Board policies and administrative procedures and provisions are followed as related to fiscal management
- Prepare and communicate on an on-going basis, financial/budget status reports to the District Administrator, Board of Education and other appropriate school personnel
- Assume responsibility for the safekeeping and security of the district's financial records
- Establish and implement procedures to safeguard all district funds
- Keep informed of the latest school business management procedures and direct innovation and experimentation as appropriate
- Oversee and administer the District's employee benefits, property and liability plans
- Oversee and maintain an annual up-to-date inventory of all school fixed assets
- Research and prepare information for annual audits
- Reconcile all District accounts monthly
- Record e-Funds online payments for fee tracking and food service payments
- Record cash receipts in Skyward
- Record journal entries monthly as needed
- Record all end-of-year account receivables/expenditures
- Maintain all Other Post Employment Benefit (OPEB) records for retirees including the recording of monthly payments
- Administer all COBRA documentation including letters sent and payments processed
- Maintain scholarship fund records, collect and deposit scholarship money, issue checks in August & December, and post interest earnings
- Record and maintain records of donations and grant money in Fund 21
- Collect money for NSF checks and deposit in appropriate bank
- Request and open/close employee credit cards
- Download monthly credit card transaction file, import to Skyward, edit each transaction with description and account # for payment
- Perform such other duties as assigned by the District Administrator

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

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SCHOOL DISTRICT OF MANAWA

Job Description

DISTRICT READING SPECIALIST

ESSENTIAL SKILLS:

1. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
2. Accurately follow verbal and written directions
3. Work well under pressure
4. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
5. Ability to lead and collaborate with diverse work teams
6. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgement and highly developed personal, analytical and communication skills
7. Oversee and/or assist in hiring, including developing job descriptions, job advertisements, interview questions, and screening and interviewing candidates and on-boarding new employees
8. Demonstrate skills in consensus-building and mediation in order to constructively address internal and external client conflicts
9. Capable of researching and creative problem solving
10. Maintain confidentiality and loyalty to the School District of Manawa
11. Promote a positive image of the School District of Manawa at all times

QUALIFICATIONS:

Experience, Education, and Licensure

1. Licensed by the Wisconsin Department of Public Instruction as Reading Specialist (WI License 5017)
2. Licensed by the Wisconsin Department of Public Instruction as a Professional Educator

Required Skills and Abilities

1. Process oriented
2. Realistic view of change in an established organization and the ability and tenacity to craft incremental efforts to achieve longer-term objectives
3. Forward thinking ability to identify areas for improvement and take decisive and timely action to bring about desired change
4. Ability to interpret and administer policies and procedures consistently and objectively
5. Ability to attract, train, motivate and lead a skilled team
6. Assign and supervise the work of others
7. Communicate effectively, verbally and in writing, to a diverse audience
8. Plan, organize, and prioritize work
9. Remain flexible in order to adapt to changes in the work environment
10. Excellent time-management, problem-prevention, and problem-solving skills
11. Work accurately with close attention to detail
12. Advanced computer skills, including email, word processing and spreadsheets
13. Work effectively, professionally and tactfully with students, parents, staff, and the community

14. Possess a work ethic that includes neatness, punctuality and accuracy
15. Exhibit a professional, businesslike appearance and demeanor
16. Demonstrate the highest level of ethical behavior
17. Maintain confidentiality of sensitive information
18. Study and apply new state and federal laws and regulations
19. Develop relationships with key stakeholders

JOB GOALS:

1. To oversee all literacy programs for the School District of Manawa including Title I
2. To oversee English language and Gifted/Talented programs and services for the School District of Manawa
3. To serve as the District Assessment Coordinator for the School District of Manawa

REPORTS TO:

District Administrator

EVALUATED BY:

District Administrator

TERMS OF EMPLOYMENT:

Full-time salaried position

Salary and benefits to be determined by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Supervises and Evaluates:

- Private School Title I Reading Teacher
- Interventionist(s)

Job-Specific Responsibilities -Reading Teacher/Interventionist

- Provide direct instruction in the areas of reading and writing for identified groups and individual students.
- Serve as part of the Building Consultation Team (BCT) in both schools to help identify, and, when necessary, assess students in need of reading remediation.
- Serve on the Pupil Services Team to develop and plan for programs that ensure quality instructional practices
- Work in collaboration with the BCT to research and purchase intervention materials appropriate for students' needs.
- Collect, review, and share reading and writing data to ensure goals are being met.

Job-Specific Responsibilities -Literacy Leader

- Serve as an instructional coach to include: co-teaching, collaboration, facilitation of instructional strategies, modeling, observing, and providing feedback.
- Provide curriculum support and training for all teachers and continuous staff development that supports district initiatives.
- Model and coach instructional methods in a variety of settings and provide instructional support.
- Collaborate with and coach teachers on using classroom data to plan instruction.

- Conduct a coaching cycle complete with observations and feedback to teachers on effectiveness of literacy instruction.
- Find appropriate supplemental resources for teachers.
- Participate in parent conferences and provide instructional suggestions.
- Remain grounded in content standards and objectives in order to facilitate meaningful instruction.
- Serve on the administrative leadership team and work in collaboration with administrators on various district initiatives and goals.
- Collaborate with district administrator to keep Title I and ESSA plans up to date.
- Collaborate with district administrator to ensure service and communication to the district's private school partner.
- Communicate and document all Title I regulations in yearly monitoring binder.
- Oversee Title I resource teacher/interventionist that works with private school.
- Coordinate Title I parent engagement activities.
- Coordinate and oversee English language programming and services.
- Coordinate and oversee Gifted/Talented programming and services.
- Fulfill all local, state, and federal responsibilities related to the role of District Assessment Coordinator.
- Perform other duties as assigned.

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