

School District of Manawa

Board of Education Meeting Agenda

February 22, 2021



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(US) +1 636-492-2424 PIN: 318 964 647#

REVISED

1. Call to Order – President Johnson – **7:00 p.m.** – Live / Virtual Meeting
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Presentations:
 - a. District Goal Setting & Next Steps - Dr. Oppor
 - b. Q12 Survey Strategies - Administrative Team
6. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
7. Consent Agenda
 - a. Approve Minutes of January 18, 2021 Regular Board Meeting and February 2, 2021 Special Board Meeting
 - b. Treasurer’s Report/Approve Expenditures & Receipts
 - c. Donations:
 - i. LWHS/MS Staff December Denim Days donated \$190 for Urgent Needs
 - ii. Dr. Melanie Oppor donated \$130 Library Board stipend to purchase books for the Title 1 Reading Program
 - iii. The Wisconsin Beef Council awarded \$100 to Mrs. Cordes and the Ag program to be used towards the purchase of beef products
 - d. Consider Approval of 4K Paraprofessional
 - e. Accept Resignation of CTE Teacher
 - f. Consider Approval of Teacher Transfer Request
 - g. Consider Approval to Waive Liquidated Damages for Breaking a Teaching Contract
 - h. Consider Appointments to the Human Growth & Development Committee
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: There was no correspondence this month.
11. Board Recognition:
 - a. LWHS Wrestlers and Coaches for Outstanding Accomplishments this season
 - b. National School Counseling Week February 1-5, 2021

- c. National FFA Week February 20-27, 2021
 - d. Career and Technical Education Month February 1-28, 2021
12. District Administrator's Report:
- a. Student Council Representative - Ethan Tellock and Amber Fietzer
 - b. Legislative Update
 - c. Monthly Enrollment Update
 - d. Curriculum Director
 - e. COVID Update
 - i. Staff Vaccinations
 - ii. [CDC Mitigation Strategies](#)
13. School Operations Reports:
- a. ES Principal/Director of Special Education: Highlights - Included in Board Packet
 - b. HS Principal: Highlights - Included in Board Packet
 - i. 2021 High School Baseball Coaching Recommendations
 - ii. 2021 High School and Middle School Track & Field Coaching Recommendations
 - iii. 2021 High School Softball Coaching Recommendations
14. Business Related Reports:
- a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report
15. Director's Reports:
- a. Technology Director Highlights - Included in the Board Packet
16. Board Comments:
- a. WASB Delegate Assembly Report - Treasurer Scheller
 - b.
17. Committee Reports:
- a. Curriculum Committee (Hollman)
 - i. Consider endorsement of 4K-12 Mathematics Materials Adoption
 - ii. Update on adoption of secondary social studies materials
 - iii. Preview of future goals
 - b. Finance Committee (Scheller)
 - i. Monthly Financial Summary - December
 - ii. Consider endorsement of FY2020-21 Budget Revisions
 - iii. Consider endorsement of the SY2021-22 Staff and Program Change Proposal
 - iv. Consider endorsement of Food Service Equipment Purchase - Convection Steamer
 - v. Review of Federal COVID Funding -ESSER, GEERS, ESSER 2
 - c. Buildings & Grounds (R. Johnson)
 - i. Endorse ADA Fitness Center Accessibility Option - Add-on to MS/HS Paving Project
 - ii. Consider Endorsement of Pfefferle Proposal to Provide:
 - 1. Asset Information and Maintenance Handbook
 - 2. Asset Management and Capital Expense Projection
 - 3. Maintenance Program Training

- iii. Review Future Outdoor Bleacher Replacement
- iv. Review Referendum Project Completion
 - 1. Covers on radiant heater in MS/HS Commons
 - 2. Polished concrete floor in MS Art Room
 - 3. Vinyl tile replacement in MES corridor
 - 4. Roof leak in MS (possible roofing nail puncture)
 - 5. Martin Systems equipment analysis
 - 6. Trane controls training
 - 7. Other
- v. MS/HS parking lot project timeline
- vi. Snowblower purchase for each school
- vii. Pricing on future budget items
 - 1. Replacement MS/HS lift - approx. \$9,000
 - 2. New pallet jack - approx. \$300
 - 3. New burnisher
- viii. Exterior bleacher proposals
- ix. Metal standing seam room on Fitness Center needs ice stops
- x. Buildings & Grounds Monthly Budget Review
- d. Policy & Human Resources Committee (Pethke)
 - i. NEOLA Semi-Annual Updates
 - ii. MS/HS Locker Usage Plan
 - iii. Secondary Spring Musical
 - iv. District Health Office Support Services/Clerical Paraprofessional Job Description
 - v. District Health Office Support Services/Clerical Paraprofessional position to begin March 1, 2021
 - vi. Technology Technician Job Description
 - vii. Technology Ed. / Computer Science & Engineering Job Description

18. Unfinished Business:

- a. Consider Approval of Policy 0142.5 - Vacancies as Presented

19. New Business:

- a. Consider Approval of 4K-12 Mathematics Materials Adoption
- b. Consider Approval of FY2020-21 Budget Revisions
- c. Consider Approval of the SY2021-22 Staff and Program Change Proposal
- d. Consider Approval of Food Service Equipment Purchase - Convection Steamer
- e. Consider Approval of ADA Fitness Center Accessibility Option - Add-on to MS/HS Paving Project
- f. Consider Approval of Pfefferle Proposal to Provide: Asset Information and Maintenance Handbook, Asset Management and Capital Expense Projection, and Maintenance Program Training
- g. Consider Approval of Purchasing Replacement MS/HS lift
- h. Consider Approval of NEOLA Semi-Annual Updates excluding 0144.5, 2522, and 5895
- i. Consider Approval of NEOLA 0144.5 - Board Member Behavior and Code of Conduct
- j. Consider Approval of NEOLA 2522 - Library Media Centers
- k. Consider Approval of NEOLA 5895 - Student Employment
- l. Consider Approval of MS/HS Locker Usage Plan

- m. Consider Approval of Secondary Spring Musical Plan
 - n. Consider Approval of District Health Office Support Services/Clerical Paraprofessional Job Description
 - o. Consider Approval of Technology Technician Job Description
 - p. Consider Approval of Technology Ed. / Computer Science & Engineering Job Description
 - q. Consider Approval of ACT Proposal as Presented
20. Next Meeting Dates:
- a. March 8, 2021 Finance Committee Meeting - 6:00 p.m. virtual meeting
 - b. March 8, 2021 Buildings and Grounds Comm Meeting - Immediately following the Finance Committee Meeting or 7:00 p.m. virtual meeting
 - c. March 10, 2021 Curriculum Committee Meeting - 5:00 p.m. virtual meeting
 - d. March 10, 2021 Policy and Human Resources Comm Mtg - 6:00 p.m. virtual meeting
 - e. March 15, 2021 Regular Board of Education Meeting - 7:00 p.m. virtual meeting
21. Closed Session – the Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(a)(c)(f) Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Evaluation 2) Administrative Contracts
22. Reconvene to Open Session
- [Join with Google Meet](#)
meet.google.com/sbe-atwj-rmj
[Join by phone](#)
(US) +1 401-285-4531 PIN: 144 329 543#
23. Board May Act on Items Discussed in Closed Session
24. 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 January 18, 2021 School District of Manawa Board of Education Meeting

Call to Order – President Johnson – 7:02 p.m. – Virtual Meeting

Pledge of Allegiance

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

Verify Publication of Meeting - Dr. Oppor verified.

Presentations:

Q12 Survey Strategies - Administrative Team- The support staff group will be preparing an engagement survey for the support staff to find out what topics should be brought to the group for discussion. The administration is working on clear communication - specifically to increase trust and communication.

Announcements: Contributions to the District - President Johnson thanked H el ene Pohl \$100 donation to the Band Program, and Tierney, Inc. donation of a Lenovo Chromebook.

Other Contributions: None

Approved by Consent: Approve Minutes of the December 21, 2020 Regular Board of Education Meeting, Treasurer’s Report/Approve Expenditures \$460,672.91 & Receipts \$3,514.68, Donations - H el ene Pohl \$100 donation to the Band Program, and Tierney, Inc. donation of a Lenovo Chromebook, and Accept Staff Resignation of a 4K Paraprofessional Aide.

Any Item Removed from Consent Agenda: There were no items removed.

Public Comments: There were no public comments.

Correspondence: Thank You from H el ene Pohl

Board Recognition: None this month.

District Administrator’s Report:

Student Council Representative- Reese Poppy stated most people are excited that there is discussion on being able to possibly go back to school full time. Students are looking forward to seeing everyone. They are preparing for finals this week. Legislative Update- Gov. Evers plans to extend the statewide face covering mandate. Vaccine distribution - Gathering numbers of staff who are interested in receiving the COVID vaccine. Monthly Enrollment Update- the total will be submitted to the DPI this week. Numbers have been fairly stable. Curriculum Director- Math instructors have been looking at instruction materials. A Cesa 6 consultant demonstrated lesson materials for the teachers. A recommendation is hopeful for February. In recent years, Social Studies did not have the opportunity to adopt new materials. COVID-19 Update- a presentation will take place during New Business. School Board Election- Sample Ballot. Fitness Center Open- soft opening occurred this past week. Fitness Center information can be found on the district website- Our Community>Fitness Center. About a dozen citizens have signed up the first week of being open.

School Operations Reports: ES Principal/Director of Special Education: Highlights- Included in Board Packet, HS Principal: Highlights- Included in Board Packet, and 2020 Middle School Basketball Coaching Volunteer Recommendations

Business Related Reports: Highlights- Included in Board Packet, the IRS Mileage Reimbursement Rate 2021, and Kobussen Transportation Report

Director's Reports:Technology Director Highlights- Included in the Board Packet

Board Comments: R. Johnson thanked students and parents that reached out to him about Phase 2 reopening.

Committee Reports: Minutes were included in the packet for the Finance Committee, and Policy & Human Resources Committee

Unfinished Business:

Motion by Scheller/R. Johnson to Approve of Policy 7250- Commemoration of Exceptional Individuals/Groups as presented. Motion carried on a roll call vote: Seeger aye, Scheller aye, Forbes aye, Hollman aye, R. Johnson aye, and J. Johnson aye. Pethke absent.

New Business:

Motion by R. Johnson/Seeger to Approve of Kobussen Agreement for Payment during Virtual Learning Days. Motion carried on a roll call vote: Seeger aye, Scheller aye, Forbes aye, Hollman aye, R. Johnson aye, and J. Johnson aye. Pethke absent.

Motion by Scheller/Forbes to Approve of SY2021 Calendar Change to Move the End of 3rd Quarter to Balance 3rd and 4th Quarter Instructional Days. Motion carried on a roll call vote: Seeger aye, Scheller aye, Forbes aye, Hollman aye, R. Johnson aye, and J. Johnson aye. Pethke absent.

Motion by Forbes/Hollman to Approve of Phase 2 School Reopening Plan with return date of January 26, in-person, five days a week, 4K-12 grades- students with medical documentation may stay as synchronous. Motion carried on a roll call vote: Seeger aye, Scheller aye, Forbes aye, Hollman aye, R. Johnson aye, and J. Johnson aye. Pethke absent.

The motion needed clarification and President Johnson asked for a new motion to the aspect of virtual learning. Motion by R. Johnson/Seeger to Approve Resuming 4K-12 in-person instruction on the first day of second semester on Jan. 26; Virtual instruction will still be available to students who meet the criteria or have a documented medical issue; Virtual students, their parent, and the principal will have signed virtual instruction contracts by the quarter. Motion carried on a roll call vote: Seeger aye, Scheller aye, Forbes aye, Hollman aye, R. Johnson aye, and J. Johnson aye. Pethke absent.

Motion by Scheller/R. Johnson to Approve of the Appointees to the Human Growth and Development Committee as presented. Motion carried on a roll call vote: Seeger aye, Scheller aye, Forbes aye, Hollman aye, R. Johnson aye, and J. Johnson aye. Pethke absent.

First Reading of Amended Policy 0142.5 - Vacancies

Next Meeting Dates: January 20, 2021 WASB Delegate Assembly, January 20-22, 2021 WASB State Education Convention, January 20, 2021 Buildings and Grounds Committee Meeting 5:30 p.m., February

8, 2021 Finance Committee Meeting 6:00 p.m., February 10, 2021 Curriculum Committee Meeting 5:00 p.m., and February 10, 2021 Policy & Human Resources Comm Meeting 6:00 p.m.

Motion by Scheller / Hollman to adjourn at 8:09 p.m. and move into Closed Session Pursuant to the Provisions of 19.85(1)(c) and (f), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Evaluation. Motion carried on a roll call vote: Seeger aye, Scheller aye, Forbes aye, Hollman aye, R. Johnson aye, and J. Johnson aye. Pethke absent.

Motion by R. Johnson/Forbes to Adjourn Closed Session and Reconvene at 8:24 p.m. to Open Session. Motion carried on a roll call vote: Seeger aye, Scheller aye, Forbes aye, Hollman aye, R. Johnson aye, and J. Johnson aye. Pethke absent.

Motion by Hollman/Scheller to adjourn at 8:28 p.m. Motion carried on a roll call vote: Seeger aye, Scheller aye, Forbes aye, Hollman aye, R. Johnson aye, and J. Johnson aye. Pethke absent.

Stephanie Flynn, Recorder

Minutes of a February 2, 2021 School District of Manawa
Special Board of Education Meeting

Call to Order – President Johnson – 5:45 p.m. – Virtual Meeting

Pledge of Allegiance

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

Verify Publication of Meeting -Dr. Oppor

New Business:

Motion by Scheller/Hollman to Approve of “Fans in the Stands” for Playoff Opportunity. Motion carried on a roll call vote. Aye - Seeger, Scheller, Pethke, Hollman, R. Johnson, J. Johnson. Forbes absent.

Next Meeting Dates:

February 8, 2021 Finance Committee Meeting - 6:00 p.m. virtual meeting

February 10, 2021 Curriculum Committee Meeting - 5:00 p.m. virtual meeting

February 10, 2021 Policy and Human Resources Comm Mtg - 6:00 p.m. virtual meeting

February 16, 2021 Buildings & Grounds Committee Meeting - 5:30 p.m. virtual meeting

February 22, 2021 Regular Board of Education Meeting - 7:00 p.m. virtual meeting

Motion by Hollman/R. Johnson to adjourn at 5:51 p.m. Motion carried on a roll call vote. Aye - Seeger, Forbes, Scheller, Pethke, Hollman, R. Johnson, J. Johnson. Forbes absent.

Bobbi Jo Pethke, Clerk

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|--|---|------------------|-----------|
| 81789 | ANTHEM BLUE CROSS & | JPAP01 | 01/21/2021 | HEALTH INSURANCE PREMIUMS FOR FEBRUARY 2021 | GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S | 0 | 98,526.56 |
| | | | | | | Totals for 81789 | 98,526.56 |
| 81791 | DELTA DENTAL-VISION | JPAP01 | 01/21/2021 | COBRA - VISION INSURANCE | GENERAL FUND/VISION EFF 090115 | 0 | 11.56 |
| 81791 | DELTA DENTAL-VISION | JPAP01 | 01/21/2021 | VISION INSURANCE PREMIUMS - FEBRUARY 2021 | GENERAL FUND/VISION EFF 090115 | 0 | 569.09 |
| | | | | | | Totals for 81791 | 580.65 |
| 81798 | NASSCO, INC | JPAP01 | 01/21/2021 | CUSTODIAL SUPPLIES | GENERAL FUND/EQUIPMENT PURCHASE-ADDITION/OP ERATION | 0 | 1,802.91 |
| 81798 | NASSCO, INC | JPAP01 | 01/21/2021 | CUSTODIAL SUPPLIES | GENERAL FUND/EQUIPMENT PURCHASE-ADDITION/OP ERATION | 0 | 1,360.09 |
| | | | | | | Totals for 81798 | 3,163.00 |
| 81801 | S & S EXCAVATING | JPAP01 | 01/21/2021 | SNOW REMOVAL 11/24/20 - 01/4/21 | GENERAL FUND/CLEANING SERVICES/SITES | 0 | 4,751.25 |
| | | | | | | Totals for 81801 | 4,751.25 |
| 81805 | WI PUBLIC SERVICE CO | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/GARNISHMENT DEDUCTION | 0 | 217.50 |
| | | | | | | Totals for 81805 | 217.50 |
| 81806 | CESA 6-CONFERENCE RE | JPAP01 | 01/29/2021 | CESA 6 ANNUAL MEMBERSHIP FEE 2020-2021 | GENERAL FUND/TRANSFER TO CESA/OTHER GENERAL ADMINISTRATION | 0 | 5,053.00 |
| | | | | | | Totals for 81806 | 5,053.00 |
| 81809 | NASSCO, INC | JPAP01 | 01/29/2021 | CUSTODIAL SUPPLIES | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/NONINSTR EQIP REPAI | 0 | 79.80 |
| 81809 | NASSCO, INC | JPAP01 | 01/29/2021 | CUSTODIAL SUPPLIES | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/NONINSTR EQIP REPAI | 0 | 60.20 |
| | | | | | | Totals for 81809 | 140.00 |
| 81810 | OFFICE DEPOT | JPAP01 | 01/29/2021 | CARRIE KOEHN CENTRAL SUPPLY | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 4002100153 | 19.61 |
| 81810 | OFFICE DEPOT | JPAP01 | 01/29/2021 | CARRIE KOEHN CENTRAL SUPPLY | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 4002100153 | 14.79 |
| | | | | | | Totals for 81810 | 34.40 |
| 81812 | SCHOOL SPECIALTY INC | JPAP01 | 01/29/2021 | NANCY ZABLER ART SUPPLIES | GENERAL FUND/GENERAL SUPPLIES/ART | 2002100016 | 95.54 |
| 81812 | SCHOOL SPECIALTY INC | JPAP01 | 01/29/2021 | ART SUPPLIES | GENERAL FUND/GENERAL SUPPLIES/ART | 1012100094 | 366.12 |
| | | | | | | Totals for 81812 | 461.66 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|--|--|------------------|----------|
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | LWHS & MANAWA MIDDLE SCHOOL PHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 166.44 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | LWHS & MANAWA MIDDLE SCHOOL PHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 332.89 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | LWHS & MANAWA MIDDLE SCHOOL PHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 191.41 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | LWHS & MANAWA MIDDLE SCHOOL PHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 141.48 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | PAES lab telephone/internet bill - I DEDUCTED THE \$5 LATE FEE | SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION | 272100040 | 148.43 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | DISTRICT OFFICE TELEPHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 75.00 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | DISTRICT OFFICE TELEPHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 150.00 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | DISTRICT OFFICE TELEPHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 86.25 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | DISTRICT OFFICE TELEPHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 63.75 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | MES PHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 150.59 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | MES PHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 301.18 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | MES PHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 173.18 |
| 81813 | SOLARUS | JPAP01 | 01/29/2021 | MES PHONE | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100004 | 128.01 |
| | | | | | | Totals for 81813 | 2,108.61 |
| 81814 | STANDARD INSURANCE C | JPAP01 | 01/29/2021 | LIFE/STD & LTD PREMIUMS - FEBRUARY 2021 | GENERAL FUND/LIFE INSURANCE PAYABLE | 0 | 1,129.79 |
| 81814 | STANDARD INSURANCE C | JPAP01 | 01/29/2021 | LIFE/STD & LTD PREMIUMS - | GENERAL FUND/LTD | 0 | 904.78 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|---|---|------------------|------------|
| 81814 | STANDARD INSURANCE C | JPAP01 | 01/29/2021 | FEBRUARY 2021 LIFE/STD & LTD PREMIUMS - FEBRUARY 2021 | INS PAYABLE GENERAL FUND/STD INS PAYABLE | 0 | 216.55 |
| | | | | | | Totals for 81814 | 2,251.12 |
| 81815 | HAUTALA, GABE | JPAP02 | 02/03/2021 | BOYS VARSITY BASKETBALL OFFICIAL ON 1/26/21 VS NORTH FOND DU LAC | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | | Totals for 81815 | 80.00 |
| 81820 | ASSOCIATED TRUST CO. | JPAP02 | 02/08/2021 | GENERAL OBLIGATION PROMISSORY NOTES PRINCIPAL & INTEREST ACCT#99G100003 ISSUER ID: 562-107 | REFERENDUM APPROVED DEBT SERVI/BOND PRINCIPAL/DEBT SERVICE RETIREMENT | 0 | 555,000.00 |
| 81820 | ASSOCIATED TRUST CO. | JPAP02 | 02/08/2021 | GENERAL OBLIGATION PROMISSORY NOTES PRINCIPAL & INTEREST ACCT#99G100003 ISSUER ID: 562-107 | REFERENDUM APPROVED DEBT SERVI/BOND INTEREST/DEBT SERVICE RETIREMENT | 0 | 124,703.31 |
| 81820 | ASSOCIATED TRUST CO. | JPAP02 | 02/08/2021 | GENERAL OBLIGATION REFUNDING BONDS - INTEREST ACCT # - 99G100003 ISSUER ID: 562-106 | REFERENDUM APPROVED DEBT SERVI/BOND INTEREST/DEBT SERVICE RETIREMENT | 0 | 123,692.00 |
| | | | | | | Totals for 81820 | 803,395.31 |
| 81821 | AT&T | JPAP02 | 02/08/2021 | INTERNET | GENERAL FUND/ON-LINE COMMUNICATIONS/ADMIN ISTRATIVE TECHNOLOGY SERV | 0 | 130.41 |
| | | | | | | Totals for 81821 | 130.41 |
| 81822 | BLUETARP CREDIT SERV | JPAP02 | 02/08/2021 | DAN KOEHLER CLASSROOM EQUIPMENT | GENERAL FUND/NON-CAPITAL EQUIPMENT/TECHNOLOGY EDUCATION | 4002100157 | 373.84 |
| | | | | | | Totals for 81822 | 373.84 |
| 81823 | CASH | JPAP02 | 02/08/2021 | REIMBURSE MES PETTY CASH | GENERAL FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL | 0 | 26.66 |
| 81823 | CASH | JPAP02 | 02/08/2021 | REIMBURSE MES PETTY CASH | Special Revenue Trust Fund/GENERAL SUPPLIES/GUIDANCE | 0 | 100.00 |
| | | | | | | Totals for 81823 | 126.66 |
| 81824 | CC & N, INC | JPAP02 | 02/08/2021 | TROUBLESHOOT SPEAKER LEG & REPAIR | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 595.00 |
| | | | | | | Totals for 81824 | 595.00 |
| 81825 | CONJUGUEMOS | JPAP02 | 02/08/2021 | AMY ANAYA SPANISH ONLINE SUBSCRIPTION (ACCOUNT # 17063) | GENERAL FUND/TECH/SOFTWARE SERVIC/FOREIGN LANGUAGES | 4002100161 | 50.00 |
| | | | | | | Totals for 81825 | 50.00 |
| 81826 | ENGELHARDT DAIRY OF | JPAP02 | 02/08/2021 | MES MILK ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 218.33 |
| 81826 | ENGELHARDT DAIRY OF | JPAP02 | 02/08/2021 | MES MILK ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 94.70 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
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| 81826 | ENGELHARDT DAIRY OF | JPAP02 | 02/08/2021 | MES MILK ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 218.33 |
| 81826 | ENGELHARDT DAIRY OF | JPAP02 | 02/08/2021 | LWJSHS MILK ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 94.33 |
| 81826 | ENGELHARDT DAIRY OF | JPAP02 | 02/08/2021 | LWJSHS MILK ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 76.88 |
| 81826 | ENGELHARDT DAIRY OF | JPAP02 | 02/08/2021 | LWJSHS MILK ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 117.65 |
| 81826 | ENGELHARDT DAIRY OF | JPAP02 | 02/08/2021 | LWJSHS MILK ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 118.50 |
| 81826 | ENGELHARDT DAIRY OF | JPAP02 | 02/08/2021 | MES MILK ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 218.70 |
| | | | | | Totals for 81826 | | 1,157.42 |
| 81827 | INNOVATIVE EDUCATOR | JPAP02 | 02/08/2021 | WEBINAR TRAININGS FOR TEACHERS | GENERAL FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING | 0 | 4,400.00 |
| | | | | | Totals for 81827 | | 4,400.00 |
| 81828 | INTEGRATED SYSTEMS C | JPAP02 | 02/08/2021 | IS CORP BILLING FOR 2020-21 | GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV | 8002100007 | 360.00 |
| | | | | | Totals for 81828 | | 360.00 |
| 81829 | NORTH EASTERN WISCON | JPAP02 | 02/08/2021 | Occupational Therapist - monthly bill | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272100045 | 1,362.35 |
| 81829 | NORTH EASTERN WISCON | JPAP02 | 02/08/2021 | Occupational Therapist - monthly bill | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272100045 | 113.65 |
| | | | | | Totals for 81829 | | 1,476.00 |
| 81830 | PAN-O-GOLD BAKING | JPAP02 | 02/08/2021 | BREAD ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 63.60 |
| 81830 | PAN-O-GOLD BAKING | JPAP02 | 02/08/2021 | BREAD ORDER | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 122.46 |
| | | | | | Totals for 81830 | | 186.06 |
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 387.23 |
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES | 0 | 143.62 |
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/FOOD/FOOD SERVICES | 0 | 939.08 |
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | FOOD AND NON FOOD SUPPLIES | FOOD SERVICE FUND/CENTRAL SUPPLY | 0 | 90.39 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|------------------|----------------------|--------------|------------|--|--|------------|----------|
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | FOOD AND NON FOOD SUPPLIES | ROOM/FOOD SERVICES FOOD SERVICE | 0 | 655.61 |
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | FOOD AND NON FOOD SUPPLIES | FUND/FOOD/FOOD SERVICES | 0 | 133.32 |
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | FOOD SUPPLIES | FOOD SERVICE | 0 | 641.48 |
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | USDA COMMODITY ORDER | FUND/FOOD/FOOD SERVICES | 0 | 31.50 |
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | USDA COMMODITY ORDER | FOOD SERVICE | 0 | 21.00 |
| 81831 | REINHART FOOD SERVIC | JPAP02 | 02/08/2021 | USDA COMMODITY ORDER | FUND/FOOD/FOOD SERVICES | 0 | 37.50 |
| Totals for 81831 | | | | | | | 3,080.73 |
| 81833 | SCHOOL SPECIALTY INC | JPAP02 | 02/08/2021 | CARRIE KOEHN CENTRAL SUPPLY | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 4002100155 | 51.61 |
| 81833 | SCHOOL SPECIALTY INC | JPAP02 | 02/08/2021 | CARRIE KOEHN CENTRAL SUPPLY | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 4002100155 | 38.94 |
| 81833 | SCHOOL SPECIALTY INC | JPAP02 | 02/08/2021 | CARRIE KOEHN CENTRAL SUPPLY | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 4002100156 | 14.53 |
| 81833 | SCHOOL SPECIALTY INC | JPAP02 | 02/08/2021 | CARRIE KOEHN CENTRAL SUPPLY | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 4002100156 | 10.97 |
| 81833 | SCHOOL SPECIALTY INC | JPAP02 | 02/08/2021 | CARRIE KOEHN CENTRAL SUPPLY - FOR SPEC ED | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 4002100158 | 3.26 |
| Totals for 81833 | | | | | | | 119.31 |
| 81834 | SUEHS MOTORS, INC. | JPAP02 | 02/08/2021 | 2005 FORD RED - OIL CHANGE | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS | 0 | 32.82 |
| 81834 | SUEHS MOTORS, INC. | JPAP02 | 02/08/2021 | 2012 DODGE CARAVAN RED - OIL CHANGE | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS | 0 | 34.35 |
| Totals for 81834 | | | | | | | 67.17 |
| 81836 | US CELLULAR | JPAP02 | 02/08/2021 | US CELLULAR BILLING FOR 2020-21 | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100006 | 391.43 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|---|---|------------|----------|
| | | | | | Totals for 81836 | | 391.43 |
| 81837 | WEINAND, CHRISTINA | JPAP02 | 02/08/2021 | REIMBURSE FOOD SERVICE ACCT BALANCE FOR MAKENNA WEINARD | FOOD SERVICE FUND/OTHER DEFERRED REVENUES | 0 | 35.20 |
| | | | | | Totals for 81837 | | 35.20 |
| 81838 | WEX BANK - GLOBAL FL | JPAP02 | 02/08/2021 | ALL OTHER FUEL | GENERAL FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS | 0 | 99.02 |
| | | | | | Totals for 81838 | | 99.02 |
| 81839 | WI DEPT OF JUSTICE | JPAP02 | 02/08/2021 | CRIMINAL BACKGROUND CHECKS WIS DEPT OF JUSTICE - (2 @ 7.00) | GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES | 0 | 14.00 |
| | | | | | Totals for 81839 | | 14.00 |
| 81841 | WI PUBLIC SERVICE CO | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/GARNISHMENT DEDUCTION | 0 | 217.50 |
| | | | | | Totals for 81841 | | 217.50 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | Gas LWHS & MMS | GENERAL FUND/GAS FOR HEAT/OPERATION | 8002100020 | 2,701.65 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | Gas LWHS & MMS | GENERAL FUND/GAS FOR HEAT/OPERATION | 8002100020 | 2,038.08 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | ALLIANT BILLS FOR MMS AND LWHS FOR ELECTRIC | GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | 8002100019 | 9.52 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | ALLIANT BILLS FOR MMS AND LWHS FOR ELECTRIC | GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | 8002100019 | 7.18 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | ALLIANT BILLS FOR MMS AND LWHS FOR ELECTRIC | GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | 8002100019 | 4,369.97 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | ALLIANT BILLS FOR MMS AND LWHS FOR ELECTRIC | GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | 8002100019 | 3,296.65 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | ALLIANT BILLS FOR MMS AND LWHS FOR ELECTRIC | GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | 8002100019 | 17.90 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | ALLIANT BILLS FOR MMS AND LWHS FOR ELECTRIC | GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | 8002100019 | 13.50 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | PAES lab electric and gas bill | SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS | 272100039 | 120.17 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | PAES lab electric and gas bill | SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS | 272100039 | 56.62 |
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | MES Alliant | GENERAL FUND/GAS | 1012100064 | 3,545.91 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|------------------|----------------------|--------------|------------|---|---|------------|-----------|
| 81842 | ALLIANT ENERGY | JPAP02 | 02/12/2021 | MES Alliant | FOR HEAT/OPERATION GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION | 1012100064 | 3,863.19 |
| Totals for 81842 | | | | | | | 20,040.34 |
| 81843 | AMAZON CAPITAL SERVI | JPAP02 | 02/12/2021 | GEN GUNDERSON CLASSROOM SUPPLIES | GENERAL FUND/GENERAL SUPPLIES/SCIENCE | 4002100163 | 37.94 |
| 81843 | AMAZON CAPITAL SERVI | JPAP02 | 02/12/2021 | JILL KRAUSE PHY ED EQUIPMENT | GENERAL FUND/NON-CAPITAL EQUIPMENT/PHYSICAL EDUCATION | 4002100159 | 84.00 |
| Totals for 81843 | | | | | | | 121.94 |
| 81844 | AMERICAN WELDING & G | JPAP02 | 02/12/2021 | Monthly charge for gas for welding program | GENERAL FUND/GENERAL SUPPLIES/TECHNOLOGY EDUCATION | 4002100077 | 25.77 |
| Totals for 81844 | | | | | | | 25.77 |
| 81845 | CENTURY LINK | JPAP02 | 02/12/2021 | CENTURY LINK BILLS FOR 2020-21 | GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES | 8002100008 | 74.95 |
| Totals for 81845 | | | | | | | 74.95 |
| 81846 | CESA 6-CONFERENCE RE | JPAP02 | 02/12/2021 | NURSING NON CONSORTIUM DAILY RATE - 56 DAYS PHYSICAL THERAPY DAILY NON CONSORTIUM - 38 DAYS PSYCHOLOGIST NON CONSORTIUM DAILY RATE IT SUPPORT & NEW HORIZONS ALTERNATIVE SCHOOL | GENERAL FUND/TRANSFER TO CESA/ADMINISTRATIVE TECHNOLOGY SERV | 0 | 270.00 |
| 81846 | CESA 6-CONFERENCE RE | JPAP02 | 02/12/2021 | NURSING NON CONSORTIUM DAILY RATE - 56 DAYS PHYSICAL THERAPY DAILY NON CONSORTIUM - 38 DAYS PSYCHOLOGIST NON CONSORTIUM DAILY RATE IT SUPPORT & NEW HORIZONS ALTERNATIVE SCHOOL | SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY | 0 | 741.00 |
| 81846 | CESA 6-CONFERENCE RE | JPAP02 | 02/12/2021 | NURSING NON CONSORTIUM DAILY RATE - 56 DAYS PHYSICAL THERAPY DAILY NON CONSORTIUM - 38 DAYS PSYCHOLOGIST NON CONSORTIUM DAILY RATE IT SUPPORT & NEW HORIZONS ALTERNATIVE SCHOOL | SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY | 0 | 2,223.00 |
| 81846 | CESA 6-CONFERENCE RE | JPAP02 | 02/12/2021 | NURSING NON CONSORTIUM DAILY RATE - 56 DAYS PHYSICAL THERAPY DAILY NON CONSORTIUM - 38 DAYS PSYCHOLOGIST NON CONSORTIUM DAILY RATE IT SUPPORT & NEW HORIZONS ALTERNATIVE SCHOOL | SPECIAL EDUCATION FUND/TRANSFER TO CESA/SPECIAL ED TUITION-NON-OPEN | 0 | 4,134.00 |
| 81846 | CESA 6-CONFERENCE RE | JPAP02 | 02/12/2021 | NURSING NON CONSORTIUM DAILY RATE - 56 DAYS PHYSICAL THERAPY DAILY NON CONSORTIUM - 38 DAYS PSYCHOLOGIST NON | GENERAL FUND/TRANSFER TO CESA/SCHOOL NURSE | 0 | 5,367.60 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|---|--|--------------|-----------|
| | | | | CONSORTIUM DAILY RATE IT SUPPORT & NEW HORIZONS ALTERNATIVE SCHOOL | | | |
| 81846 | CESA 6-CONFERENCE RE | JPAP02 | 02/12/2021 | NURSING NON CONSORTIUM DAILY RATE - 56 DAYS PHYSICAL THERAPY DAILY NON CONSORTIUM - 38 DAYS PSYCHOLOGIST NON CONSORTIUM DAILY RATE IT SUPPORT & NEW HORIZONS ALTERNATIVE SCHOOL | SPECIAL EDUCATION FUND/TRANSFER TO CESA/SCHOOL NURSE | 0 | 2,192.40 |
| 81846 | CESA 6-CONFERENCE RE | JPAP02 | 02/12/2021 | NURSING NON CONSORTIUM DAILY RATE - 56 DAYS PHYSICAL THERAPY DAILY NON CONSORTIUM - 38 DAYS PSYCHOLOGIST NON CONSORTIUM DAILY RATE IT SUPPORT & NEW HORIZONS ALTERNATIVE SCHOOL | SPECIAL EDUCATION FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST | 0 | 1,184.40 |
| 81846 | CESA 6-CONFERENCE RE | JPAP02 | 02/12/2021 | NURSING NON CONSORTIUM DAILY RATE - 56 DAYS PHYSICAL THERAPY DAILY NON CONSORTIUM - 38 DAYS PSYCHOLOGIST NON CONSORTIUM DAILY RATE IT SUPPORT & NEW HORIZONS ALTERNATIVE SCHOOL | GENERAL FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST | 0 | 225.60 |
| | | | | | Totals for 81846 | | 16,338.00 |
| 81847 | CINTAS CORPORATION L | JPAP02 | 02/12/2021 | CUSTODIAL SUPPLIES | GENERAL FUND/GENERAL SUPPLIES/OPERATION | 0 | 525.72 |
| 81847 | CINTAS CORPORATION L | JPAP02 | 02/12/2021 | CUSTODIAL SUPPLIES | SPECIAL EDUCATION FUND/CLEANING SERVICES/BUILDINGS | 0 | 16.37 |
| 81847 | CINTAS CORPORATION L | JPAP02 | 02/12/2021 | CUSTODIAL SUPPLIES | GENERAL FUND/CLEANING SERVICES/OPERATION | 0 | 52.98 |
| 81847 | CINTAS CORPORATION L | JPAP02 | 02/12/2021 | CUSTODIAL SUPPLIES | GENERAL FUND/CLEANING SERVICES/OPERATION | 0 | 30.00 |
| 81847 | CINTAS CORPORATION L | JPAP02 | 02/12/2021 | CUSTODIAL SUPPLIES | GENERAL FUND/CLEANING SERVICES/OPERATION | 0 | 22.63 |
| | | | | | Totals for 81847 | | 647.70 |
| 81848 | STERLING WATER CULLI | JPAP02 | 02/12/2021 | WATER SOFTENER SALT + SERVICE MES | GENERAL FUND/CLEANING SERVICES/OPERATION | 0 | 63.00 |
| 81848 | STERLING WATER CULLI | JPAP02 | 02/12/2021 | SOLAR SALT + SERVICE @ LWHS | GENERAL FUND/CLEANING SERVICES/OPERATION | 0 | 42.86 |
| 81848 | STERLING WATER CULLI | JPAP02 | 02/12/2021 | SOLAR SALT + SERVICE @ LWHS | GENERAL FUND/CLEANING SERVICES/OPERATION | 0 | 32.34 |
| | | | | | Totals for 81848 | | 138.20 |
| 81849 | E O JOHNSON CO., INC | JPAP02 | 02/12/2021 | E.O. Johnson copier agreement 2020-21 | GENERAL FUND/COMMUNICATION/A ADMINISTRATIVE TECHNOLOGY SERV | 8002100005 | 1,112.12 |
| | | | | | Totals for 81849 | | 1,112.12 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|---|---|------------------|-----------|
| 81850 | GENERAL MEDICAL DEVI | JPAP02 | 02/12/2021 | KRYSTAL DRAEGER AED FOR FITNESS CENTER | GENERAL FUND/NON-CAPITAL EQUIPMENT/HEALTH | 4002100154 | 863.72 |
| 81850 | GENERAL MEDICAL DEVI | JPAP02 | 02/12/2021 | KRYSTAL DRAEGER AED FOR FITNESS CENTER | GENERAL FUND/NON-CAPITAL EQUIPMENT/HEALTH | 4002100154 | 651.57 |
| | | | | | | Totals for 81850 | 1,515.29 |
| 81851 | GIBSON, JESS | JPAP02 | 02/12/2021 | REIMBURSE TRANSPORTATION FOR CHILD | SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP | 0 | 218.40 |
| | | | | | | Totals for 81851 | 218.40 |
| 81852 | GRAICHEN DISPOSAL & | JPAP02 | 02/12/2021 | CONTAINER SERVICE FOR DISTRICT | GENERAL FUND/CLEANING SERVICES/OPERATION | 8002100018 | 810.00 |
| | | | | | | Totals for 81852 | 810.00 |
| 81853 | KOBUSSEN BUSES LTD | JPAP02 | 02/12/2021 | JANUARY 2021 BUS CHARGES | GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET | 0 | 36,035.72 |
| 81853 | KOBUSSEN BUSES LTD | JPAP02 | 02/12/2021 | JANUARY 2021 BUS CHARGES | GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS | 0 | 3,389.81 |
| 81853 | KOBUSSEN BUSES LTD | JPAP02 | 02/12/2021 | JANUARY 2021 BUS CHARGES | SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP | 0 | 4,004.28 |
| 81853 | KOBUSSEN BUSES LTD | JPAP02 | 02/12/2021 | JANUARY 2021 BUS CHARGES | COMMUNITY SERVICE FUND/TRAVEL-CONTRACT ED SERVICE/OTHER COMMUNITY SERVICES | 0 | 1,122.93 |
| | | | | | | Totals for 81853 | 44,552.74 |
| 81854 | MULTI MEDIA CHANNELS | JPAP02 | 02/12/2021 | WOLF PACK EXPRESS JANUARY 21 JOB WOLF PACK EXPRESS JANUARY 21 POSTAGE 12/21/20 MEETING MINUTES | GENERAL FUND/PRINTING AND BINDING/INFORMATION | 0 | 1,342.09 |
| | | | | | | Totals for 81854 | 1,342.09 |
| 81855 | PETERSEN AUTOMOTIVE | JPAP02 | 02/12/2021 | PROGRAMMING THE FOB AND CUTTING A KEY FOR THE 2017 CHRYSLER PACIFICA | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS | 0 | 251.39 |
| | | | | | | Totals for 81855 | 251.39 |
| 81856 | REMINGTON'S QUALITY | JPAP02 | 02/12/2021 | BAKERY - BUS DRIVERS | GENERAL FUND/FOOD/OFFICE OF SUPERINTENDENT | 0 | 45.85 |
| | | | | | | Totals for 81856 | 45.85 |
| 81857 | S & S EXCAVATING | JPAP02 | 02/12/2021 | SNOW REMOVAL 1/15/21 - 2/5/21 | GENERAL FUND/CLEANING SERVICES/SITES | 0 | 8,770.38 |
| | | | | | | Totals for 81857 | 8,770.38 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
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| 81858 | SERVICE MOTOR COMPAN | JPAP02 | 02/12/2021 | KOBATA BRUSHES | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/VEHICLE MAINT/NOT PUPIL TRANS | 0 | 1,179.01 |
| | | | | | | Totals for 81858 | 1,179.01 |
| 81860 | UNEMPLOYMENT INSURAN | JPAP02 | 02/12/2021 | UNEMPLOYMENT - JANUARY 2021 | GENERAL FUND/UNEMPLOYMENT COMPENSATION/INSURAN CE AND JUDGEMENTS | 0 | 1,669.00 |
| | | | | | | Totals for 81860 | 1,669.00 |
| 81861 | USI EDUCATION & GOVE | JPAP02 | 02/12/2021 | LAMINATING FILM | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 1012100096 | 428.16 |
| 81861 | USI EDUCATION & GOVE | JPAP02 | 02/12/2021 | LAMINATING FILM | GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM | 1012100096 | 100.27 |
| 81861 | USI EDUCATION & GOVE | JPAP02 | 02/12/2021 | LAMINATING FILM | SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL | 1012100096 | 100.28 |
| | | | | | | Totals for 81861 | 628.71 |
| 81862 | AMAZON CAPITAL SERVI | JPAP02 | 02/19/2021 | Softball Supplies | GENERAL FUND/NON-CAPITAL EQUIPMENT/GIRLS SOFTBALL | 4002100168 | 334.16 |
| | | | | | | Totals for 81862 | 334.16 |
| 81863 | ANTHEM BLUE CROSS & | JPAP02 | 02/19/2021 | MARCH HEALTH INSURANCE PREMIUMS | GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S | 1 | 93,202.66 |
| | | | | | | Totals for 81863 | 93,202.66 |
| 81864 | AUTOMATED ENERGY SOL | JPAP02 | 02/19/2021 | TROUBLESHOOTING & AQUASTAT REPLACEMENT AT LWHS/MANAWA MIDDLE SCHOOL | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 470.82 |
| 81864 | AUTOMATED ENERGY SOL | JPAP02 | 02/19/2021 | TROUBLESHOOTING & AQUASTAT REPLACEMENT AT LWHS/MANAWA MIDDLE SCHOOL | GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS | 0 | 355.18 |
| | | | | | | Totals for 81864 | 826.00 |
| 81865 | AWSA | JPAP02 | 02/19/2021 | DAN WOLFGRAM CONVENTION FEE | GENERAL FUND/EMPLOYEE DUES AND FEES/OFFICE OF THE PRINCIPAL | 4002100175 | 164.00 |
| | | | | | | Totals for 81865 | 164.00 |
| 81866 | BARTON READING & SPE | JPAP02 | 02/19/2021 | Barton Reading Products | GENERAL FUND/TEXTBOOKS & WORKBOOKS/ENGLISH LANGUAGE | 1012100097 | 2,919.60 |
| | | | | | | Totals for 81866 | 2,919.60 |
| 81867 | CESA #4 | JPAP02 | 02/19/2021 | FACING ANXIETY ONLINE-ZOOM WORKSHOP ON 3/18/21 JANINE CONNOLLY | GENERAL FUND/TRANSFER TO CESA/ INSTRUCTIONAL STAFF TRAINING | 0 | 28.50 |
| 81867 | CESA #4 | JPAP02 | 02/19/2021 | FACING ANXIETY ONLINE-ZOOM WORKSHOP ON 3/18/21 JANINE | GENERAL FUND/TRANSFER TO | 0 | 21.50 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|---------------------------------------|--|------------|----------|
| | | | | CONNOLLY | CESA/ INSTRUCTIONAL STAFF TRAINING | | |
| | | | | | Totals for 81867 | | 50.00 |
| 81868 | CESA 6-CONFERENCE RE | jpap02 | 02/19/2021 | JANUARY 2021 COVID TESTS | GENERAL FUND/PERSONAL SERVICES/OPERATION | 0 | 220.00 |
| | | | | | Totals for 81868 | | 220.00 |
| 81869 | DELTA DENTAL-VISION | JPAP02 | 02/19/2021 | MARCH 2021 VISION INSURANCE PREMIUMS | GENERAL FUND/VISION EFF 090115 | 0 | 573.74 |
| | | | | | Totals for 81869 | | 573.74 |
| 81870 | FOLLETT SCHOOL SOLUT | JPAP02 | 02/19/2021 | November 2020 Book Order | GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY | 4002100151 | 302.67 |
| 81870 | FOLLETT SCHOOL SOLUT | JPAP02 | 02/19/2021 | November 2020 Book Order | GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY | 1012100091 | 643.08 |
| 81870 | FOLLETT SCHOOL SOLUT | JPAP02 | 02/19/2021 | November 2020 Book Order | GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY | 2002100018 | 171.62 |
| 81870 | FOLLETT SCHOOL SOLUT | JPAP02 | 02/19/2021 | December Book Order | GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY | 1012100092 | 494.84 |
| | | | | | Totals for 81870 | | 1,612.21 |
| 81871 | HEID MUSIC CO, INC. | JPAP02 | 02/19/2021 | AUSTIN ROHAN INVOICE 2736688 | GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC | 4002100171 | 57.70 |
| 81871 | HEID MUSIC CO, INC. | JPAP02 | 02/19/2021 | AUSTIN ROHAN INVOICE 2731676 | GENERAL FUND/SHEET MUSIC/INSTRUMENTAL MUSIC | 4002100171 | 121.92 |
| | | | | | Totals for 81871 | | 179.62 |
| 81872 | JOSTENS INC. | JPAP02 | 02/19/2021 | CARRIE KOEHN GRADUATION SUPPLIES | GENERAL FUND/GENERAL SUPPLIES/MISC HIGH SCHOOL | 4002100016 | 701.00 |
| | | | | | Totals for 81872 | | 701.00 |
| 81873 | NORTH EASTERN WISCON | JPAP02 | 02/19/2021 | Occupational Therapist - monthly bill | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272100045 | 761.48 |
| 81873 | NORTH EASTERN WISCON | JPAP02 | 02/19/2021 | Occupational Therapist - monthly bill | SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY | 272100045 | 63.52 |
| | | | | | Totals for 81873 | | 825.00 |
| 81874 | REMINGTON'S QUALITY | JPAP02 | 02/19/2021 | SANDY CORDES FOOD SCIENCE SUPPLIES | GENERAL FUND/FOOD/AGRICULTUR E | 4002100176 | 182.18 |
| | | | | | Totals for 81874 | | 182.18 |
| 81875 | SCHOOL SPECIALTY INC | jpap02 | 02/19/2021 | NANCY ZABLER ART SUPPLIES | GENERAL FUND/GENERAL SUPPLIES/ART | 2002100016 | 41.52 |
| | | | | | Totals for 81875 | | 41.52 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
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| 81877 | WISCONSIN SCHOOL MUS | JPAP02 | 02/19/2021 | AUSTIN ROHAN COMPOSITION PROJECT ENTRY FEE INVOICE 25951 | GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/VOCAL MUSIC | 4002100170 | 26.00 |
| Totals for 81877 | | | | | | | 26.00 |
| 202000190 | EMPLOYEE BENEFITS CO | JPWI01 | 01/21/2021 | FSA CLAIMS | GENERAL FUND/FLEX PLAN SY20-21 | 0 | 1,833.16 |
| 202000190 | EMPLOYEE BENEFITS CO | JPWI01 | 01/21/2021 | FSA CLAIMS | GENERAL FUND/FLEX PLAN SY19-20 | 0 | 0.45 |
| Totals for 202000190 | | | | | | | 1,833.61 |
| 202000191 | EMPLOYEE BENEFITS CO | JPWI01 | 01/29/2021 | HRA & FSA ADMINISTRATION FEES | GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL | 0 | 126.50 |
| Totals for 202000191 | | | | | | | 126.50 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 7,613.03 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 1,424.29 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 181.49 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 1,780.46 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 333.09 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 42.44 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 399.45 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FEDERAL INCOME TAX | 0 | 43.79 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 9,475.56 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FEDERAL INCOME TAX | 0 | 2,010.31 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | FOOD SERVICE FUND/FEDERAL INCOME TAX | 0 | 49.97 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 1,780.46 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 333.09 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 42.44 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 7,613.03 |
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | SPECIAL EDUCATION | 0 | 1,424.29 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|-----------------------------------|--|-----------|-----------|
| 202000193 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | FUND/FICA (SOCIAL SECURITY) FOOD SERVICE | 0 | 181.49 |
| | | | | | FUND/FICA (SOCIAL SECURITY) | | |
| | | | | | Totals for 202000193 | | 34,728.68 |
| 202000194 | MASSMUTUAL FINANCIAL | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/HARTFORD INS - TSA/ROTH | 0 | 50.00 |
| | | | | | Totals for 202000194 | | 50.00 |
| 202000195 | WEA TAX SHELTERED AN | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/WEA TRUST - TSA/ROTH | 0 | 100.00 |
| 202000195 | WEA TAX SHELTERED AN | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/WEA TRUST - TSA/ROTH | 0 | 500.00 |
| 202000195 | WEA TAX SHELTERED AN | P9 | 01/29/2021 | Payroll accrual | SPECIAL EDUCATION FUND/WEA TRUST - TSA/ROTH | 0 | 25.00 |
| | | | | | Totals for 202000195 | | 625.00 |
| 202000196 | WISCONSIN DEPT OF RE | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/STATE INCOME TAX | 0 | 77.45 |
| 202000196 | WISCONSIN DEPT OF RE | P9 | 01/29/2021 | Payroll accrual | SPECIAL EDUCATION FUND/STATE INCOME TAX | 0 | 7.55 |
| 202000196 | WISCONSIN DEPT OF RE | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/STATE INCOME TAX | 0 | 5,936.46 |
| 202000196 | WISCONSIN DEPT OF RE | P9 | 01/29/2021 | Payroll accrual | SPECIAL EDUCATION FUND/STATE INCOME TAX | 0 | 944.90 |
| 202000196 | WISCONSIN DEPT OF RE | P9 | 01/29/2021 | Payroll accrual | FOOD SERVICE FUND/STATE INCOME TAX | 0 | 51.65 |
| | | | | | Totals for 202000196 | | 7,018.01 |
| 202000198 | WEA MEMBER BENEFIT T | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/WEA TRUST ADVANTAGE | 0 | 140.00 |
| | | | | | Totals for 202000198 | | 140.00 |
| 202000199 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 10.85 |
| 202000199 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 2.54 |
| 202000199 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 0.00 |
| 202000199 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 2.54 |
| 202000199 | INTERNAL REVENUE SER | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 10.85 |
| | | | | | Totals for 202000199 | | 26.78 |
| 202000200 | WISCONSIN DEPT OF RE | P9 | 01/29/2021 | Payroll accrual | GENERAL FUND/STATE INCOME TAX | 0 | 0.00 |
| | | | | | Totals for 202000200 | | 0.00 |
| 202000202 | EMPLOYEE BENEFITS CO | JPWI01 | 01/28/2021 | FSA CLAIMS & UNCOVERED MEDICAL | GENERAL FUND/FLEX PLAN SY20-21 | 0 | 727.90 |
| 202000202 | EMPLOYEE BENEFITS CO | JPWI01 | 01/28/2021 | FSA CLAIMS & UNCOVERED MEDICAL | EMPLOYEE BENIFIT TRUST FUND/DUE TO OTHER FUNDS | 0 | 500.00 |
| | | | | | Totals for 202000202 | | 1,227.90 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|-----------------------------------|---|----------------------|----------|
| 202000203 | DELTA DENTAL OF WISC | JPWI01 | 01/27/2021 | DENTAL CLAIMS & ADMINISTRATION | GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI | 0 | 1,834.98 |
| | | | | | | Totals for 202000203 | 1,834.98 |
| 202000204 | DELTA DENTAL OF WISC | JPWI01 | 01/20/2021 | DENTAL CLAIMS | GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI | 0 | 527.00 |
| | | | | | | Totals for 202000204 | 527.00 |
| 202000206 | DELTA DENTAL OF WISC | JPWI02 | 02/03/2021 | DENTAL CLAIMS | GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI | 0 | 813.40 |
| | | | | | | Totals for 202000206 | 813.40 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 8,081.47 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 1,392.48 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 362.95 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 1,890.01 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 325.63 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 84.88 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 398.52 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FEDERAL INCOME TAX | 0 | 44.72 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 27.50 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FEDERAL INCOME TAX | 0 | 11.00 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/FEDERAL INCOME TAX | 0 | 9,869.62 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FEDERAL INCOME TAX | 0 | 1,133.43 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | FOOD SERVICE FUND/FEDERAL INCOME TAX | 0 | 187.66 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 1,890.01 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 325.63 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL | 0 | 84.88 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|----------------------|-----------------|---------------|-----------------------------------|--|--------------|-----------|
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | SECURITY) GENERAL FUND/FICA (SOCIAL SECURITY) | 0 | 8,081.47 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY) | 0 | 1,392.48 |
| 202000207 | INTERNAL REVENUE SER | P9 | 02/12/2021 | Payroll accrual | FOOD SERVICE FUND/FICA (SOCIAL SECURITY) | 0 | 362.95 |
| | | | | | Totals for 202000207 | | 35,947.29 |
| 202000208 | MASSMUTUAL FINANCIAL | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/HARTFORD INS - TSA/ROTH | 0 | 50.00 |
| | | | | | Totals for 202000208 | | 50.00 |
| 202000209 | WEA TAX SHELTERED AN | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/WEA TRUST - TSA/ROTH | 0 | 100.00 |
| 202000209 | WEA TAX SHELTERED AN | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/WEA TRUST - TSA/ROTH | 0 | 500.00 |
| | | | | | Totals for 202000209 | | 600.00 |
| 202000210 | WISCONSIN DEPT OF RE | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/STATE INCOME TAX | 0 | 76.52 |
| 202000210 | WISCONSIN DEPT OF RE | P9 | 02/12/2021 | Payroll accrual | SPECIAL EDUCATION FUND/STATE INCOME TAX | 0 | 8.48 |
| 202000210 | WISCONSIN DEPT OF RE | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/STATE INCOME TAX | 0 | 6,216.61 |
| 202000210 | WISCONSIN DEPT OF RE | P9 | 02/12/2021 | Payroll accrual | SPECIAL EDUCATION FUND/STATE INCOME TAX | 0 | 775.86 |
| 202000210 | WISCONSIN DEPT OF RE | P9 | 02/12/2021 | Payroll accrual | FOOD SERVICE FUND/STATE INCOME TAX | 0 | 149.06 |
| | | | | | Totals for 202000210 | | 7,226.53 |
| 202000212 | WEA MEMBER BENEFIT T | P9 | 02/12/2021 | Payroll accrual | GENERAL FUND/WEA TRUST ADVANTAGE | 0 | 140.00 |
| | | | | | Totals for 202000212 | | 140.00 |
| 202000213 | DELTA DENTAL OF WISC | JPWI02 | 02/10/2021 | DENTAL CLAIMS | GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI | 0 | 2,252.61 |
| | | | | | Totals for 202000213 | | 2,252.61 |
| 202000214 | EMPLOYEE BENEFITS CO | JPWI02 | 02/11/2021 | FSA CLAIMS & UNCOVERED MEDICAL | GENERAL FUND/FLEX PLAN SY20-21 | 0 | 310.06 |
| 202000214 | EMPLOYEE BENEFITS CO | JPWI02 | 02/11/2021 | FSA CLAIMS & UNCOVERED MEDICAL | EMPLOYEE BENIFIT TRUST FUND/DUE TO OTHER FUNDS | 0 | 500.00 |
| | | | | | Totals for 202000214 | | 810.06 |
| 202000215 | ANTHEM BLUE CROSS & | JPWI02 | 02/11/2021 | HRA CLAIMS 1/1/21 - 1/31/21 | GENERAL FUND/HRA/WEA ER DED (PMT ABOVE EE'S | 0 | 5,430.25 |
| | | | | | Totals for 202000215 | | 5,430.25 |
| 202000216 | DELTA DENTAL OF WISC | JPWI02 | 02/17/2021 | DENTAL CLAIMS | GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI | 0 | 942.20 |
| | | | | | Totals for 202000216 | | 942.20 |
| 202000217 | EMPLOYEE BENEFITS CO | JPWI02 | 02/18/2021 | UNCOVERED MEDICAL | EMPLOYEE BENIFIT TRUST FUND/DUE TO | 0 | 311.33 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|---------------------|-----------------|---------------|--|---|--------------|--------|
| | | | | | OTHER FUNDS | | |
| | | | | | Totals for 202000217 | | 311.33 |
| 202100123 | DAYTON, KENNETH | JPAP01 | 01/19/2021 | GIRLS VARSITY BASKETBALL OFFICIAL ON 1/16/21 VS NEW LONDON | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for 202100123 | | 80.00 |
| 202100125 | BUELOW, JON | JPAP01 | 01/20/2021 | GIRLS VARSITY BASKETBALL OFFICIAL ON 1/16/21 VS NEW LONDON | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for 202100125 | | 80.00 |
| 202100126 | HAUMSCHILD, DEREK | JPAP01 | 01/20/2021 | GIRLS VARSITY BASKETBALL OFFICIAL ON 1/16/21 VS NEW LONDON | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for 202100126 | | 80.00 |
| 202100127 | FLYNN, STEPHANIE | JPAP01 | 01/21/2021 | NOTARY APPLICATION | GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/NON-INSTRUCTION AL STAFF TRAINING | 0 | 113.00 |
| | | | | | Totals for 202100127 | | 113.00 |
| 202100128 | KRIESEL, ZACH | JPAP01 | 01/21/2021 | GIRLS MS BASKETBALL OFFICIAL ON 1/19/21 VS SHIOCTON | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES | 0 | 60.00 |
| | | | | | Totals for 202100128 | | 60.00 |
| 202100129 | REYNOLDS, NATHANIEL | JPAP01 | 01/21/2021 | GIRLS MS BASKETBALL OFFICIAL ON 1/19/21 VS SHIOCTON | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES | 0 | 60.00 |
| | | | | | Totals for 202100129 | | 60.00 |
| 202100130 | ACKER, AUSTIN | JPAP01 | 01/26/2021 | Varsity Girls Basketball Official on 1/21/21 vs Gresham | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| 202100130 | ACKER, AUSTIN | JPAP01 | 01/26/2021 | JV Girls Basketball Official on 1/21/21 vs Gresham | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 50.00 |
| | | | | | Totals for 202100130 | | 130.00 |
| 202100131 | BUELOW, JON | JPAP01 | 01/26/2021 | Varsity Boys Basketball Official on 1/25/21 vs Rosholt | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for 202100131 | | 80.00 |
| 202100132 | BURRY, MATT | JPAP01 | 01/26/2021 | Varsity Boys Basketball Official on 1/25/21 vs Rosholt | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for 202100132 | | 80.00 |
| 202100133 | FREWERD, JOSHUA | JPAP01 | 01/26/2021 | Varsity Girls Basketball Official on 1/22/21 vs Marion | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for 202100133 | | 80.00 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|---------------------|-----------------|---------------|---|--|----------------------|--------|
| 202100134 | LUPIEN, ROGER | JPAP01 | 01/26/2021 | JV BOYS BASKETBALL OFFICIAL ON 1/25/21 VS ROSHOLT | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 50.00 |
| | | | | | | Totals for 202100134 | 50.00 |
| 202100135 | NILLISSEN, TERRY | JPAP01 | 01/26/2021 | VARSITY GIRLS BASKETBALL OFFICIAL ON 1/22/21 VS MARION | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| | | | | | | Totals for 202100135 | 80.00 |
| 202100136 | RADLEY, DANIEL | JPAP01 | 01/26/2021 | JV GIRLS BASKETBALL OFFICIAL ON 1/22/21 VS CLINTONVILLE | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 50.00 |
| | | | | | | Totals for 202100136 | 50.00 |
| 202100137 | REYNOLDS, NATHANIEL | JPAP01 | 01/26/2021 | JV GIRLS BASKETBALL OFFICIAL ON 1/22/21 VS CLINTONVILLE | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 50.00 |
| | | | | | | Totals for 202100137 | 50.00 |
| 202100138 | SLEEPER, MICHAEL | JPAP01 | 01/26/2021 | JV BOYS BASKETBALL OFFICIAL ON 1/25/21 VS ROSHOLT | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 50.00 |
| | | | | | | Totals for 202100138 | 50.00 |
| 202100139 | VREDEVELD, STEVEN | JPAP01 | 01/26/2021 | VARSITY GIRLS BASKETBALL OFFICIAL ON 1/21/21 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| | | | | | | Totals for 202100139 | 80.00 |
| 202100140 | BLOM, ROBERT | JPAP01 | 01/27/2021 | GIRLS VARSITY BASKETBALL OFFICIAL ON 1/21/21 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| 202100140 | BLOM, ROBERT | JPAP01 | 01/27/2021 | GIRLS JV BASKETBALL OFFICIAL ON 1/21/21 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 50.00 |
| | | | | | | Totals for 202100140 | 130.00 |
| 202100141 | DENNY, MARCUS | JPAP01 | 01/27/2021 | VARSITY BOYS BASKETBALL OFFICIAL ON 1/25/21 VS ROSHOLT | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | | Totals for 202100141 | 80.00 |
| 202100142 | KIERSTEAD, DAVID | JPAP01 | 01/27/2021 | GIRLS VARSITY BASKETBALL OFFICIAL ON 1/26/21 VS NORTH FOND DU LAC | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| | | | | | | Totals for 202100142 | 80.00 |
| 202100143 | MUELLER, JOSHUA | JPAP01 | 01/27/2021 | GIRLS VARSITY BASKETBALL OFFICIAL ON 1/22/21 VS MARION | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| | | | | | | Totals for 202100143 | 80.00 |
| 202100144 | RADLEY, DANIEL | JPAP01 | 01/27/2021 | GIRLS JV BASKETBALL OFFICIAL ON 1/26/21 VS NORTH FOND DU | GENERAL FUND/PERSONAL | 0 | 50.00 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|--------------|----------------------|--------------|------------|--|---|-----------|--------|
| | | | | LAC | SERVICES/GIRLS BASKETBALL | | |
| | | | | | Totals for | 202100144 | 50.00 |
| 202100145 | REYNOLDS, NATHANIEL | JPAP01 | 01/27/2021 | GIRLS JV BASKETBALL OFFICIAL ON 1/26/21 VS NORTH FOND DU LAC | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 50.00 |
| | | | | | Totals for | 202100145 | 50.00 |
| 202100146 | CONNOLLY, JANINE | JPAP01 | 01/29/2021 | REIMBURSE FOR ITEM PURCHASED FOR A STUDENT | Special Revenue Trust Fund/GENERAL SUPPLIES/GUIDANCE | 0 | 50.99 |
| | | | | | Totals for | 202100146 | 50.99 |
| 202100147 | BURRY, MATT | JPAP02 | 02/01/2021 | VARSIY BOYS BASKETBALL OFFICIAL ON 1/28/21 VS TIGERTON | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for | 202100147 | 80.00 |
| 202100148 | KRIESEL, ZACH | JPAP02 | 02/01/2021 | GIRLS MS BASKETBALL OFFICIAL ON 1/28/21 VS AMHERST | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES | 0 | 60.00 |
| | | | | | Totals for | 202100148 | 60.00 |
| 202100149 | REYNOLDS, NATHANIEL | JPAP02 | 02/01/2021 | GIRLS MS BASKETBALL OFFICIAL ON 1/28/21 VS AMHERST | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES | 0 | 60.00 |
| | | | | | Totals for | 202100149 | 60.00 |
| 202100150 | SANKEY, LONNIE | JPAP02 | 02/01/2021 | VARSIY BOYS BASKETBALL OFFICIAL ON 1/28/21 VS TIGERTON | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for | 202100150 | 80.00 |
| 202100151 | SCHELLINGER, MATTHEW | JPAP02 | 02/01/2021 | VARSIY BOYS BASKETBALL OFFICIAL ON 1/28/21 VS TIGERTON | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for | 202100151 | 80.00 |
| 202100153 | WISSE, ALEC | JPAP02 | 02/02/2021 | VARSIY GIRLS BASKETBALL OFFICIAL ON 1/26/21 VS NORTH FOND DU LAC | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for | 202100153 | 80.00 |
| 202100154 | BLOM, ROBERT | JPAP02 | 02/03/2021 | BOYS VARSITY BASKETBALL OFFICIAL ON 2/1/21 VS NEWMAN CATHOLIC | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for | 202100154 | 80.00 |
| 202100155 | JULIOT, DAVID | JPAP02 | 02/03/2021 | BOYS JV BASKETBALL OFFICIAL ON 2/1/21 VS NEWMAN CATHOLIC | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 50.00 |
| | | | | | Totals for | 202100155 | 130.00 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|--------------------|-----------------|---------------|--|--|----------------------|--------|
| 202100156 | LUPIEN, ROGER | JPAP02 | 02/03/2021 | BOYS JV BASKETBALL OFFICIAL ON 2/1/21 VS NEWMAN CATHOLIC | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 50.00 |
| | | | | | | Totals for 202100156 | 50.00 |
| 202100157 | MCCARVILLE, BRETT | JPAP02 | 02/03/2021 | BOYS VARSITY BASKETBALL OFFICIAL ON 2/1/21 VS NEWMAN CATHOLIC | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | | Totals for 202100157 | 80.00 |
| 202100158 | LUPIEN, ROGER | JPAP02 | 02/03/2021 | MS GIRLS BASKETBALL OFFICIAL ON 2/2/21 VS WITTENBERG-BIRNAMWOOD | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES | 0 | 60.00 |
| | | | | | | Totals for 202100158 | 60.00 |
| 202100159 | NILLISSEN, TERRY | JPAP02 | 02/03/2021 | Varsity BOYS BASKETBALL OFFICIAL ON 2/2/21 VS NORTHLAND LUTHERAN | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | | Totals for 202100159 | 80.00 |
| 202100160 | RADLEY, DANIEL | JPAP02 | 02/03/2021 | MS GIRLS BASKETBALL OFFICIAL ON 2/2/21 VS WITTENBERG-BIRNAMWOOD | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES | 0 | 60.00 |
| | | | | | | Totals for 202100160 | 60.00 |
| 202100161 | THORPE, JAMES | JPAP02 | 02/03/2021 | Varsity BOYS BASKETBALL OFFICIAL ON 2/2/21 VS NORTHLAND LUTHERAN | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| 202100161 | THORPE, JAMES | JPAP02 | 02/03/2021 | JV BOYS BASKETBALL OFFICIAL ON 2/2/21 VS NORTHLAND LUTHERAN | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 50.00 |
| | | | | | | Totals for 202100161 | 130.00 |
| 202100162 | UJAZDOWSKI, LUANNE | JPAP02 | 02/08/2021 | 2 SNOWPANTS | Special Revenue Trust Fund/GENERAL SUPPLIES/GUIDANCE | 1012100095 | 10.00 |
| | | | | | | Totals for 202100162 | 10.00 |
| 202100163 | BUELOW, JON | JPAP02 | 02/11/2021 | GIRLS VARSITY REGIONAL BASKETBALL OFFICIAL ON 2/9/21 VS REEDSVILLE | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 84.10 |
| | | | | | | Totals for 202100163 | 84.10 |
| 202100164 | BUTTKE, MIKE | JPAP02 | 02/11/2021 | Varsity GIRLS REGIONAL BASKETBALL OFFICIAL ON 2/9/21 VS REEDSVILLE | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 84.10 |
| | | | | | | Totals for 202100164 | 84.10 |
| 202100165 | GEIGEL, PATRICK | JPAP02 | 02/11/2021 | Varsity GIRLS REGIONAL BASKETBALL OFFICIAL ON 2/9/21 VS REEDSVILLE | GENERAL FUND/PERSONAL SERVICES/GIRLS BASKETBALL | 0 | 84.10 |
| | | | | | | Totals for 202100165 | 84.10 |
| 202100166 | BORIS, JASON | JPAP02 | 02/12/2021 | MS GIRLS BASKETBALL OFFICIAL ON 2/11/21 VS IOLA-SCANDINAVIA | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER | 0 | 57.00 |

| CHECK NUMBER | VENDOR | BATCH NUMBER | CHECK DATE | INVOICE DESCRIPTION | ACCOUNT DESCRIPTION | PO NUMBER | AMOUNT |
|-----------------|---------------------|-----------------|---------------|--|--|--------------|--------|
| | | | | | COMMUNITY SERVICES | | |
| | | | | | Totals for | 202100166 | 57.00 |
| 202100167 | CHASE, THOMAS | JPAP02 | 02/12/2021 | JV BOYS BASKETBALL OFFICIAL ON 2/11/21 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 50.00 |
| | | | | | Totals for | 202100167 | 50.00 |
| 202100168 | KOSCIUK, GREGORY | JPAP02 | 02/12/2021 | VARSITY BOYS BASKETBALL OFFICIAL ON 2/11/21 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for | 202100168 | 80.00 |
| 202100169 | LEMONS, GARY | JPAP02 | 02/12/2021 | VARSITY BOYS BASKETBALL OFFICIAL ON 2/11/21 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for | 202100169 | 80.00 |
| 202100170 | MALLIET, RYAN | JPAP02 | 02/12/2021 | JV BOYS BASKETBALL OFFICIAL ON 2/2/21 VS NORTHLAND LUTHERAN | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 50.00 |
| 202100170 | MALLIET, RYAN | JPAP02 | 02/12/2021 | VARSITY BOYS BASKETBALL OFFICIAL ON 2/2/21 VS NORTHLAND LUTHERAN | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for | 202100170 | 130.00 |
| 202100171 | MARTZAH, PHILLIP JR | JPAP02 | 02/12/2021 | VARSITY BOYS BASKETBALL OFFICIAL ON 2/11/21 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 80.00 |
| | | | | | Totals for | 202100171 | 80.00 |
| 202100172 | TURNER, WADE | JPAP02 | 02/12/2021 | JV BOYS BASKETBALL OFFICIAL ON 2/11/21 VS GRESHAM | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 50.00 |
| | | | | | Totals for | 202100172 | 50.00 |
| 202100173 | WELCH, TIM | JPAP02 | 02/12/2021 | MS GIRLS BASKETBALL OFFICIAL ON 2/11/21 VS IOLA-SCANDINAVIA | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES | 0 | 57.00 |
| | | | | | Totals for | 202100173 | 57.00 |
| 202100174 | LUPIEN, ROGER | JPAP02 | 02/16/2021 | GIRLS MS BASKETBALL OFFICIAL ON 2/15/21 VS WEYAUWEGA-FREMONT | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES | 0 | 60.00 |
| | | | | | Totals for | 202100174 | 60.00 |
| 202100175 | WELCH, TIM | JPAP02 | 02/16/2021 | GIRLS MS BASKETBALL OFFICIAL ON 2/15/21 VS WEYAUWEGA-FREMONT | COMMUNITY SERVICE FUND/PERSONAL SERVICES/OTHER COMMUNITY SERVICES | 0 | 60.00 |
| | | | | | Totals for | 202100175 | 60.00 |
| 202100176 | DAYTON, KENNETH | JPAP02 | 02/18/2021 | VARSITY BOYS BASKETBALL REGIONAL GAME OFFICIAL VS HILBERT | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 81.10 |
| | | | | | Totals for | 202100176 | 81.10 |

| <u>CHECK</u> | | <u>BATCH</u> | <u>CHECK</u> | <u>INVOICE</u> | <u>ACCOUNT</u> | <u>PO</u> | |
|---------------|------------------|---------------|--------------|---|---|---------------|---------------|
| <u>NUMBER</u> | <u>VENDOR</u> | <u>NUMBER</u> | <u>DATE</u> | <u>DESCRIPTION</u> | <u>DESCRIPTION</u> | <u>NUMBER</u> | <u>AMOUNT</u> |
| 202100177 | KELNHOFER, BRYAN | JPAP02 | 02/18/2021 | VARSITY BOYS BASKETBALL REGIONAL GAME OFFICIAL VS HILBERT | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 81.10 |
| | | | | | Totals for 202100177 | | 81.10 |
| 202100178 | WELCH, TIM | JPAP02 | 02/18/2021 | VARSITY BOYS BASKETBALL REGIONAL GAME OFFICIAL VS HILBERT | GENERAL FUND/PERSONAL SERVICES/BOYS BASKETBALL | 0 | 81.10 |
| | | | | | Totals for 202100178 | | 81.10 |
| | | | | | Totals for checks | | 1,241,688.10 |

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|--------------------------------|----------------------|----------------|----------------|--------------|
| 10 | GENERAL FUND | 283,056.15 | 0.00 | 116,409.75 | 399,465.90 |
| 21 | Special Revenue Trust Fund | 0.00 | 0.00 | 160.99 | 160.99 |
| 27 | SPECIAL EDUCATION FUND | 11,956.02 | 0.00 | 17,440.35 | 29,396.37 |
| 39 | REFERENDUM APPROVED DEBT SERVI | 0.00 | 0.00 | 803,395.31 | 803,395.31 |
| 50 | FOOD SERVICE FUND | 1,817.06 | 0.00 | 4,424.21 | 6,241.27 |
| 73 | EMPLOYEE BENIFIT TRUST FUND | 1,311.33 | 0.00 | 0.00 | 1,311.33 |
| 80 | COMMUNITY SERVICE FUND | 0.00 | 0.00 | 1,716.93 | 1,716.93 |
| *** | Fund Summary Totals *** | 298,140.56 | 0.00 | 943,547.54 | 1,241,688.10 |

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

| Acct Nbr | Amount | Description | Receipt | Post Date | Reference |
|-------------------------|------------|--|---------|------------|-----------|
| 21 R 800 291 500000 704 | 58.00 | DENIM DOLLAR DAYS FOR URGENT NEEDS | 14962 | 01/08/2021 | |
| 27 R 800 780 500000 000 | 4,224.88 | DHS MEDICAID PAY | 14963 | 01/08/2021 | |
| 10 R 800 517 500000 517 | 2,803.95 | PAYMENT FROM CESA 6 FOR CARL PERKINS CLA | 14965 | 01/08/2021 | |
| 10 L 811631 | 1,768.71 | FRAZIER/KELLER INSURANCE PAYMENT | 14966 | 01/08/2021 | |
| 10 L 815110 | 181.85 | FRAZIER/KELLER INSURANCE PAYMENT | 14967 | 01/08/2021 | |
| 10 L 811633 | 4.65 | FRAZIER/KELLER INSURANCE PAYMENT | 14968 | 01/08/2021 | |
| 21 R 800 291 500000 704 | 190.00 | DENIM DOLLAR DAYS | 14975 | 01/07/2021 | |
| 10 R 800 292 162300 000 | 30.00 | HS ATHLETICS | 14980 | 01/07/2021 | |
| 10 R 800 292 500000 000 | 20.00 | DISTRICT FEE | 14981 | 01/07/2021 | |
| 10 R 800 297 500000 000 | 50.00 | STUDENT FINE | 14982 | 01/07/2021 | |
| 10 R 200 292 122988 000 | 48.00 | MS YEARBOOK | 14983 | 01/07/2021 | |
| 10 L 811632 | 896.99 | HRA REFUND FROM EBC | 14985 | 01/19/2021 | |
| 10 R 800 211 500000 000 | 242,075.29 | CITY OF MANAWA | 14987 | 01/15/2021 | |
| 10 R 800 211 500000 000 | 30,188.66 | VILLAGE OF OGDENSBURG | 14988 | 01/15/2021 | |
| 10 R 800 211 500000 000 | 124,228.50 | TOWN OF ST LAWRENCE | 14989 | 01/15/2021 | |
| 10 R 800 211 500000 000 | 473,879.32 | TOWN OF LITTLE WOLF | 14990 | 01/15/2021 | |
| 10 R 800 211 500000 000 | 204,268.44 | TOWN OF ROYALTON | 14991 | 01/15/2021 | |
| 10 R 800 211 500000 000 | 31,888.10 | TOWN OF HELVETIA | 14992 | 01/15/2021 | |
| 10 R 800 990 500000 000 | 15.00 | GARNISHMENT FEE | 14993 | 01/15/2021 | |
| 10 R 800 262 500000 000 | 62.10 | PEPSI CHECK FROM HS TO REIMBURSE | 14994 | 01/15/2021 | |
| 27 R 800 516 500000 000 | 1,585.76 | CESA 5 EEN CATEGORICAL AID PAYMENT - 1ST | 14996 | 01/15/2021 | |
| 27 R 800 516 500000 000 | 1,585.76 | CESA 5 EEN CATEGORICAL AID PAYMENT - 2ND | 14997 | 01/15/2021 | |
| 10 R 800 971 500000 000 | 10,127.00 | WORKERS COMP DIVIDEND | 14998 | 01/15/2021 | |
| 10 R 800 211 500000 000 | 10,361.61 | TOWN OF BEAR CREEK | 15000 | 01/15/2021 | |
| 10 R 800 211 500000 000 | 194,898.06 | TOWN OF UNION | 15001 | 01/15/2021 | |
| 27 R 800 611 500000 000 | 26,499.00 | SPECIAL ED AID | 15004 | 01/19/2021 | |
| 10 R 400 292 241999 000 | 2.00 | LYCEUM FEE | 15022 | 01/22/2021 | |
| 10 R 400 292 122988 000 | 55.00 | YEARBOOK | 15023 | 01/22/2021 | |
| 10 R 800 292 500000 000 | 20.00 | DISTRICT FEE | 15025 | 01/22/2021 | |
| 10 R 200 292 122988 000 | 24.00 | YEARBOOK FEE | 15026 | 01/22/2021 | |
| 10 R 800 964 500000 000 | 516.98 | WORKERS COMP CLAIM | 15033 | 01/29/2021 | |
| 10 R 800 990 500000 000 | 111.25 | RESTITUTION PAYMENT | 15034 | 01/29/2021 | |
| 10 R 800 990 500000 000 | 100.00 | RESTITUTION PAYMENT | 15035 | 01/29/2021 | |
| 27 R 800 516 500000 000 | 1,585.76 | EEN CATEGORICAL AID FROM CESA #5 | 15036 | 01/29/2021 | |
| 10 R 800 211 500000 000 | 86,311.78 | TOWN OF LEBANON | 15037 | 01/22/2021 | |
| 10 R 800 211 500000 000 | 25,173.67 | TOWN OF MUKWA | 15038 | 01/22/2021 | |

| Acct Nbr | Amount | Description | Receipt | Post Date | Reference |
|-------------------------|--------------|-------------------------|---------|------------|-----------|
| 10 R 800 272 500000 670 | 300.00 | FITNESS CENTER DEPOSIT | 15039 | 01/22/2021 | |
| 10 L 811631 | 924.67 | KELLER HEALTH INS | 15041 | 01/22/2021 | |
| 10 L 811633 | 4.65 | KELLER VISION INS | 15042 | 01/22/2021 | |
| 10 L 815110 | 50.89 | KELLER DENTAL INS | 15043 | 01/22/2021 | |
| | 1,477,120.28 | Total for Cash Receipts | | | |

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|----------------------------|----------------------|----------------|----------------|--------------|
| 10 | GENERAL FUND | 3,832.41 | 1,437,558.71 | 0.00 | 1,441,391.12 |
| 21 | Special Revenue Trust Fund | 0.00 | 248.00 | 0.00 | 248.00 |
| 27 | SPECIAL EDUCATION FUND | 0.00 | 35,481.16 | 0.00 | 35,481.16 |
| *** | Fund Summary Totals *** | 3,832.41 | 1,473,287.87 | 0.00 | 1,477,120.28 |

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



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 1/20/21
Re: Nicole Seeger 4K Para Recommendation for Hire

This memo is to recommend Ms. Nicole Seeger for the 4-year old Kindergarten Paraprofessional position for the remainder of the 2020-2021 school year.

Ms. Seeger comes to the position after subbing for the District for the first semester of the 2020-21. She subbed in the 4K program and special education programs as a paraprofessional and subbed in classrooms where the teacher was teaching virtual from home to students who were in school. Ms. Seeger has 5 of her own children who attend school in Manawa. Three children go to MES while 2 attend at LWHS.

All staff who worked with Ms. Seeger as a sub had nothing but glowing things to say about her and students really enjoy interacting with them.

Out of six applicants for the position three were offered interviews. The interview team agreed that Nicole's experience in the district made her the candidate of choice for the position. Ms. Seeger will be working a total of 28 hours per week.

School District of Manawa

800 Beech Street
Manawa, WI 54949

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

Little Wolf High School Manawa Middle School

515 E. Fourth St
Manawa, WI 54949

Phone: (920) 596-2524
Fax: (920) 596-2655

Manawa Elementary

800 Beech Street
Manawa, WI 54949

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

ManawaSchools.org



/ ManawaSchools



/ ManawaSchools

Rita Gipp
N4795 State Road 22 110
Manawa, WI 54949

February 9, 2021

School District of Manawa
800 Beech Street
Manawa, WI 54949

Dear School Board Members,

Please accept this letter as formal notice of resignation from my teaching position serving the School District of Manawa. My employment will end with the current school year, corresponding to the date of satisfaction of the four-year contract signed in August of 2017.

I am grateful for the opportunity to have served the School District of Manawa. I leave with a sincere respect for the level of dedication Manawa's teachers provide to their students. The amount of volunteerism provided by the staff in this small district in order to provide many of the opportunities otherwise provided through stipend enrichment in urban districts is impressive and heartwarming. It is my wish for the School Board to recognize that this level of dedication from their employees exceeds the average, in my personal experience, which includes twenty-seven years of teaching in seven school districts.

Similarly, the youth of your community have also gained my utmost respect. The students of Manawa exhibit the wholesomeness many teachers yearn for of their student body. In short, my employment here has restored my original reason for entering the teaching field nearly three decades ago – love of children. Thank you!

I wish the best for the future of the School District of Manawa. It is my hope that the Engineering program the district has resurrected continues to flourish. In my twenty years as a Technology Education teacher, I have acquired a breadth of knowledge in an ever-changing discipline of study, and I offer any assistance needed in transferring this knowledge to my successor.

Sincerely,

A handwritten signature in black ink that reads "Rita Gipp". The signature is written in a cursive style with a large, stylized initial "R".

Rita Gipp



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Manawa Board of Education
From: Dr. Melanie J. Oppor
Date: February 18, 2021
Re: Transfer Request

The purpose of this memo is to approve Ms. Meria Wright's request to voluntarily transfer from her current 1.0 FTE middle school teaching position to the 1.0 FTE Technology Education/Computer Science & Engineering teaching position.

Ms. Wright has previous work experience with the Science Technology Engineering Art Math (STEAM) curriculum both within the school setting and in the manufacturing industry. She is eligible to secure the necessary Wisconsin Department of Public Instruction license for the Technology Education position. Having a highly regarded SDM teacher continue to lead the robotics and engineering program for the district also provides for continuity of the program and the potential to continue to grow the program from within. Ms. Wright is excited and passionate about the robotics and engineering program as these are both longtime high interest areas of study for her.

Please do not hesitate to contact me should you have any questions regarding the approval of this teacher transfer request. Thank you for your thoughtful consideration of this request.

School District of Manawa

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ManawaSchools.org

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Board of Education Members
From: Dr. Melanie J. Oppor
Date: February 19, 2021
Re: Request to Waive Liquidated Damages

The purpose of this memo is to request that the Board of Education waive the liquidated damages as per Section 4.04 of the teacher contract in the amount of \$2,500 due to a breach of the contract between Mrs. Ann Warning, former Little Wolf High School special education teacher and the District. Mrs. Warning retired at the end of the SY2020-21 first semester. The SDM was able to secure a highly qualified special education teacher to fill the position. Since there was no hardship or financial loss to the SDM resulting from the breach of contract, it is recommended that the liquidated damages be waived.

Please do not hesitate to contact me should you have any questions. Thank you for your thoughtful consideration.

School District of Manawa

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Manawa, WI 54949

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

**Little Wolf High School
Manawa Middle School**

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ManawaSchools.org

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Human Growth and Development Committee
2020-21 School Year

| Name | Role | Attend |
|--------------------|---|--------|
| Jaci Grignon | School Nurse | |
| Melanie Oppor | Curriculum Director | |
| Dan Wolfgram | MS/HS Principal | |
| LuAnne Ujazdowski | Elementary School Counselor | |
| Janine Connolly | Secondary School Counselor | |
| Corrie Ziemer | Elementary Health Teacher | |
| Kevin Murphy | Secondary Health Teacher | |
| Nathan Reichle | Pastor (St. Paul Lutheran Church) | |
| Steve Rice | Pastor (Manawa United Methodist Church) | |
| Dr. Steve Goedderz | Doctor – District Medical Advisor | |
| Stephanie Riske | Parent (Secondary) | |
| Laura Buschke | Parent (Secondary) | |
| Melanie Pynenberg | Parent (Elementary and Secondary) | |
| Lincoln O'Brien | Parent (Elementary and Secondary) | |
| Russ Hollman | Board of Education Representative | |
| Bobbi Jo Pethke | Board of Education Representative | |
| Jack O'Brien | Student (9) | |
| Xochitl Grimm | Student (10) | |
| Emma Riske | Student (10) | |

STATE *of* WISCONSIN
DEPARTMENT *of* PUBLIC INSTRUCTION

Proclamation

Whereas, school counselors are employed in public and private schools to help students reach their full potential; and

Whereas, school counselors are actively committed to helping students explore their abilities, strengths, interests, and talents as these traits relate to college and career readiness; and

Whereas, school counselors help parents focus on ways to further the educational, social, and personal growth of their children; and

Whereas, school counselors work with teachers and other educators to help students explore their potential and set realistic goals for themselves; and

Whereas, school counselors seek to identify and utilize community resources to enhance and compliment comprehensive school counseling programs and help students become productive members of society; and

Whereas, comprehensive school counseling programs are considered an integral part of the education process enabling all students to achieve success in school;

Therefore, be it resolved that, I, Carolyn Stanford Taylor, State Superintendent of Public Instruction, proclaim February 1-5, 2021, National School Counseling Week, a time to recognize the school counselors supporting Wisconsin students.

National School Counseling Week

February 1-5, 2021



A handwritten signature in cursive script that reads "Carolyn S. Taylor".

Carolyn Stanford Taylor, State Superintendent

STATE *of* WISCONSIN
DEPARTMENT *of* PUBLIC INSTRUCTION

Proclamation

Whereas, the National FFA Organization has designated February 20-27, 2021, as FFA Week;
and

Whereas, FFA and agriculture education provide a strong foundation for the youth of America
and the future of the food, fiber, and natural resources systems; and

Whereas, FFA promotes premier leadership, personal growth, and career success among its
members; and

Whereas, FFA and agricultural education ensure a steady supply of young professionals to meet
the growing demands in the science, business, and technology of agriculture; and

Whereas, the FFA motto, "learning to do, doing to learn, earning to live, living to serve," gives
direction of purpose to these students who take an active role in succeeding in agricultural education; and

Whereas, FFA promotes citizenship, volunteerism, patriotism, and cooperation; and

Whereas, members, advisors, state officers, alumni, sponsors and staff of the Wisconsin
Association of FFA be commended for their dedication to developing leaders for the future of the
agriculture industry;

Therefore, be it resolved that, I, Carolyn Stanford Taylor, State Superintendent of Public
Instruction, do hereby proclaim in the state of Wisconsin, February 20-27, 2021, FFA Week.

FFA Week

February 20-27, 2021



Carolyn S. Taylor

Carolyn Stanford Taylor, State Superintendent

STATE of WISCONSIN
DEPARTMENT of PUBLIC INSTRUCTION

Proclamation

Whereas, the Association for Career and Technical Education has designated February 1-28, 2021, as Career and Technical Education Month; and

Whereas, career and technical education increases graduation rates and improves academic performance through meaningful experiences, thus improving the quality of education, engaging students, preparing them for careers and post-secondary education, and giving all students leadership opportunities in their fields and in their communities; and

Whereas, career and technical education programs provide Americans with a school-to-careers connection and are the backbone of a strong, well-educated workforce, which fosters productivity, innovation, and entrepreneurship, in business and industry and contributes to America's leadership in the global marketplace; and

Whereas, profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

Whereas, the ever-increasing cooperative efforts of career and technical educators with business and industry stimulate the growth and vitality of our local economy and the entire nation by preparing graduates for career fields forecasted to experience the largest and fastest growth in the next decade;

Therefore, be it resolved that, I, Carolyn Stanford Taylor, State Superintendent of Public Instruction, do hereby proclaim in the state of Wisconsin February Career and Technical Education Month to celebrate and promote the valuable training opportunities for Wisconsin students — our future workforce.

Career and Technical Education Month

February 1-28, 2021

A handwritten signature in cursive script that reads "Carolyn S. Taylor".

Carolyn Stanford Taylor, State Superintendent



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 2/19/21
Re: Update

Manawa Elementary School

- Our students and staff are grateful for the opportunity to go to the Music and Art Rooms for class. Many of the students have told me how happy they are to be able to get out of their classrooms a little more.
- We have started a 3 week rotation for our Wednesday Work and have all enjoyed being able to work together on projects again. There are members of the BLT on each goal team. The BLT will discuss progress, problem solve, and/or make final recommendations during our monthly meetings.
 - Goal Teams - the Building Leadership team created 4 goal teams for teachers to work together to propose changes to our current processes and procedures.
 - SEL - This team is a continuation of work that was done last year with support from Ms. Becky McMorrow from CESA 6. The team is working on Social Emotional Learning and improving our current behavior system.
 - Community Building - This goal team will investigate and plan ways to come together as a school community even though we can not be in the same room. How can students interact even with the cohort system?
 - Technology - This goal team will work together to analyze the integration of technology into daily instruction, appropriate student use of technology, and virtual learning. Professional development may be designed and implemented from this goal team. Bryant and Jackie are working with this team, also.
 - Student Engagement - This goal team will research and recommend strategies to improve student internal motivation that goes beyond or improves upon what is already being implemented. How do we get kids to care about test scores and grades when their parents don't? How do we convince students who struggle academically and behaviorally that they want to be here and do well?
 - Student Learning - On these days we are working on learning progressions, standards, and curriculum for English Language Arts. We are tackling it one ELA area at a time. Our first focus is Phonics/Word Work. This work aligns with the District Literacy Plan that Mrs. Sernau is in the process of finalizing.
 - Data Meetings - In the past, teachers have never had time carved out to sit down and analyze data from screening and classroom assessments in order to make data based decisions. These decisions may be at the individual, small group, class or grade level in order to improve academic achievement. Teachers will use meeting after screening windows to look at STAR, Early Lit and Math screeners and then use the time to analyze formative assessment data.
- I continue to have a blast with students! I'm lucky enough to have students spend their positive behavior tickets to have lunch with me, duct tape me to the wall, and steal my chair for the day. It's another way for me to be able to interact with students in positive ways.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Special Education

- Mrs. Trice has been a great addition to our department. I look forward to working with her to improve programming for students.
- Students in Mrs. Anderson's cohort love that they are able to join their classes for specials and to start up Wolf Wakeup (coffee delivery). It's great to see students out and about again!

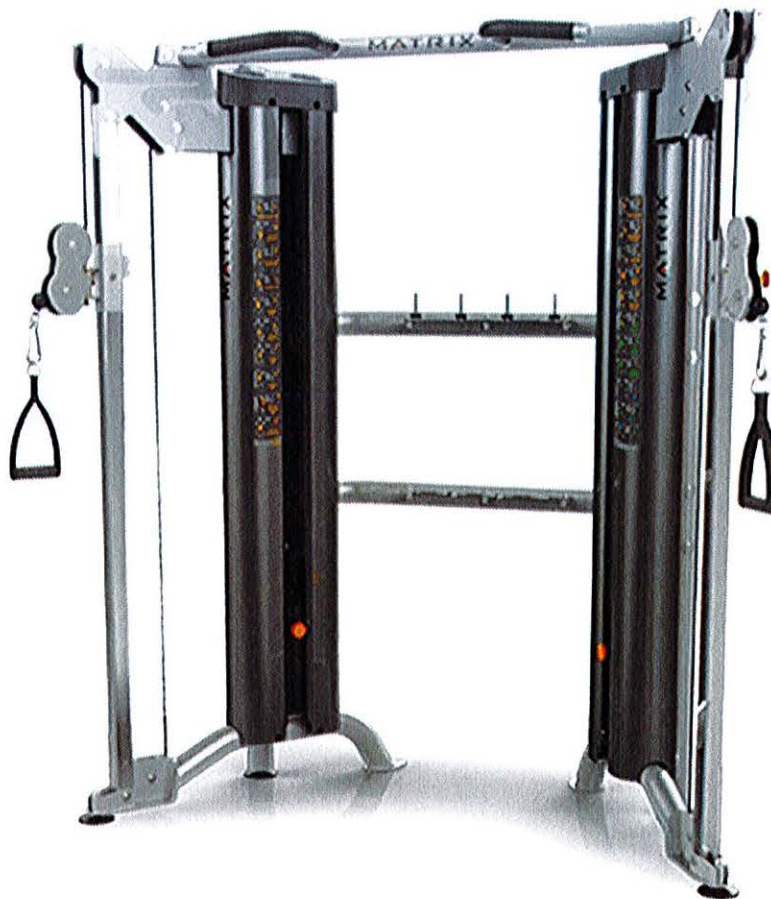


School District of Manawa

Students Choosing to Excel. Realizing Their Strengths

To: Dr. Melanie Oppor, Manawa Board of Education
Fr: Dan Wolfram, Principal Little Wolf HS, Manawa Middle School
Date: 2/18/2021
Re: Staff and Program Highlights - February 2021

New Fitness Center Equipment: The Matrix Cross Trainer was added to the Fitness Center on Friday, February 19. A continued long term-budgeting process will help to accessorize the facility in the coming months and years.



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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Welcome, New Staff: Since the start of the second semester, the building has welcomed Special Education Teacher Beth Trice and Maintenance/Custodial Arty Pethke. Each new staff member has been a welcome addition to the Manawa family.

3rd Quarter Response to Intervention Plan (Rtl): The MS and HS Staff are being creative on how to best utilize the time allocated for meeting with students during Rtl. Groupings of students have been identified and a rotation has been created to address:

1. Incomplete and failures from the 1st semester.
2. Enrichment opportunities for students.
3. ACT Prep.

Thanks to Dean of Students Jeff Bortle who has helped to create rotations and assignments in collaboration with the staff to get students to the instructors that are most in need. Students who received Incompletes have until the completion of the 3rd quarter to complete the necessary work before those grades turn into failures. Due to logistical considerations for Covid Enrichment opportunities are being provided for students as spacing allows.

Student Leadership Day: Thanks to Mr. Johnson for nominating 10 middle school students to be a part of the Illinois Holocaust Museum & Education Center 2021 Student Leadership Day on Thursday, March 11. As part of Student Leadership Day, the students will identify a problem in our school, community, or the broader world and begin to develop an action plan to address it.

Spring Into Success Professional Development: Teachers experienced a wide array of virtual professional development sessions on Monday, February 15th President's Day. The opportunity to virtually connect with noteworthy educators from all across the country was beneficial. Some of the sessions that we highly attended included "Addressing the Emotional and Behavioral Needs of students in the time of Covid-19", "Students in Virtual and Classroom Instruction Real Examples for Teachers", and "The Show Must Go On Strategies for Educators Building Resilience & Fighting Disengagement."

Prom: Initial discussions are occurring with Prom advisors to host a spring Prom event. Other schools in the CWC and Waupaca County are also considering the possibility of such an event. A tentative date of Saturday, May 1st has been explored. More information will be forthcoming in the coming weeks as to the realities of what this event could look like. When finalized, a formal plan will be coming forward to Waupaca County DHS, and the Manawa Board of Education for official approval.

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Kudos to State Wrestlers and Coaching Staff:



- Kevin Klemm took 3rd at State in the 113-pound weight class. Kevin's lone loss came in the first round. It ended 8-10. Kevin wrestled well all year and has been a consistent staple in the program. His last match recorded his 100th career win.
- Colten Klemm took 2nd at State in the 120-pound weight class. Colten had a buzz saw of a bracket with numerous state place winners returning. His aggressive and relentless approach led him to our first state finalist in 13 years. He joined the 100 win club as a Junior and has been pivotal in the growth and success of our program.
- Bryan Griffin competed at State in the 138-pound weight class. He did not place but competed well all year. Bryan joined the 100 win club during this season as well. Bryan has been a huge part of this program's rise in the past 4 years.
- Andrew Elmhorst placed 5th at the 285-pound weight class at State. Andrew's career was the stuff you read in a book. Started wrestling 4 years ago and now he is considered one of the best wrestlers in the state. Andrew has been an example of the growth this program has taken in the past 4 years.

Thanks to Mr. Rohan and the Pep Band for providing a parade-style rally send-off to wish the wrestlers "Good Luck", prior to their departure.

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor
Fr: Dawn Millard
Date: 1/29/21
Re: 2021 High School Baseball Coaching Recommendations

I am recommending the following for Baseball Coaching Positions as stated below for the 2021 Spring Season.

| Name | Position | Information |
|---------------|-------------------------------|---|
| Chad Stroud | Head Coach - HS Baseball | Mr. Stroud is a returning head coach. |
| Greg Reynolds | Assistant Coach - HS Baseball | Mr. Reynolds is a returning assistant coach. |
| David Strebe | Volunteer Baseball Coach | Mr. Strebe has helped with the baseball program in the past. He has a good knowledge of the sport and works well with the student athletes. |
| Dan Tellock | Volunteer Baseball Coach | Mr. Tellock has helped with the baseball program in the past. He has a good knowledge of the sport and works well with the student athletes. He is especially good at keeping stats for the team. |

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor
Fr: Dawn Millard
Date: 1/29/21
Re: 2021 High School Track and Field Coaching Recommendations

I am recommending the following for Track and Field Coaching Positions as stated below for the 2021 Spring Season.

| Name | Position | Information |
|-----------------|--------------------------------------|--|
| Patrick Collins | Head Coach - HS Track and Field | Mr. Collins is a returning coach |
| Nate Ziemer | Head Coach - HS Track and Field | Mr. Ziemer is a returning coach. |
| Jill Seka | Assistant Coach - HS Track and Field | Ms. Seka is a returning coach. |
| Corrie Ziemer | Middle School Track and Field Coach | Mrs. Ziemer has coached a variety of sports throughout her years of teaching in Manawa, including track and field. She is currently the K-5 Physical Education teacher. She has an excellent knowledge of the skills it takes to teach 6, 7, and 8th graders what they will need to know to participate and compete in middle school track and field events. Her knowledge of track and field will help improve these athletes |

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

| | | |
|---------------|-------------------------------------|---|
| | | which will help our highschool track and field program in future years. |
| Sarah Bortle | Middle School Track and Field Coach | Mrs. Bortle teaches art for grades K-6. She is very organized and will be a great addition to the middle school track and field coaching staff. She works well with students and will help to make sure they are working on the skills practice to enable them to improve and compete in their events. |
| Casey Johnson | Middle School Track and Field Coach | Mr. Johnson teaches first grade this year. He has worked as an assistant coach for both the football and wrestling programs in the past. He has a very good knowledge of running, with sprints being a strong point for him. He will be a great asset to the middle school track and field team and will help create stronger runners for this season as well as for the sports they may take part in later in high school. |

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor
Fr: Dawn Millard
Date: 1/29/21
Re: 2021 High School Softball Coaching Recommendations

I am recommending the following for Softball Coaching Positions as stated below for the 2021 Spring Season.

| Name | Position | Information |
|------------------------|---|--|
| Austin Rohan | Head Coach - High School Softball | Mr. Rohan is the returning head coach |
| Pat O'Brien/Kali Rohan | Assistant Coach - Shared Responsibilities | <p>Mr. O'Brien and Ms. Rohan will be splitting the role of assistant coach.</p> <p>Mr. O'Brien has been part of the softball program for many years. He has been an asset to the program as a volunteer in the past. This year he was offered the opportunity to split the position and accepted.</p> <p>Ms. Rohan has over 13 years of softball experience as an athlete including two trips to Goodman Field for the State Tournament. She was to volunteer last season, but that season did not take place.</p> |
| Randy Rosin | Volunteer Coach | Mr. Rosin was the assistant coach previously. This year he wishes to take on a voluntary role so he is able to be present for all of the varsity games since he will have a daughter on that team and another potentially on that team. |

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Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 2/19/2021
Re: Business Office Monthly Update

Budgets were due to principals and supervisors on February 1, 2021. These individuals have until March 1, 2021 to get their 2021-22 budgets back to me. I will enter each individual budget into Skyward and then the District begins the game of narrowing to the actual budget numbers that will be adopted in October of 2021. In this analysis, principals and supervisors are encouraged to look at the 2020-21 allocations and redistribute funds appropriately for the remainder of the school year.

I have spent a lot of time this month working on claiming funds for ESSER and GEERS grants that were allocated as part of the CARES Act. As the Business Manager for the School District of Manawa, I am charged with claiming both for the public and private schools. As with most government programs, this is time consuming and I continue to navigate the process.

Throughout the pandemic, the SDM has accumulated costs that would not have been needed otherwise. This includes:

- Masks for students and employees
- Floor stickers
- Face shields
- Protective barriers
- Carts and other supplies needed to keep instruction in the classrooms
- Custodial equipment including electrostatic disinfecting equipment
- COVID testing for employees
- Professional Development for on-line instruction
- Mobile food carts
- Kajeet devices and internet service
- Food service disposable trays and tableware
- Software subscriptions for on-line instruction
- Headsets and microphones for teachers and students
- Chromebooks and tablets

Of the \$180,771 that was apportioned to both the public and private schools in the SDM, \$3,648.75 remains in the private school allocation.

The second round of ESSER, also known as ESSER II, is expected to be available to schools starting in April 2021. This money is earmarked for everything needed to keep students and staff healthy and safe as well as instructional materials to “catch up” students that may have fallen behind during the pandemic. The allotment for the SDM is \$361,354. A spending plan will be brought to the March finance committee meeting to start the process of making choices about how to use this money to best serve students.

KOBUSSEN BUSES LTD.

Family Pride in Every Ride

February 3, 2021

January Transportation Report

Prepared For: School District of Manawa

To Whom it May Concern,

For the month of January, there were 14 days of In-person learning and five days of virtual learning. There were also 18 extracurricular trips.

With the students returning for five days a week In-person, the buses are starting to fill back up. We continue to separate the students the best we can, but it is not possible on all the routes, unfortunately. The drivers give us an updated seating chart when they gain a new student(s).

Masks continue to be required while on the bus. We have put baskets in the buses to help the school in collecting the masks to be laundered. The buses are also sanitized daily after each route/trip.

Our mechanic continues to do preventative maintenance on the buses and adds fuel additive to help prevent the fuel from jelling up when it is cold out. He is also going through the camera systems monthly to make sure all the cameras are working properly.

We are still on the hunt for anyone who is interested in driving school bus! If you know of anyone, send them our way! There is plenty of time to get them trained before Spring sports begin!

If anyone has any questions, comments, or concerns, please do not hesitate to contact us: (920) 389-1500 or my email is: Jacob.elsner@kobussen.com

Thank you,

Jacob Elsner
Terminal Manager
Kobussen Buses LTD

Technology Board Report

February 19, 2021

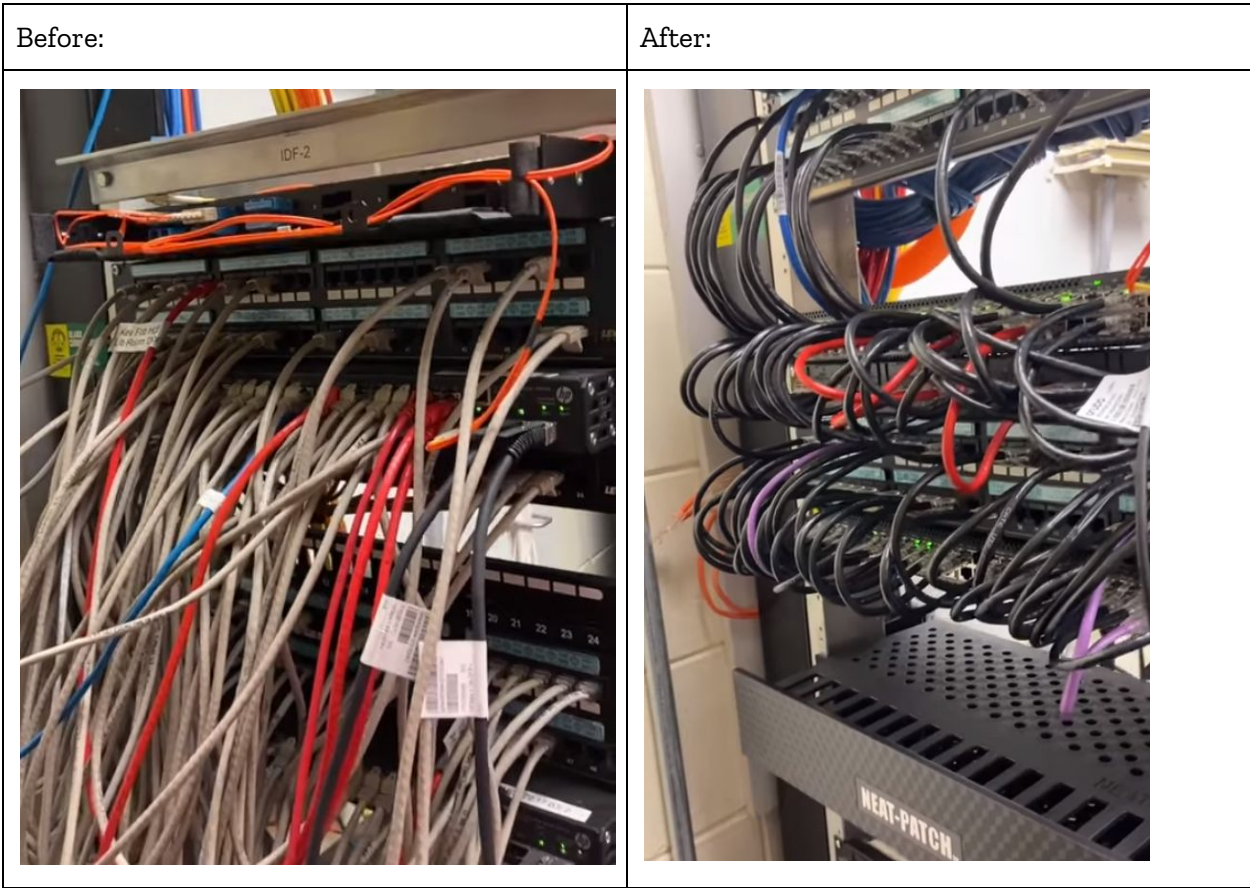


Chromebook Rollout

Our order arrived January 16, 2021. The devices have been distributed to grades 4K, K, 1, 2, 3, 6, and 9. The devices are versatile 2-in-1 touch screen devices. The older Acer chromebooks are being phased out of everyday student use. Some will remain in the district as loaner devices in the high school.

Network Upgrades

The switch update in the high school library was completed last weekend. We took the opportunity to reorganize the data closet to create a more organized environment that will be easier to maintain.



Technology Board Report

February 19, 2021



ISTE Standards Implementation

Ms. Krueger, Ms. Serneu and myself began the work to implement the district-wide implementation of the ISTE standards for students. We are working with Ms. Harm to learn how other districts implemented these standards.

Over the last few weeks we have met with the MES technology goal team and Little Wolf BLT to discuss how to best roll out the changes.

Minutes of a February 10, 2021 School District of Manawa Curriculum Committee Meeting

The virtual meeting started at 5:02 p.m.

Board Committee Members: Hollman(C), Scheller, Seeger

In Attendance: Hollman, Scheller, Seeger, Dr. Oppor

Timer: Scheller

Recorder: Scheller

1. Consider endorsement of 4K-12 Mathematics Materials Adoption. Motion by Scheller / Seeger to Endorse 4K-12 Mathematics Materials Adoption as presented. Motion carried.
2. Update on adoption of secondary social studies materials - Informational
3. Preview of future goals - Informational
4. Curriculum Committee Planning Guide - Informational
5. Next Meeting Date: March 10, 2021 5:00 p.m.
6. Next Meeting Items:
 - a. District Literacy Plan
 - b. Secondary social studies materials adoption
 - c. Future goals planning
7. Motion by Scheller / Seeger to adjourn at 5:50 p.m. Motion carried.

Minutes of a February 8, 2021 School District of Manawa Finance Committee Meeting

The virtual meeting was called to order at 6:05 p.m.

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

In Attendance: Scheller, Pethke, J. Johnson, Carmen O'Brien and Dr. Oppor

Timer / Recorder: Pethke

1. Monthly Financial Summary - December - Informational
2. Consider endorsement of FY2020-21 Budget Revisions. Motion by Johnson / Pethke to recommend endorsement FY2020/2021 changes as proposed as presented. Motion carried.
3. Consider endorsement of the FY2021-22 Staff and Program Change Proposal. Motion by Johnson / Pethke to recommend endorsement of the FY2021/2022 Staff and Program Change proposal as presented.
4. Consider endorsement of Food Service Equipment Purchase - Convection Steamer. Motion by Johnson / Pethke to recommend endorsement of Food Service Equipment Purchase of the Reinhart Convection Steamer as presented to the full board. Motion carried.
5. Review of Federal COVID Funding - Informational
 - a. ESSER
 - b. GEERS
 - c. ESSER 2
6. Finance Committee Planning Guide (Information / Action)
7. Next Finance Committee Meeting Date: March 8, 2021 6:00 p.m.
8. Next Finance Committee Items:
 - 1.
 - 2.
9. Motion by Pethke / Johnson to adjourn. Motion carried at 7:38 p.m.

BUILDINGS & GROUNDS COMMITTEE MEETING (1/20/2021)

Timer: Stan Forbes

Recorder: Stan Forbes

Start of Meeting: 5:33 P.M.

Board Members in Attendance: Russ Johnson, Bruce Scheller, Stan Forbes, Russ Hollman

Administration: Dr. Melanie Oppor

1. A motion was made to endorse and bring to the full board the ADA Fitness Center Accessibility with Drainage Included. Motion by: Bruce Scheller Second by: Stan Forbes
2. A motion was made to endorse and bring to the full board Endorsement of Pfefferle Proposal as presented. Motion by: Stan Forbes Second by: Bruce Scheller
3. Future outdoor bleacher replacement was Informational.
4. Review referendum project completion was Informational.
5. Review Buildings and Grounds Budget Summary was Informational
6. Buildings and Grounds Committee Planning Guide was Informational.
7. Next Meeting Date: 2/16/2021 5:30 P.M.
8. Next Meeting Items:
 - Pricing on Future Budget Items
 - New MS/HS Lift – Pallet Jack - Burnisher
9. Meeting was adjourned at: 6:25 P.M. by Bruce Scheller – 2nd by Stan Forbes

Minutes of a February 16, 2021 School District of Manawa
Buildings and Grounds Committee Meeting

The virtual meeting began at 5:30 p.m.

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

In Attendance: R. Johnson, Scheller, Forbes and Dr. Oppor

Timer and Recorder: Scheller

1. MS/HS parking lot project timeline - Informational
2. Snowblower purchase for each school - Informational
3. Pricing on future budget items
 - a. Replacement MS/HS lift - approx. \$9,000
Motion by Scheller / Forbes to purchase new Conger-Toyota lift for \$17,284.
 - b. New pallet jack - approx. \$300 (Consider Tractor Supply Store in New London)
Motion by Forbes / Scheller to purchase General International 5500lbs X5 Series Class for \$3,000.
 - c. New burnisher - No action.
4. Exterior bleacher proposals - Informational
5. Metal standing seam room on Fitness Center needs ice stops - Informational
6. Buildings & Grounds Monthly Budget Review - Informational
7. Buildings & Grounds Committee Planning Guide - Informational
8. Set Next Meeting Date: March 8, 2021 7:00 p.m.
9. Next Meeting Items:
 - a. Exterior Bleacher Proposal
 - b.
10. Motion to Adjourn at 6:32 p.m.

Minutes of a February 10, 2021 School District of Manawa
Policy & Human Resources Committee Meeting

The virtual meeting started at 6:08 p.m.

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

In Attendance: Pethke, Forbes, J. Johnson, Scheller, Dr. Oppor

Timer: J. Johnson

Recorder: J. Johnson

1. NEOLA Semi-Annual Updates - Mr. LaVallee will be present virtually: Motion by J. Johnson / Forbes to recommend NEOLA Semi-Annual Update excluding 0144.5, 2522, and 5895 to the full board as presented. Motion carried.
2. MS/HS Locker Usage Plan: Motion by J. Johnson / Forbes to recommend MS/HS Locker Usage Plan to the full board as presented. Motion carried.
3. Secondary Spring Musical: Motion by J. Johnson / Forbes to recommend Secondary Spring Musical to the full board as presented. Motion carried.
4. District Health Office Support Services/Clerical Paraprofessional Job Description: Motion by Forbes / J. Johnson to recommend District Health Office Support Services/Clerical Paraprofessional Job Description with the position to begin March 1, 2021. Motion carried.
5. District Health Office Support Services/Clerical Paraprofessional position to begin March 1, 2021
6. Technology Support Job Description: Motion by Forbes / J. Johnson to recommend Technology Support Job Description to the full board as presented. Motion carried.
7. Technology Ed. / Computer Science & Engineering Job Description: Motion by J. Johnson / Forbes to recommend Technology Ed. / Computer Science & Engineering Job Description to the full board as presented. Motion carried.
8. Policy & Human Resources Committee Planning Guide: Informational
9. Set Next Meeting Date: March 10, 2021 at 6:00 p.m.
10. Next Meeting Items:
 - a. Handbook Updates
 - b.
11. Adjourn: Motion by J. Johnson / Forbes to adjourn. Motion carried at 7:12 p.m.



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|--------------|----------------|
| Book | Policy Manual |
| Section | 0000 Bylaws |
| Title | VACANCIES |
| Code | po0142.5 |
| Status | Active |
| Adopted | April 25, 2016 |
| Last Revised | April 27, 2020 |

0142.5 - **VACANCIES**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court;
- B. the incumbent's resignation
- C. the incumbent's removal from office;
- D. the incumbent's conviction of a felony or imprisonment for one (1) or more years;
- E. the incumbent's election or appointment being declared void by a competent tribunal;
- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required
- G. the incumbent's ceasing to possess the legal qualifications for holding office;
- H. the incumbent moving his/her residence out of the District;
- I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term.

A vacancy shall be filled by the remaining members of the Board in accordance with 17.26, Wis. Stats.

Filling a Board Vacancy

Vacancies on the Board shall be filled by appointment made by the remaining Board members in accordance with State law and the guidelines in this policy.

Public notice of the Board vacancy shall be given by the District Administrator and shall include a deadline for filing letters of interest.

Any qualified elector of the District, and a resident of the apportioned geographical area when applicable, who is interested in filling the vacancy may submit a letter of interest to District Administrator or designee by the date specified in the vacancy notice. If one (1) or no letter of interest is received by the deadline, the deadline may be extended by a majority vote of the Board.

Candidates for a vacancy on the Board shall be considered at a properly noticed open meeting of the Board, unless there are exceptional reasons to consider the candidates in closed session. The Board may consider candidate(s) in a closed session only if the

discussion involves financial, medical, social or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s).

A majority vote shall be required for all appointments to the Board. All votes shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stat. Chapter 19. Secret ballots may only be used when Board members are electing officers. When making the appointment, Board members should consider the candidate's residency in the appropriate zone and interest and devotion to public education.

Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board. If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by appointment of the Board President from among the applicants who completed the process noted above.

The appointee shall hold office until a successor is elected and takes office under Wis. Stats., 120.06(4). When a vacancy occurs in the office of a Board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the 2nd following spring election. Elections to fill unexpired terms shall be held simultaneously with the elections for regular terms.

Any person upon being notified of his/her appointment shall be deemed to have accepted the appointment unless within five (5) days s/he files with the Clerk a written refusal to serve. Any newly appointed Board member shall, pending the filing of the oath of office, be seated on the Board and shall hold office until a successor is elected and takes office in accordance with State law.

Revised 7/18/16

© Neola 2020

Legal 17.03 et seq., Wis. Stats
 17.26 (1g)(a), Wis. Stats.
 120.12(28), Wis. Stats.

Last Modified by Staci A Berry on May 13, 2020



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Dr. Melanie J. Oppor
Date: February 8, 2021
Re: Mathematics Materials Adoption

The purpose of this memo is to summarize the recommendations for the 4K-12 mathematics adoption.

| Grade Levels | Material Name | Materials Cost |
|--------------|--|--------------------|
| 4K | Bridges (only program available for 4K) | \$1,545.40 |
| K-5 | Illustrative Math (5-year digital license) | \$48,222.50 |
| 6-8 | CPM (8-year eBook) | \$33,488.23 |
| 9-12 | CPM (8-year eBook) | |
| Total | | \$83,256.13 |

In addition to the cost of the materials, it is suggested that \$30,000 should be set aside for teacher training in methodologies and implementation of the materials that spans spring 2021 through the 2021-22 school year.

The elementary program requires some set-up/preparation of manipulatives. Paraprofessionals could be hired this summer at a cost of about \$2,500 for this purpose so that all resources are ready for fall implementation.

Adoption Process:

- CESA #6 Math Center vetted math materials that align to the Wisconsin State Standards for Mathematics with an emphasis on the math practices.
 - Grades 4K-5 considered:
 - Bridges
 - Illustrative Math
 - Grades 6-12 considered:
 - CPM
 - Illustrative Math
- The four program materials all work similarly and transitions between the materials flow seamlessly.
- CESA #6 Math Center educators did model lessons of each program in two elementary grades, middle school, and high school so teachers could get a sense of what the materials would look like in use with students.
- SDM math teachers met to review materials and complete the Math Materials Adoption Rubric for each set of materials.
- Math teachers reached consensus on the materials they wished to adopt as noted in the table above.
- Dr. Oppor, Curriculum Director, worked with the publishers on price quotes for the requested materials.

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Fax: (920) 596-5339

ManawaSchools.org



/ ManawaSchools



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Sales Order Quote



The Math Learning Center
 P.O. BOX 12929
 Salem, OR 97309-0929
 1-800-575-8130 Fax 503-961-0132
 mathlearningcenter.org

Order Number: 0433964
 Order Date: 2/2/2021
 Customer Number: 0603621
 Expiration Date: 5/3/2021

Sold To:

SCHOOL DISTRICT OF MANAWA
 800 BEECH ST
 MANAWA, WI 54949-8664

Ship To:

SCHOOL DISTRICT OF MANAWA
 800 BEECH ST
 MANAWA, WI 54949-8664

Confirm To:**Customer P.O.**

QUOTE BRIDGES PRE-K

Ship VIA

SMALL BOX

F.O.B.**Terms**

NET 30 DAYS

| Item Code | | Unit | Quantity | Price | Amount |
|---|--|------|----------|------------|------------|
| QUOTE REQUESTED: PRE-K --- 1 CLASSROOM(S) / 20 STUDENTS | | | | | |
| 2BPK | BRIDGES 2ED GR PRE-K PACKAGE (2 BOXES) | EACH | 1 | \$1,200.00 | \$1,200.00 |
| REQUIRED NOT INCLUDED ITEMS IN PRE-K PACKAGE | | | | | |
| PPBT | PATTERN BLOCKS - SET OF 250 | SET | 3 | \$18.00 | \$54.00 |
| U1 | UNIFIX CUBES 1000/PKG | PKG | 1 | \$115.00 | \$115.00 |
| /2BES | BRIDGES EDUCATOR SITE ACCOUNT | EACH | 1 | \$0.00 | \$0.00 |

AS OF JANUARY 25, 2021, OUR SHIPPING/HANDLING FEES HAVE CHANGED.

- A STANDARD SHIPPING/HANDLING FEE OF 10% IS APPLIED TO THE ORDER TOTAL.
- THE SHIPPING AND HANDLING FEE IS REDUCED TO 7% FOR PURCHASE ORDERS PAID BY CHECK OR ACH.
- ALL ORDERS ARE SUBJECT TO A MINIMUM \$10 FEE.

| | |
|---------------------|-------------------|
| Net Order: | \$1,369.00 |
| Freight: | \$95.83 |
| Sales Tax: | \$80.57 |
| Order Total: | \$1,545.40 |



The information below is essential in understanding the accompanying quote(s).

Bridges Classroom Packages

Each classroom package K–5 is designed to support 30 students. Pre-K is designed for 20 students. Total cost per classroom will depend on decisions related to consumable student books and items that are required but not included.

Note: Materials to build student number racks are included in K–2 classroom kits. While these materials may be reused, they are considered consumable. Replacement cost is \$10 for 10 students.

Required Items That Are Not Included

A number of common classroom and household items are required by the curriculum but not included in Bridges classroom packages. Those items that are available from MLC are included in the pricing presented in this quote. Any needed items may be purchased individually or as a discounted boxed classroom set.

Bridges Educator Site

A free subscription to the Bridges Educator Site is included with purchase of each Bridges, Number Corner, or Intervention kit. The subscription is ongoing for as long as the school or district uses the curriculum.

Student Books

Teachers may print student pages from the PDF files on the Bridges Educator Site. Therefore, while the content of the student pages is required, the purchase of the preprinted, consumable books is not. Districts in the first year of adoption may be eligible for a 50% discount on these books, up to 30 books per classroom. Student books are sold in 5-packs.

Spanish Translations

All student-facing materials, including all student book titles, are available in Spanish. A supplemental components kit with translated items may be purchased for each grade level. PDF versions of these components are also available on the Bridges Educator Site. Translated teacher guides are not available.

Shipping and Handling

We use FedEx as our main carrier. The shipping and handling fee is 10% of the total order, with a minimum charge of \$10. The shipping and handling fee is reduced to 7% for purchase orders paid by check or ACH. If your order requires special handling, there may be additional charges.

For International customers, this fee covers delivery to a freight forwarder located within the continental United States. The freight forwarder will require additional payment for their services.

February 1, 2021

LearnZillion pricing for School District of Manawa

| LearnZillion Product | Contract Length | Price per student |
|---------------------------------------|--------------------------------------|-------------------|
| LearnZillion Digital License IM (K-5) | 1 year | \$19.00 |
| LearnZillion Digital License IM (K-5) | 5 years paid annually (10% discount) | \$85.50 |
| LearnZillion Digital License IM (K-5) | 5 years paid up front (15% discount) | \$80.75 |

*Teachers, School Administrator, and District Administrator digital access included with student digital curricular licenses

| LearnZillion Product | Price per student/teacher |
|--------------------------------|---------------------------|
| Student Workbooks (consumable) | \$25.00 |
| Teacher Guide (non consumable) | \$50.00 |

Per Grade Breakdown (230 total students and 3 sets of teacher materials at each grade)

5 year paid up front adoption pricing

Digital Licenses

35 K students x \$80.75 = \$2,826.25

35 1 students x \$80.75 = \$2,826.25

35 2 students x \$80.75 = \$2,826.25

30 3 students x \$80.75 = \$2,422.50

60 4 students x \$80.75 = \$4,845.00

35 5 students x \$80.75 = \$2,826.25

Digital Licenses 5 year grades K-5 = \$18,572.50

Print materials

230 students x \$25 = \$5,750.00 x 5 years = \$28,750.00

18 teachers x \$50 = \$900.00

Print Materials (5 yrs student consumables + 1 yr teacher non consumables) = \$29,650

Digital and Print Materials Total = \$48,222.50

This document is intended for School District of Manawa. Please DO NOT share.

IM K-5 Math Professional Learning **Year 1 Virtual Packages**

Professional learning that is deeply integrated with the curriculum to support your teachers, coaches, paraeducators, and math leaders in developing, refining and reflecting on their instructional practice.

Professional Development Courses include:

Spring 2021 - Getting Ready for IM K-5 Math

- *Establishing Instructional Routines* to get a jump-start on implementation

Summer Launch

- *IM K-5 Math Teach & Learn* summer launch to prepare teachers to implement the curriculum

School-year Support Options

- *Fall Module: Focus on Pedagogy*
- *Winter Module: Focus on Student Thinking*
- *Spring Module: Focus on Mathematical Progressions*

We recommend that coaches and administrators attend the *IM K-5 Math Teach & Learn* curriculum implementation launch with teachers. If coaches or administrators are unable to attend, we recommend they attend *IM K-5 Math: Curriculum Overview for School Leaders* (1 two-hour virtual module).

Following either *IM K-5 Teach & Learn* or the *Curriculum Overview for School Leaders*, we recommend *IM K-5 Math: Supporting Teacher Learning for School Leaders* (1 two-hour virtual module) for coaches & administrators.

For teachers that are new to IM's instructional routines, we recommend *IM K-5 Math: Establishing Instructional Routines* in the spring before implementation (1 two-hour virtual module).

QUICK FACTS

Who Should Attend

Teachers, with coaches and math leaders

Grade Levels: K-5

Spring 2021 - Getting Ready for IM K-5 Math

1 virtual two-hour module for K-5

Summer Launch Options

- 6 synchronous hours
(3 virtual two-hour modules)
- Up to 3 asynchronous hours

School-year Support Options

- 4 or 6 hours per teacher
(2 or 3 virtual two-hour modules)
- 2 or 3 asynchronous hours

Pricing (Up to 50 participants):

| Package | Reg. Price | Early-bird price* |
|-----------|------------|-------------------|
| Premium | \$21,600 | \$19,200 |
| Preferred | \$14,400 | \$12,800 |
| Basic | \$8,000 | \$6,400 |

Add-ons: \$1,800 (\$2,000 Basic) for each additional virtual module (\$1,600 early-bird)

| Event | Premium | Preferred | Basic |
|--|---------|-----------|-------|
| <i>Establishing Instructional Routines</i> (spring) | | | |
| <i>IM Math: Teach & Learn</i> (summer) | | | |
| <i>Fall Module: Focus on Pedagogy</i> | | | |
| <i>Winter Module: Focus on Student Thinking</i> | | | |
| <i>Spring Module: Focus on Mathematical Progressions</i> | | | |

* Commit by Apr 1, 2021 to secure early-bird pricing.

IM K-5 Math Professional Learning **Year 1 Virtual Packages**

Volume Pricing

| Number of Participants | Premium | | Preferred | | Basic | |
|------------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|
| | Package Price | Early Bird Price* | Package Price | Early Bird Price* | Package Price | Early Bird Price* |
| 1-50 | \$21,600 | \$19,200 | \$14,400 | \$12,800 | \$8,000 | \$6,400 |
| 51-100 | \$43,200 | \$38,400 | \$28,800 | \$25,600 | \$16,000 | \$12,800 |
| 101-150 | \$64,800 | \$57,600 | \$43,200 | \$38,400 | \$24,000 | \$19,200 |
| 151-200 | \$81,600 | \$72,000 | \$54,400 | \$48,000 | \$28,800 | \$25,600 |
| 201-250 | \$102,000 | \$90,000 | \$68,000 | \$60,000 | \$36,000 | \$32,000 |
| 251-300+ | \$122,400 | \$108,000 | \$81,600 | \$72,000 | \$43,200 | \$38,400 |

Add-on PD Options

- Virtual *IM K-5 Math: Curriculum Overview for School Leaders* (1-25 participants)
- Virtual *IM K-5 Math: Supporting Teacher Learning for School Leaders* (1-25 participants)

LearnZillion Platform Trainings

Launching LearnZillion for Teachers - (virtual)

Teachers will be introduced to the resources and functionality available on the LearnZillion platform. Participants will learn how to:

- Log in to your district LearnZillion site
- Understand the resources available at the curriculum, unit, and lesson level and navigate to key resources for instruction and planning
- Assign lessons and assessments to students and review reports
- Experience the student functionality on the platform

Launching LearnZillion for Leaders (virtual)

Leaders will be given an overview of the curriculum on the LearnZillion platform and learn how to navigate to key resources which will be essential for supporting teachers and students during implementation.

Everything You Need to Know About LearnZillion Lesson Copying

Teachers and administrators will learn how to utilize all of the tools available in the LearnZillion platform to create their own customized lesson copies.

Participants will learn how to:

- Add additional content such as videos, voiceovers, embedded links
- Create interactive questions to check for understanding
- Collaborate with grade level teams to create customized lessons

QUICK FACTS

Who Should Attend: Teachers, coaches, math leaders

Grade Levels: K-5

Virtual 3-hour Modules:

- *Launching LearnZillion for Teachers*
- *Launching LearnZillion for Leaders*
- *Lesson-Copying*

Pricing (Up to 25 participants):

| Package | Price |
|-------------------------------------|----------|
| Launching LearnZillion for Teachers | \$750 |
| Launching LearnZillion for Leaders | Included |
| Lesson Copying | \$750 |

* Commit by Apr 1, 2021 to secure early-bird pricing.



QUOTE Page 1 of 2

QUOTE NUMBER: S210201
QUOTE DATE: 2/9/2021
QUOTE EXPIRES: 5/10/2021
CUSTOMER NUMBER: 02-DMAN09

PLEASE SUBMIT ORDERS TO:
 CPM Educational Program
 9498 Little Rapids Way
 Elk Grove, CA 95758
 Phone: 209.745.2055 Fax: 209.251.7529

Email orders to: Orders@cpm.org
 Quote questions: Quotes@cpm.org

QUOTE FOR:
 Manawa School District
 800 Beech St
 Manawa, WI 54949-8664

SHIP TO:
 Manawa School District
 800 Beech St
 Manawa, WI 54949-8664

| ISBN# | DESCRIPTION | QUANTITY | UNIT PRICE | EXTENDED PRICE |
|---------------|-------------------------------|----------|------------|----------------|
| 9781603281942 | CC1 Student HB w/TK & 8yr eBk | 5 | 90.00 | 450.00 |
| 9781603281911 | CC1 Student 8yr eBook w/TK | 30 | 80.00 | 2,400.00 |
| 9781603281966 | CC1 TE Bundle | 2 | 270.00 | 540.00 |
| 9781603282079 | CC2 Student HB w/TK & 8yr eBk | 5 | 90.00 | 450.00 |
| 9781603282055 | CC2 Student 8yr eBook w/TK | 45 | 80.00 | 3,600.00 |
| 9781603282093 | CC2 TE Bundle | 2 | 270.00 | 540.00 |
| 9781603282215 | CC3 Student HB w/TK & 8yr eBk | 5 | 90.00 | 450.00 |
| 9781603282185 | CC3 Student 8yr eBook w/TK | 35 | 80.00 | 2,800.00 |
| 9781603282239 | CC3 TE Bundle | 2 | 270.00 | 540.00 |
| 9781603281508 | CCA Student HB w/8yr eBook | 5 | 90.00 | 450.00 |
| 9781603280976 | CCA Student 8yr eBook | 40 | 80.00 | 3,200.00 |
| 9781603281560 | CCA TE Bundle | 2 | 270.00 | 540.00 |
| 9781603282352 | CCG Student HB w/8yr eBook | 5 | 90.00 | 450.00 |
| 9781603281041 | CCG Student 8yr eBook | 60 | 80.00 | 4,800.00 |
| 9781603282369 | CCG TE Bundle | 2 | 270.00 | 540.00 |
| 9781603281317 | CCA2 Student HB w/8yr ebk | 5 | 90.00 | 450.00 |
| 9781603281119 | CCA2 Student 8yr eBook | 40 | 80.00 | 3,200.00 |
| 9781603281331 | CCA2 TE Bundle | 2 | 270.00 | 540.00 |
| 9781603284554 | PC 3rd Ed Hardbound w/8yr eBk | 5 | 90.00 | 450.00 |
| 9781603284622 | PC 3rd Ed Student 8yr eBook | 25 | 80.00 | 2,000.00 |
| 9781603284714 | PC 3rd Ed TE Bundle | 2 | 270.00 | 540.00 |
| 9781603284547 | Calc 3rd Ed HB w/8yr eBook | 5 | 90.00 | 450.00 |
| 9781603284561 | Calc 3rd Ed Student 8yr eBook | 10 | 80.00 | 800.00 |
| 9781603284752 | Calc 3rd Ed TE Bundle | 2 | 270.00 | 540.00 |

Continued

QUOTE NUMBER: S210201
QUOTE DATE: 2/9/2021
 5/10/2021
CUSTOMER NUMBER: 02-DMAN09

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QUOTE FOR:
 Manawa School District
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 Manawa, WI 54949-8664

SHIP TO:
 Manawa School District
 800 Beech St
 Manawa, WI 54949-8664

| ISBN# | DESCRIPTION | QUANTITY | UNIT PRICE | EXTENDED PRICE |
|---------------|------------------------------|----------|------------|----------------|
| 9781603285353 | Statistics HB w/8yr eBook | 5 | 90.00 | 450.00 |
| 9781603285339 | Statistics Student 8yr eBook | 5 | 80.00 | 400.00 |
| 9781603285315 | Statistics TE Bundle | 2 | 270.00 | 540.00 |
| 9781603280136 | Algebra Tiles, Class Set | 4 | 127.00 | 508.00 |
| 9781603280518 | Integer Tiles | 1 | 24.00 | 24.00 |
| 9781603280143 | Geometry Mirrors (Box of 12) | 2 | 24.00 | 48.00 |

- Student Textbook includes 8 years of eBook access; also includes a free Toolkit for Courses CC1-CC3
- Teacher Bundle includes 8 years of eBook access and a free Parent Guide; also includes a free student Toolkit for Courses CC1-CC3
- Recommended Manipulatives CC1,CC2,CC3,CCA,Int I,Int II: (1) Algebra Tile Set per classroom (\$127 ea), CC2: (1) Integer Tile Set per classroom (\$24 ea), CCG: (2) Geometry Mirror Sets per classroom (\$24 ea)
- Purchase includes complimentary professional development (workshop series and site visit) for teachers, subject to scheduling availability and/or limitations.
- Workshops are held regionally throughout the U.S. Local workshops can be scheduled for anticipated teacher groups of 24 or more per course. For larger groups CPM will provide two facilitators.
- To offer to be the host site for a local workshop series, contact the regional coordinator for your area, <http://cpm.org/regional-contacts/>
- Teachers must register for the professional development at <https://cpm.org/workshops>
- CPM reserves the right to cancel, postpone, or reschedule any of the professional development workshops

| | |
|--------------------|------------------|
| Sub-Total | 32,690.00 |
| Estimated Shipping | 798.23 |
| Sales Tax | 0.00 |
| Total | 33,488.23 |

Terms: Net 30 days. Delivery within 30 days after receipt of purchase order.

CPM Educational Program, a California non-profit corporation, is the sole provider of these materials.

PROFESSIONAL LEARNING PROGRESSION

CPM's professional learning vision is to recognize and foster teacher expertise and leadership in mathematics education. Our goal is for all teachers to have competence in the mathematical content, plan lessons purposefully, assess student understanding, give effective feedback, and strengthen their role as the facilitator in the classroom.

CPM is passionate and committed to supporting educators. One of our core beliefs is that learning, change, and mastery take time. We created a Comprehensive Professional Development Plan to support educators, administrators, and districts as they adopt and implement CPM curriculum.

New curriculum implementation:

Phase One: Curriculum — Teachers concentrate on *what* they are teaching. The Phase One Implementation Workshops will emphasize the mathematics, course structure, and classroom environment.

Phase Two: Instruction — Teachers concentrate on *how* they teach. The Phase Two Implementation Workshops foster development of effective strategies for teaching.

Phase Three: Assessment — Teachers concentrate on *assessment*. The Phase Three Implementation Workshops focus on analyzing students' work to determine their understanding and giving effective feedback.

Professional development during the first three years is free. Please visit cpm.org/for-teachers for more information about our professional development program or email PD@cpm.org. To find out about professional development opportunities near you, contact the CPM Regional Coordinator for your area; cpm.org/regional-contacts. For a listing of currently scheduled professional development visit cpm.org/workshops.



Every workshop, from the four days in the summer to the workshops within the school year, have helped me be a stronger math teacher and improved the learning of students. The workshops have helped me be more comfortable in my own mathematical thinking and to understand how the program works.

- CC1 Workshop Participant, Petaluma, CA, 2015-2016

CPM EDUCATIONAL PROGRAM **MORE MATH FOR MORE PEOPLE** 

PHASE ONE — Focus on Curriculum

- + Course specific 8-day workshop series for teachers new to CPM
- + Teachers paired with an implementation partner
- + Up to 2 site visits per teacher

PHASE TWO — Focus on Instruction

- + Multi-day workshop series
- + Teachers paired with an implementation partner
- + Up to 2 site visits per teacher

PHASE THREE — Focus on Assessment

- + Multi-day workshop series

CONTRACTED PROFESSIONAL LEARNING

CUSTOMIZED WORKSHOPS

- + Content based on site goals and needs

INSTRUCTIONAL COACHING

- + See cpm.org/coaching for more information.



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 2/8/2021
Re: 2020-21 Budget Changes

Recommendation:

I recommend the 2020-21 budget changes as proposed in the attached spreadsheet.

Rationale:

New materials are needed for both math and social studies district-wide. Also, expenses were realized within the special education budget that had not been planned for. This equals \$170,000 of new expenses.

Looking closely at the 2020-21 budget, there are two areas that spending is less than anticipated. The amount of money spent on substitute employees has been much less than other years. This is due in part to the lack of substitute employees and the ability for teachers to work from home during quarantines and isolation periods. Secondly, the snow removal costs have been low this year. There is only 2 months left in snow removal season (typically), so I feel it is safe to reallocate some of those funds.

Recall that \$200,000 was carried over from last year. This was due in large part from our inability to purchase needed equipment in the spring of the 2020 as well as the uncertainty of what would be needed due to the pandemic. If we were to add in the additional expenses to the budget and reallocate funds from accounts that are being underspent, this will leave approximately \$95,000 left from the carry-over. In the 2021-22 budget, I am anticipating needing \$74,060 from fund balance. Taking that from the \$95,000, leaves \$20,940.

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

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2020-21 Proposed Budget Changes

| | 2020-21 | | | | 2019-20 | | | 2018-19 | | |
|------------------------|-----------------|-------------------------|-------------------|-----------------|-----------------|-------------------------|-------------------|-----------------|-------------------------|-------------------|
| | Amount Budgeted | Amount Expensed to Date | Percent of Budget | Proposed Change | Amount Budgeted | Amount Expensed to Date | Percent of Budget | Amount Budgeted | Amount Expensed to Date | Percent of Budget |
| Substitute Employees | \$ 93,000.00 | \$ 14,807.83 | 15.9% | \$ (40,000.00) | \$ 94,000.00 | \$ 70,746.34 | 75.3% | \$ 83,903.00 | \$ 56,816.11 | 67.7% |
| Buildings & Grounds | \$ 51,050.00 | \$ 25,642.60 | 50.2% | \$ - | \$ 62,402.50 | \$ 38,509.69 | 61.7% | \$ 62,803.00 | \$ 36,554.00 | 58.2% |
| Snow Removal | \$ 50,000.00 | \$ 4,971.75 | 9.9% | \$ (25,000.00) | \$ 38,937.50 | \$ 22,743.25 | 58.4% | \$ 63,000.00 | \$ 23,015.00 | 36.5% |
| Increase SPED expenses | \$ - | \$ - | | \$ 50,000.00 | | | | | | |
| Textbooks | \$ 16,247.30 | \$ 12,207.41 | 75.1% | \$ 120,000.00 | \$ 17,139.87 | \$ 14,440.42 | 84.3% | \$ 31,524.61 | \$ 29,609.08 | 93.9% |

Total \$ 105,000.00 additional revenue needed to make these changes

\$ 200,000.00 carry-over from 2019-20

\$ 95,000.00 left from carry-over



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 2/8/2021
Re: Staff and Program Change

Recommendation:

I recommend the Staff and Program changes as outlined in the attached spreadsheet.

Rationale:

I use Forecast 5 to model the budget scenarios. The top part of the spreadsheet (in gray) is what I entered into this scenario. Keeping all other budget items the same, the shortfall is estimated at \$42,989. The largest variant at this time is the health insurance increase. There is a "not-to-exceed" clause in our current agreement with Anthem Health Insurance. Dr. Oppor and I met with the Quad County Health Insurance Consortium that we are a member of. The consortium agreed to go to RFP to get quotes to ensure that we are receiving the best rates available for services we currently have. Any increase less than 10% will change the shortfall.

Additions and Reductions proposed for the 2021-22 school year are listed in the white portion of the spreadsheet.

The total shortfall in this very preliminary look at 2021-22 school year budget is estimated at \$74,060. This amount will be covered with a one-time use of Fund Balance.

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| FY2122 Staff & Program Change Proposal | | | |
|--|--|--|--|
| Staff or Program Change | Addition to Expenditures/ Increased Costs | Reduction in Expenditures/ Cost Savings | Rationale |
| All inserted into the Budget Model | | | |
| Teacher Advancement Model | \$42,900.00 | | 48 professional teaching staff |
| Support Staff | \$8,315.00 | | CPI is trending at a 1.1-1.35% increase |
| Admin Salary Increase | \$7,060.00 | | CPI is trending at a 1.1-1.35% increase |
| Health Insurance | \$99,064.00 | | 10% limit increase |
| Dental Insurance | \$1,320.00 | | 2% increase |
| Vision Insurance | \$59.00 | | 1% increase |
| Utilities | \$5,102.00 | | 2% increase |
| Pupil Transportation | \$27,658.00 | | 2-5% increase |
| Open Enrollment Out | | | Decrease of 3 students |
| Open Enrollment In | | | Decrease of 4 students |
| Total FTE 3-year average | | | Decrease of 22 |
| | | | |
| Per Pupil Additional Revenue | | | Increase \$150 per student (in taxing authority) |
| Per Pupil Categorical Aid additional revenue | | | Increase of \$8 per student (in state aid) to \$750 per student |
| Secondary Aid Guarantee | | | Increase to the aid pot |
| | \$42,989.00 | | Increased Fund Balance by \$200,000 (2019-20) |
| Add .5 FTE Technical Support Position | \$7,500.00 | | Repairs devices, works behind the scenes, etc. Not intended to work with students or teachers. |
| Return of full-time EC teacher/reading specialist | \$9,810.00 | | MES will need the full-time services of the teacher. Private School Title I dollars will be used to provide reading specialist services to St. Paul Lutheran and will be posting the position later this spring. |
| Nursing Contract with CESA #6 | | \$35,000.00 | CESA #6 nurse resigned and has accepted a new position |
| Secondary Clerical Parapro | | \$18,364.00 | |
| Health Office Support/Clerical Parapro Combination | \$66,525.00 | | \$16.85 per hour + benefits: net +\$13,161 (Reconfigured position to 40 hours a week/12 months a year) |
| Nurse Consult services | \$600.00 | | 20 hours at \$30/hour |
| Sub Total | \$127,424.00 | \$53,364.00 | |
| <i>One-time use of Fund Balance</i> | | <i>\$74,060.00</i> | |



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 2/8/2021
Re: Convection Steamer

Recommendation:

I recommend endorsing the proposal from Reinhart Foodservice to purchase a Cleveland convection steamer for the food service department.

Rationale:

The Combi-Oven at the MMS/LWHS kitchen is currently non-functional. This piece of equipment has been repaired several times in the past 2 years. The current issue is with the board and parts are not readily available. It could be repaired for around \$2,500 (estimate). Due to the age of the oven and the difficulty in finding parts, it was decided that the District should invest in either a new convection steamer.

Mrs. Suehs, food service manager, requested quotes from three different vendors and received the attached quotes and spec sheets back from two vendors for 3 different pieces of equipment. The steamer from Reinhart is larger and will be better suited for the amount of food prepared through the District Food Service. This steamer is more costly, but this is due to the size difference. The Reinhart quote includes installation and removal of the old combi-oven.

School District of Manawa

800 Beech Street
Manawa, WI 54949

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

Little Wolf High School Manawa Middle School

515 E. Fourth St
Manawa, WI 54949

Phone: (920) 596-2524
Fax: (920) 596-2655

Manawa Elementary

800 Beech Street
Manawa, WI 54949

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

ManawaSchools.org



/ ManawaSchools



/ ManawaSchools

Quote

01/11/2021


Project:
 Little Wolf High School
 Brenda Suehs
 515 E 4th Street
 Manawa, WI 54949

From:
 Reinhart Foodservice - Shawano WI
 Lisa Eulrich
 715-526-2118 (Contact)
 lmeulrich@rfsdelivers.com

Project Code: 108478

Job Reference Number: 67525

Pricing good til March 21, 2021

| Item | Qty | Description | Sell | Sell Total |
|------|------|---|--------------------|--------------------|
| 1 | 1 ea |  CONVECTION STEAMER, ELECTRIC, BOILERLESS Cleveland Range Model No. (2) 22CET66.1 SteamChef™ 6 Convection Steamer, electric, boilerless, double stacked, on ES26304066E equipment stand, (6) full size pan capacity per compartment, SureCook controls, 60-minute electro-mechanical timer & manual (continuous steaming) bypass switch, left-hand hinged door, controls on right, automatic drain & water level controls, KleanShield™ interior, standard treated & tap water connection, stainless steel exterior, 4" adjustable legs with flanged feet, UL, cUL, NSF, ENERGY STAR® | \$17,210.36 | \$17,210.36 |
| | 1 ea | 1-year parts & labor warranty, standard | | |
| | 1 ea | Extended warranty, not to exceed 24 months from date of installation (for K-12 schools only) | | |
| | 2 ea | 3 year Convection Steamer Door Warranty, standard | | |
| | 1 ea | Performance start-up included at customer request after equipment is installed (Free Water Quality Check included) (contact Cleveland Sales Representative for details) | | |
| | 1 ea | New construction | | |
| | 1 ea | Note: End user contact name and number at the site must be included with the PO to avoid delivery delays. This contact person should have up-to-the-minute status on water, drain, electric/gas availability, as well as confirmation of completion of interior and exterior doorways through which equipment must be transported | | |
| | 1 ea | (VOS1) (2) 208-240v/60/3-ph, 10.7-14.3 kW, 29.8-34.4 amps, 3-wire, standard | | |
| | | | ITEM TOTAL: | \$17,210.36 |
| 2 | 1 ea | INSTALL ZINK COMMERCIAL SERVICES Model No. INSTALL Install and removal of old unit PLUS FREIGHT TO SHIP DIRECT TO THE CUSTOMER. | \$2,345.00 | \$2,345.00 |
| | | | ITEM TOTAL: | \$2,345.00 |
| | | | Total | \$19,555.36 |

Thank you for the opportunity to be of service to you. A 50% down payment may be required and is Reinhart policy. This order is subject to approval from our credit department. Prices do not include any

freight or sales tax unless indicated. Any freight shown is an estimate. Special order items are non returnable, unless otherwise stated in the body of this quotation. The buyer is responsible for unloading, uncrating, setting in place and final hook up of utilities of all heavy equipment quoted herewith. The buyer is also responsible for inspection of merchandise upon arrival and noting of any damage on the bill of lading and filing damage freight claim with the carrier. All items quoted are subject to credit terms and conditions established by Reinhart FoodService and agreed to by buyer. Any return of merchandise is subject to prior approval by Reinhart and maybe subject to a factory restocking charge and both inbound and outbound freight charges. Shipping charges, handling charges, and applicable sales tax are quoted separately unless otherwise specified. Quoted prices are good for 30 days. Not responsible for errors, omissions or manufacturer price increases beyond 30 days. i have read the above quotation and manufacturer product specification sheets and agree to and offer to purchase described goods as proposed in this quotation. I understand by signing for the equipment above that the equipment is a special at my request. I agree to pay one-half down at time of order and the remaining balance on delivery or other terms specified by Reinhart FoodService credit department. I understand that if I decide to return the product, my deposit will be held to cover the cost of the return. Unless otherwise specified. If the equipment is to be drop-shipped the customer is responsible for freight charges. Reinhart reserves the right to correct any price errors provided through auto quotes.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$19,555.36



SteamChef™ 6

Boilerless Convection Steamer, Automatic Water Fill & Drain, Two 12 kW Boiler-Free Counter Type Design

Project _____
 Item _____
 Quantity _____
 FCSI Section 11400 _____
 Approved _____
 Date _____

High Efficiency Boilerless Steamchef™ Convection Steamers

Models

- (2) 22CET6.1



Standard Features

- Cooking capacity for up to six 12" x 20" x 2.5" deep steam table pans (1/1 G/N, 65 mm) per compartment.
- High-speed electric convection steamer with open style 1.0 gallon water reservoir located at the bottom of the cooking compartment for easy access and maintenance.
- Fan forced convection steam with patented KleanShield™ cooking compartment design. KleanShield™ collects and removes condensate waste from the cooking compartment. This keeps the compartment clean, safe from impurities and easy to maintain. Reduces foaming and avoids contamination of the reservoir water.
- Automatic water level controls, fills when main power switch is turned ON, Low Water and High Water probes inside cooking compartment maintains water levels during cooking, eliminating the need to manually refill and monitor water level during cooking. Additional Safety Overflow Standpipe. 193° preheat and standby temperature. High Temperature Automatic Safety Shut-off.
- Steam and Fan Shut Off Control when compartment door is opened.
- 12 kW electric heating element encased in a solid aluminum block for fast and ultra efficient heat transfer. Element never needs deliming because it is not immersed in water.
- Exclusive SureCook Compartment Controls improves cooking speed and accuracy. New energy saving design reduces water and electric usage. On-demand power control for faster heat up and recovery. Energy saving Standby Feature when not in use. The SureCook timer automatically adjusts the cooking time with the volume of product being cooked, eliminating guesswork on when the product is finished. Includes a 60-Minute Electro-Mechanical Timer, LED Indicator Lights for SureCook Cycle, Power On and Reset. Timed and Manual Bypass Switch for constant steaming.
- Exclusive SteamChef™ Automatic Drain Control. Generator Drains when main power is turned OFF via 1/2" ball valve with micro switch circuitry. Simple 1.5" NPT drain connection required with water saving cold water condenser and 3 minute rinse feature.
- Left Hand Door Hinging: Compartment Doors hinged on the left, controls on the right.
- Exclusive, durable 14 gauge stainless steel compartment door and latch withstands abuse and heavy wear. Two piece compartment door with free floating inner door is self adjustable and prevents leaks. Reversible door gasket doubles the life of the gasket.
- Meets agency codes: specifically UL and CUL listed, classified to NSF#4 and Energy Star.
- Stacking combination requires field installation of the steamers and stand. This combination includes the following items:
 - 2-each 22CET6.1 SteamChef™ Counter Top Steamers.
 - 40" high equipment stand • common drain and water connection manifold.

Short Form Specifications

Shall be a Cleveland SteamChef™ 6, model (2) 22CET6.1, two stacked single compartment high-speed electric convection steamers (____ volt, ____ phase) on a ES26304066E stainless steel equipment stand and install hardware. Standard with SureCook Compartment Controls, 60-minute electro-mechanical timer with load compensating feature. Capacity per compartment for six 2.5" (1/1 G/N, 65 mm) full size steam table pans. 12kW electric heating elements in aluminum blocks. Includes 1/2" ball valve style automatic drain. Automatic water level controls. Heavy-duty 14 gauge stainless steel cooking compartment door and latch. KleanShield™ clean cavity protection. 4" Adjustable Legs.



Options & Accessories

- Right Hand Door Hinging, Controls on Left (DHR)
- ON/OFF Compartment control only, no timer (MC)
- Electronic Timer
- 5 Foot (1524mm) FDA Approved National Hose Thread style water connection kit (garden hose thread), 2 required (NHT60)
- Single Phase Operation (see back) • Optional Voltages, 480 Volt (VOS2), see back for alternative voltages.

KE004046-6 Rev C

760 Beta Drive, Unit D
 Mayfield Village, Ohio 44143

Tel 1.216.481.4900
 Fax 1.216.481.3782
 Email steam@clevelandrange.com

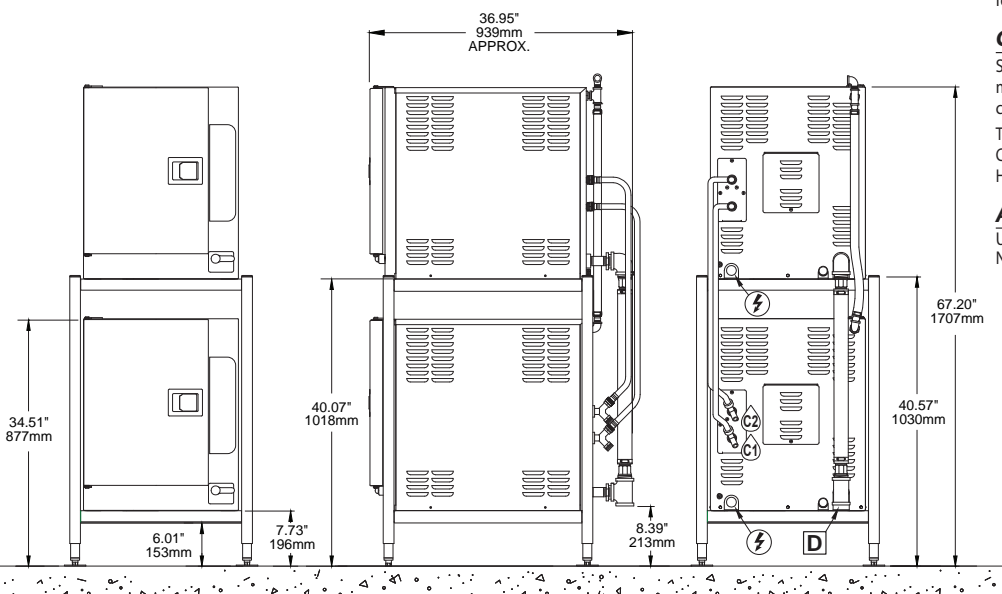
www.clevelandrange.com
 Section 2, Page 9
 5553A 08 / 2020





High Efficiency Boilerless Steamchef™ Convection Steamers

- Each compartment has capacity for: Six, 12" x 20" x 212" deep Cafeteria Pans.
- Each compartment has capacity for: Twelve, 12" x 20" x 1" deep Cafeteria Pans.
- Each compartment has capacity for: Four, 12" x 20" x 4" deep Cafeteria Pans.



COLD WATER**

C-1: Feed water for reservoir, 35 Psi Minimum, 60 Psi Maximum.
 C-2: Drain condenser water, 35 Psi Minimum, 60 Psi Maximum.
 Two 3/4" NH-F (Garden Thread) connections. Use NSF approved hose.

DRAIN CONNECTION**

1.25"
 Do not connect other units to this drain.
 Drain line must be vented.
 Do not connect the appliance's drain connection to any drain material that cannot sustain 140°.

OPERATING CLEARANCES

3" Left, 3" Right and 4" Rear.

SERVICE CLEARANCES

12" on control side. Contact factory for variances to clearances.

CONTROLS**

SureCook 60-minute electro mechanical timer with load compensating feature.
 Two function control switch for Timed Cooking, Continuous Steaming and Holding.

APPROVALS

UL and cUL listed, classified to NSF#4 and Energy Star.

ELECTRICAL** (Contact factory if installed above 3,500 feet)

| WATTS | VOLTS | PHASE | WIRES | CYCLE HERTZ | AMPS | SUPPLY CONNECTION WIRE SIZE (COPPER)* |
|-------------------------------------|-------|-------|-------|-------------|------|---------------------------------------|
| Standard Wattage | | | | | | |
| <i>Three Phase - 12 kW Standard</i> | | | | | | |
| 10,725 | 208 | 3 | 3 | 60 | 29.8 | 8 |
| 12,000 | 220 | 3 | 3 | 60 | 31.5 | 8 |
| 14,280 | 240 | 3 | 3 | 60 | 34.4 | 8 |
| 10,085 | 440 | 3 | 3 | 60 | 13.2 | 12 |
| 12,000 | 480 | 3 | 3 | 60 | 14.4 | 12 |

| WATTS | VOLTS | PHASE | WIRES | CYCLE HERTZ | AMPS | SUPPLY CONNECTION WIRE SIZE (COPPER)* |
|--------------------------------------|-------|-------|-------|-------------|------|---------------------------------------|
| Standard Wattage | | | | | | |
| <i>Single Phase - 12 kW Standard</i> | | | | | | |
| 10,725 | 208 | 1 | 2 | 60 | 51.6 | 6 |
| 12,000 | 220 | 1 | 2 | 60 | 54.5 | 4 |
| 14,280 | 240 | 1 | 2 | 60 | 59.5 | 4 |
| 10,085 | 440 | 1 | 2 | 60 | 22.9 | 10 |
| 12,000 | 480 | 1 | 2 | 60 | 25.0 | 8 |

* For supply connection use only copper wire suitable for at least 75° C. (167° F).
 ** Per compartment.

NOTES:

Cleveland Range reserves right of design improvement or modification, as warranted.
 Many regional, state and local codes exist and it is the responsibility of the owner and installer to comply with the codes.
 Cleveland Range equipment is built to comply with applicable standards for manufacturers. Included among those approval agencies are U.L./NSF#4 and CSA (AGA, CGA).

(NOT TO SCALE)

760 Beta Drive, Unit D
 Mayfield Village, Ohio 44143

Tel 1.216.481.4900
 Fax 1.216.481.3782
 Email steam@clevelandrange.com

www.clevelandrange.com
 Section 2, Page 10
 08 / 2020



BOC - 862.65
EXISTING
FULL CURB HEAD

862.80
EXISTING

10'
BOC - 862.58
NO CURB HEAD

1.0%
↓

862.73

5'

1.5%
←

BOC - 862.65
NO CURB HEAD

862.80

7.0%
↑

10'

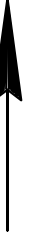
BOC - 863.35
EXISTING
FULL CURB HEAD

5'
863.50
EXISTING

0 5 10

SCALE: 1" = 10'
(8.5"x11" SHEET)

N



PROPOSAL TO PROVIDE FACILITIES MANAGEMENT

Prepared for:

**SCHOOL DISTRICT OF
MANAWA**



Prepared by:

Pfefferle
COMPANIES, INC.

“Single Source”
For all your Real Estate Needs

At Pfefferle Companies, we are committed to providing our clients best-in-class, results-driven, commercial real estate services; building long standing relationships; and adding value to the organizations that we work with and the communities we serve.



CONTENTS

- Executive Summary** 4

- Your Pfefferle Team** 5

- Proposed Maintenance Program & Cost** 6

- Property Management** 7 - 8
 - Facility Management
 - Value Added Services

- Other Services Offered at Pfefferle Management** 9 - 16
 - Commercial
 - Medical
 - Safety and Training
 - HVAC Services
 - Security
 - Project Management
 - Janitorial Services
 - Turf and Landscaping

- Local Presence, Statewide Reach** 17 - 18

- Partial Client List** 19

- Regional Offices** 20

Dr. Melanie J. Oppor
District Administrator
School District of Manawa
800 Beech Street
Manawa, WI 54949

November 3, 2020

Dr. Oppor,

Thank you for the opportunity to provide a proposal to the Manawa School District for a comprehensive facilities asset maintenance and management plan. Pfefferle Management is dedicated to community involvement, and our team is excited at the prospect of partnering with Manawa Schools. We feel the thoughtful and efficient approach we take managing our vast portfolio of different types of facilities will translate well into helping you and your staff create and execute a beneficial maintenance program.

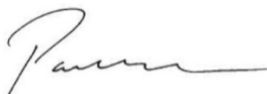
Our proposal focuses on three key items:

1. Create an Asset Information and Maintenance Handbook – This handbook will catalog all pieces of maintainable equipment in an easy to follow - room by room layout. It will include important information on each asset and also provide step by step preventive maintenance procedures and templates to assist with record keeping and planning.
2. Develop a long term capital expense projection for facility assets – We will identify and document all key equipment and assets and provide expected key maintenance milestones, life cycle information, and help budget for future capital expenditures.
3. Provide training to your staff for implementation of the developed maintenance program – This training will be available to help implement and continue proper maintenance procedures based on the handbook and the maintenance programs prescribed within.

We believe these three components will provide a complete package approach to help Manawa schools operate and maintain its facilities effectively and efficiently for years to come.

Please take the time to read through the attached proposal. We sincerely appreciate the chance to team up with you and the Manawa School District.

Sincerely,



Paul Werch
Vice President



Brandon Selissen
Project Manager

YOUR PFEFFERLE TEAM



John Pfefferle
CEO



Mike Pfefferle
President



Paul Werch
Vice President



Brad Schwebs
COO



Rick Knight
VP, Corporate Counsel



Ryan Polcyn Senior
Property Manager



Leah Bagnet
Property Manager



Corleen O'Malley Senior
Property Manager



Jill Van Asten
Property Manager



Scott Isensee
Dir. of Safety &
Security



Brandon Selissen
Project Manager



Mark Crowe
Service Manager



Kurt Davidson
HVAC Manager



Jeff Kluever
Turf & Landscape
Manager



Joan Kluever
Interior Curb Appeal
Manager



Gram Eubank
Janitorial Operations
Manager



Amanda Pynenberg
Janitorial Accounts
Manager



Carla Sewell, Commercial
Management
Assistant

PROPOSED MAINTENANCE PROGRAM & COST

Asset Information and Maintenance Handbook

- Catalog equipment room by room
 - Model numbers
 - Serial numbers
 - Capacity
 - Maintenance history
 - Warranty
 - Preferred service vendors
- Create maintenance program forms with checklists and procedures for each piece of equipment/asset
 - Monthly
 - Quarterly
 - Semi-annual
 - Annual

Research and data collection = \$5,760

Manual assembly = \$7,200

Total = \$12,960

Asset Management and Capital Expense Projection

- Roof
- Parking lot
- Building shell/masonry
- HVAC equipment
 - Boilers
 - Chillers
 - Air handlers
 - Exhaust fans
 - Makeup air units
 - Refrigeration equipment
- Generators

Research and document assembly = \$2,160

Maintenance Program Training

- Hourly rate and recommended number of training sessions

Estimate: 5 days training @ \$440/day = \$2,200

PROPERTY MANAGEMENT

Facility Management

Our experienced property manager and in-house maintenance technician provide you with exceptional quality control measures at all levels of facility management. Further, we strongly believe that a preventive approach to maintenance not only reduces costs long-term but also creates a more positive on-site environment. Our facility management support includes:

- **Pre-management phase** (initial set up):
 - Perform and document a thorough asset review of your property
 - Establish a customized preventative maintenance program that fits the needs of the owner, tenants and property.
 - Procure and review all warranties and operating manuals
 - Develop annual expense budget
 - Schedule site inspections and appropriate follow-up tasks
- Utilizing a trained Pfefferle maintenance technician who is familiar with your building is an opportunity to **achieve significant savings and efficiencies**. Unlike a third party contractor, our technician will keep a constant eye on the property and work hand in hand with the management team. These multiple touchpoints will ensure that Physicians Real Trust operates efficiently and your tenants are satisfied.
- Our **electronic work order system** manages the life cycle of all repairs and maintenance, including scheduling preventative maintenance tasks and unexpected repairs identified during site inspections; as well as service contracts for work performed on a regular basis.
- With the use of a **state-of-the-art web and mobile-friendly property management software** system, we will connect all of the processes and people involved in operating a property, as well as automate several functions, including: workflow, tenant requests and inquiries, asset and equipment maintenance, risk management and communications.
- If needed, we will prepare, communicate and manage the **vendor bidding process** to ensure best pricing and high-quality work from vetted companies in several service areas, including HVAC and janitorial services etc.
- Facilitate **energy management programs** and build system efficiencies
- Maintain up-to-date certificates of insurance for all contractors
- Prepare **annual facility expense budgets**, which are used as a planning tool to manage expenses
- Document and report the general performance of your facility
- Oversee and manage all services performed by contractors:

| | | |
|---------------------|-------------------------|-------------------------------|
| Elevator services | Roof maintenance | Signage contracting |
| Electrical services | Plumbing | Janitorial services |
| Exterior services | Storm water maintenance | HVAC preventative maintenance |
| Asphalt maintenance | Waste services | |

- **Oversee and manage Fire & Life Safety Programs**
 - Fire extinguishers
 - Exit lights and egress lighting
 - Hot work permits
 - Fire suppression systems
 - UPS systems
 - Fire alarm system maintenance and testing
 - Generator fuel tests
 - Firewall penetration permit
 - Maintain life safety drawings

- Purchasing for general facility and custodial supplies is provided

- **Facilitate energy management programs and building system efficiencies:**
 - Analysis of controls
 - Tracking of utilities
 - Energy rebate programs
 - Fire alarm system maintenance and testing
 - Maintain life safety drawings
 - Remote monitoring
 - Building automation control
 - Generator fuel tests
 - Fire wall penetration permit

Value Added Services

Generally, value added services are selected by a client who has already partnered with Pfefferle Management to provide one of the “base” management services. If a new client is in need of a one-time or periodic need of a value added service, our Pfefferle Management team and client will discuss how to best provide the selected service for:

- Site inspections
- Property documentation
- Project management
- Physical security surveys
- In-house legal counsel
- General specialty maintenance services

COMMERCIAL

PROPERTY MANAGEMENT SERVICES

- Pfefferle Management ensures proper care of our clients' assets while taking a hands-on approach to controlling common area maintenance costs.
- Pfefferle Management provides a variety of management services customized to fit our clients' specific needs.

Commercial



Retail



- **Vacant Land**
- **Foreclosed Property**
- **Receivership**
- **Industrial**

Lease and Revenue Management

- Full service lease administration.
- In-house legal counsel to assist with lease administration.
- Monitor and implement lease terms for all tenants.
- Management of all common area maintenance expenses.
- Year-end common area maintenance reconciliations.
- Full-service financial reporting including billing and collecting of all sources of revenue.

Facilities Management

- One number to call for all your facility's needs.
- Access to trained facility technicians 24/7.
- Provide tenant service directly through Pfefferle Management.
- Implement a proactive tenant relations program.
- Scheduled on-site property inspections
- Oversee and manage any facilities subcontracted services. (Waste removal, landscaping, snow

Pfefferle Management utilizes a state of the art web based and mobile property management software that connects all of the processes and people involved in operating a building or portfolio and automates the workflow and information capture for all activities related to tenant service, asset and equipment maintenance, operational risk management and communications.

MEDICAL



Recognizing medical facilities require a specialized approach to maintenance, Pfefferle Management works closely with the Wisconsin Healthcare Engineering Association (WHEA) and other medical organizations. Pfefferle Management customizes its programs to meet the standards required of various types of medical facilities.

Medical Areas of Specialty

- Technicians are WHEA members and specialty include:
 - Life safety equipment testing (non-medical)
 - Vacuum pumps
 - Generators
 - HVAC
 - Remodeling/Project Management/Risk Management
 - Special Equipment (i.e. hospital beds)
 - Medical Gas & Oxygen System Monitoring
 - Air/Water Quality
- Pfefferle Management team members work with inspectors and respected consultants, such as Lauzon Life Safety Consulting, to develop an approved inspection program as required by the following:
 - CMS (Center for Medical Services)
 - The Joint Commission
 - AAAHC (Accreditation Association for Ambulatory Health Care)
 - NFPA (National Fire Protection Agency)
 - Other jurisdictions with relevant authority

Additional Medical Qualifications and Training

- In-house legal counsel to assist with Stark Law compliance in managed leases
- HIPAA (Health Insurance Portability & Accountability Act)
- On-site staff undergo testing for Tuberculosis and Hepatitis C
- Trained in the use of PPE (Personal Protection Equipment)
- WHEA Healthcare Construction Certification Program (HCC)
- In-house safety programs
- The management of the electronic SDS (safety data sheet programs)

SAFETY AND TRAINING

Pfefferle Companies' policy is to provide a safe place for its employees, customers and visitors. Safety programs are developed consistent with OSHA standards.

Safety Objectives

- To implement procedures designed to provide a safe working environment for all employees, customers, vendors, subcontractors and members of the general public.
- To reduce the potential of accidental injuries to persons and to protect the property of Pfefferle Companies, employees, customers and general public.
- To cooperate with subcontractors and clients in their efforts to contribute to safe and efficient operations, and to comply with applicable federal, state and local statutes, standards and regulations.
- To exercise good judgment in the application of our safety policy and custom training

It is our philosophy that our efforts toward production, quality and safety must be inseparable. Through the implementation of this program, every attempt is made to reduce the possibility of an occupational accident or illness. Incident reporting and accident investigations are used to promote continuous improvement in the safety program.

Ongoing Training

Along with comprehensive in-house training programs and other resources, Pfefferle is able to keep technicians and employees engaged and up to date through ongoing training including the following programs:

- Associated Builders and Contractors (ABC) HVAC-apprenticeship program
- Focus on Energy - Building Operator Certification
- Fox Valley Technical College - Leadership/customer service
- Fox Valley Technical College - Lean Training/Task Management
- Wisconsin Healthcare Engineering Association (WHEA) - Monthly/quarterly meetings along with ongoing training in specialized areas.
- In-house training by our journeyman HVAC, plumbing and electrical technicians
- Lauzon Life Safety Consulting - Life safety/documentation training



HVAC SERVICES

If a client is in need of HVAC services, the Pfefferle Management HVAC team will work with the client to determine how best to provide the selected service.

Commercial HVAC team enhances real estate by:

- **Preventative maintenance on HVAC equipment**

- Increases life expectancy of equipment
- Identifies and corrects problems before they become catastrophic failures.
- Increases efficiency and decreases operating expenses.

- **HVAC service**

- Respond to service calls with Pfefferle HVAC Technicians who are familiar with your property. (Reduces billable time)
- Solve issues with the correct solution, extends equipment life and reduces further call backs.

- **Troubleshoot Building Automation Systems (BAS)**

- Carrier CCN
- Carrier IVIEW
- KMC
- Johnson Medasys
- Insight (Siemens)
- Delta
- Reliable
- CSI - TAC

- **Building HVAC surveys**

- Provide comprehensive assessment of the HVAC system as a whole.
- Identify areas for immediate improvements, future budgeting and capital planning.
- Recommissioning of HVAC equipment to improve tenant satisfaction and provide utility savings.

- **HVAC equipment replacement**

- When equipment is beyond its useful life we facilitate replacement utilizing best practices.
- Identify areas where Focus On Energy can help with the cost.
- Identify potential improvements of HVAC system with value-added engineering.



Pfefferle Management HVAC team is only utilized when it's the appropriate choice for a particular property. If a sub-contractor is hired, the skill set of the Pfefferle Management HVAC team can enhance the sub-contractor's performance.

SECURITY

Security Services

Pfefferle Management has trained security professionals on staff to help evaluate the security needs of your property, identify vulnerabilities, and put together a plan to address those vulnerabilities.

Objective Based Solutions

There are two methodologies to security design: Feature Based and Objective Based. Feature based design means starting with a check list of desired systems (access control, cameras, intrusion detection, etc.) and then implementing them. Objective based design starts with identifying the goal of what security needs to do.

Pfefferle Management prefers the objective based design approach. Using this approach, Pfefferle Management first defines the goals of any security project by looking at the specific needs and concerns of the property owner. We then put together a security plan that achieves those goals, recommending the security systems and practices that contribute to those goals and eliminating the ones that don't. The result is a security system that both meets the owner's needs and is cost effective. Pfefferle Management can assist in the entire process from planning to installation. Whether it's a new installation or an existing system, Pfefferle Management can take care of the maintenance and managing of security systems to help maximize their benefit to the property.

Security Services



- Perform physical security surveys and vulnerability assessments of operations and facilities based on the client's requirements and best practices.
- Assist clients in the development of security programs.
- Develop and manage hard key programs
- Provide management services for security installation projects.
- Manage security guard vendors, including development of post orders (duties and actions), and monitoring incident response by guard vendor, ensuring compliance with post orders.
- Conduct security training and education for client personnel on security tools and processes (e.g. suspicious packages, work place violence, etc.)
- Provide liaison function and support for local and federal law enforcement.
- Maintain and manage all security systems:
 - Cameras
 - Access control
 - Security guard contracts
 - Key programs

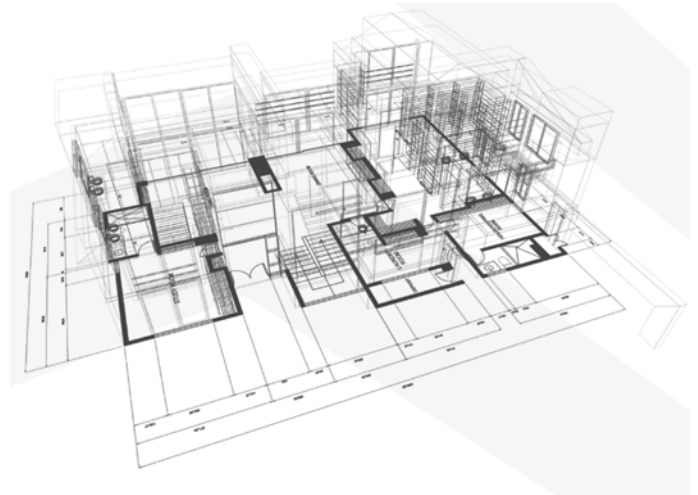
PROJECT MANAGEMENT



From planning and design to procurement, construction and commissioning, Pfefferle Management, as a client's representative, manages each construction project with a view to achieving the best value and quality within the appropriate budget and time frame. Our first class technical professionals in each discipline apply their experience and knowledge to successfully complete the project and meet the client's needs.

Services we provide:

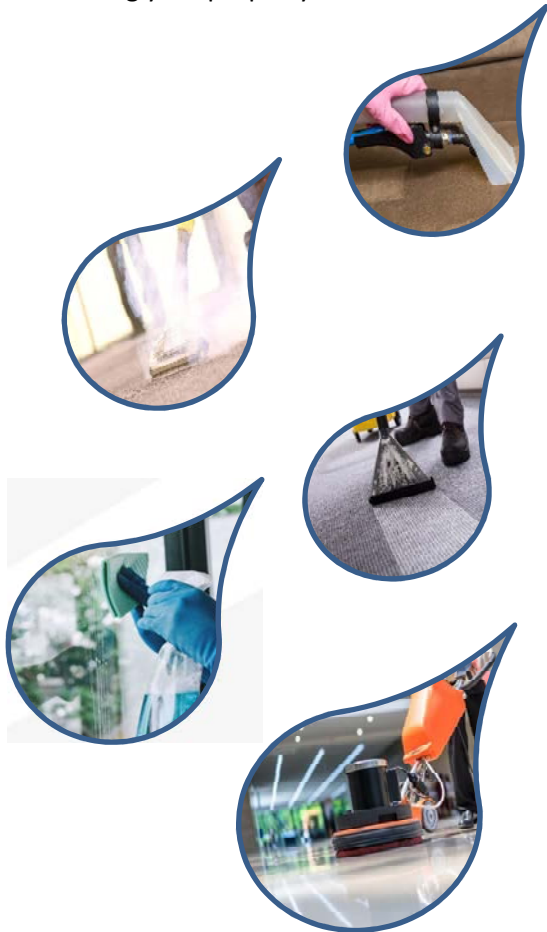
- Planning / Scope Development
- Budgeting
- Tenant Improvements / Build-Out
- Capital Improvements
- Construction / Remodeling Services
- Development of Maintenance Programs and Cost Structure



Pfefferle's project management team utilizes in depth knowledge of your property along with on-staff craftsmen and an extensive network of trade partners to ensure major investments into your facility are of premium quality and in its long-term, best interest.

JANITORIAL

Pfefferle Management is committed to meeting the individual needs of each client and/or tenant. We will create a customized cleaning schedule that is specifically tailored to each individual commercial need. Pfefferle Management specializes in cleaning commercial office spaces. Our janitorial team has the knowledge, experience, and track record to not only maintain your facility but to go above and beyond and exceed your expectations. We are really your partner in maintaining your property.



Additional Services Provided

- **Carpet Cleaning** - Hot water extraction
- **Hard Floor Maintenance** - Scrubbing, stripping, and sealing of ceramic, terrazzo, quarry tile or VCT.
- **Upholstery and Partition Cleaning** - Cleaning of fabric, leather, vinyl and wood furniture and partition walls.
- **Post Construction Cleaning** - Preparing a newly constructed or renovated facility for occupancy.
- **Window Cleaning** - Cleaning partition glass, screens and interior windows, plus ground level exterior windows.
- **Tenant Turn-around Cleaning** - Cleaning a tenant space post move-out and preparing it for showing or occupancy by a new tenant.
- **Janitorial Cleaning Services** - Available daily, every other day, weekly or bi-weekly.

Additional Assistance

- Purchasing or providing consumable products at discounted rates.
- Maintaining all types of dispensers
- Obtaining bids and outsourcing to provide the most cost-effective solutions.

All personnel must pass a background check before being hired.

In-depth training includes:

- Security, facility procedures, confidentiality, HIPPA, alarm, access restrictions
- Specialized training, as needed, for tasks unique to an account
- Safety: chemicals, safe lifting, economy of motion

Janitorial personnel are monitored nightly by account supervisors to assure the owner's needs are met consistently.

TURF AND LANDSCAPING

Pfefferle Management Turf and Landscaping team provides quality lawn and landscaping services. We can coordinate a number of services to keep the exterior of your businesses in the best shape. A well-maintained outside appearance will help your location attract more customers and clients.

First impressions matter. Make them count!

Services provided

- Lawn mowing and trimming
- Tree and shrub pruning
- Landscape bed maintenance, renovation and construction.
- Fertilizing lawn, beds and plants
- Shrub planting
- Integrated pest management for interior and exterior.
- Holiday décor - Installation, removal and storage after the season is over.



Assistance with unoccupied buildings include:

- Snow plowing to fire safety standards
- Shoveling building entrances for accessibility and fire safety.
- Snow removal on public sidewalks to local snow ordinance standards.
- Removal of unwanted materials from buildings, garages, storage areas, etc.
- Rough cutting and mowing of vacant lots



All personnel must pass a background check before being hired and attend a monthly safety meeting. Our employees understand the importance of providing quality landscaping services with safety in mind.

LOCAL PRESENCE

The following are several commercial properties that we are currently involved with in the region:

Property Management/Facilities Management

St. Francis Xavier Catholic School System (101 E. Northland Avenue, Appleton)

Catalpa Health (540 N Koeller Street, Oshkosh)

Vizance (2935 Universal Court, Oshkosh)

Brownie's LLC (1020 S Main Street, Fond Du Lac)

Accurate Imaging (2895 Algoma Blvd., Oshkosh)

Neuroscience (1305 W American Drive, Neenah)

Center for APS (425 S Commercial Street, Neenah)

North East Wisconsin **Hand to Shoulder Center of WI** (2325 N Casaloma Drive, Appleton)

Lombardi Center (1400 Lombardi Avenue – Green Bay)

Nicolet Center (111 N. Washington Street – Green Bay)

Theda Care IT Center - 222 Building (222 W. College Avenue – Appleton)

Appleton Center (100 W. Lawrence Street – Appleton)

CDW Building (4321 W. College Avenue – Appleton)

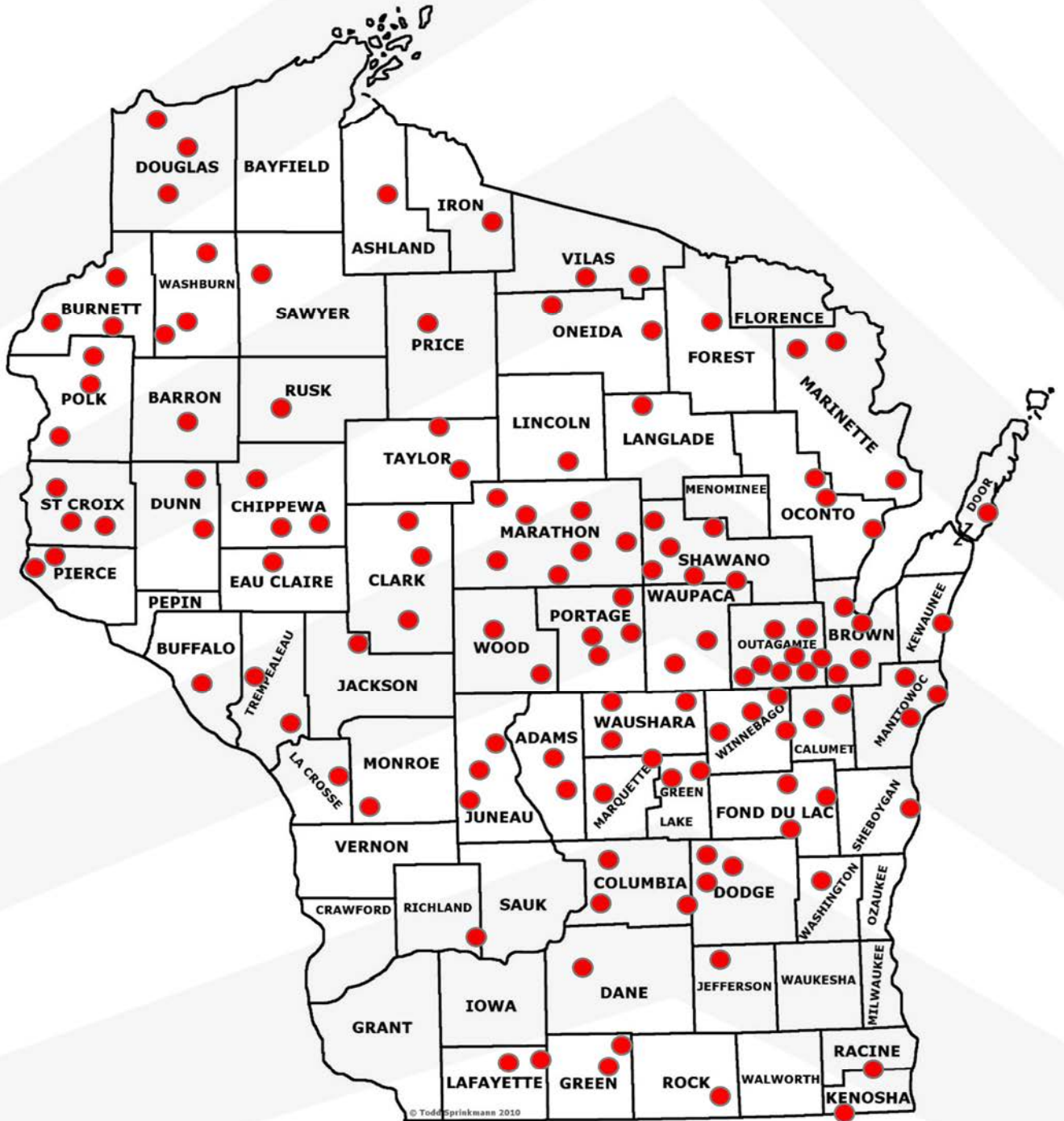
Festival Foods (Multiple Locations)

Thrivent Federal Credit Union (3600 Commerce Court – Appleton)

Best Western Premier Waterfront Hotel & Convention Center (1 N. Main Street Oshkosh)

Additional properties provided upon request.

STATEWIDE REACH



● Communities served by Pfefferle Management

PARTIAL CLIENT LIST



REGIONAL OFFICES

Appleton

200 E. Washington Street, Suite 2A, Appleton, WI 54911

920.730.4280

Green Bay

1192 Hansen Road, Suite 201, Green Bay, WI 5430

920.884.5000

Wausau

327 N. 17th Avenue, Suite 303, Wausau, WI 54401

715.261.2260

naipfefferle.com | pfefferle.biz | naiglobal.com

INDEPENDENTLY OWNED AND OPERATED

To: Manawa School District
800 Beech St
Manawa, WI 54949-8664
Attn: Melanie Oppor

Date: February 15, 2021
Our Ref: 41020634

We respectfully submit this quotation for the following NEW Aichi Aerial Work Platform (1 each):

Aichi... New Heights of Quality!

AICHI MODEL SV2632E, Scissor, 26 Ft. Platform Height with 32" Wide Platform, quality engineered with the following specification:

- Solid non-marking tires
- Electric Battery Powered

- **PERFORMANCE**
 - 24 Volt AC drive system
 - 2 Speed travel control
 - Improved running time over DC or hydraulic drive motors
 - Full 90 degree steering angle
 - Zero degree turning radius
 - Rollout platform extension deck
 - 25% gradeability
 - Reduced speed with platform elevated
 - Proportional drive control
 - Anti-Rollback function
 - Controlled descent function
 - Drywall Gate
 - Dual operational modes provide increased platform capacity at lower lift heights

- **SERVICEABILITY**
 - Brushless AC drive motors
 - Slide-out battery trays for ease of access
 - High efficiency battery charger
 - LCD multi-function display with:
 - Battery discharge indicator
 - Hour meter
 - Error code display
 - Separate battery charging status indicators
 - Four 6 volt, 225AH deep cycle batteries
 - Digital monitor w/ on-board tuning (tuneability through laptop)
 - Cord error Indicator
 - Scissor maintenance prop
 - Hour meter
 - Toyota motor controllers with CAN/BUS communication
 - Lubrication free bushings



Photo may portray optional equipment not included in your quotation.

- **BODY/EXTERIOR DESIGN**
 - Tilt alarm with drive & lift cut out
 - Pothole protection system
 - Horn & travel alarm
 - Solid non-marking tires
 - Steel construction on all panels
 - Fold down guard rails
 - 110V AC power to platform
 - Lanyard attachment points
 - Forklift pockets
 - Machine tie downs (Front and Back)
 - Chain entrance protection
 - Powder-coated paint
 - Nickel plated pins
 - Upper control box with:
 - Joystick control with steering switch
 - Tilt alarm indicator light
 - Horn
 - Battery discharge indicator
 - Detachable coil type control cable
 - Dual mounting locations
 - Remote off-truck operation capability

Voltage 24 Volt Electrical System

Wheels and Tires Front Tires: 16 x 4.9
 Rear Tires: 16 x 4.9

Additional Equipment **Standard Battery**

Warranty Aichi "2-3-5" Warranty: 2 Years Parts & Labor on basic parts. 3 years Parts & Labor on specified hydraulic components. 5 years Parts on structural components.

We offer Aichi factory authorized warranty on all new Aichi Aerial Work Platforms.

| | | | |
|-------------------|---|----------|------|
| Investment | Price-Aichi Model SV2632E as specified above: | \$17,284 | Each |
| | Net Price: | \$17,284 | Each |

Financing and Maintenance A broad range of competitive and flexible financing options are available through Toyota. Financing requires credit approval. Terms and conditions are subject to change.

In addition, Full Maintenance and Planned Maintenance programs are available.

**Terms and
Conditions**

Payment: Net 10 days / Cash or Financed

Delivery: Will advise at time of order.

F.O.B.: Delivered

Prices are exclusive of any sales or use taxes now in force or which may be made effective in the future by any federal, state, or local governments.

Lease offerings subject to credit approval

Performance and specifications stated are based on specific testing and operating conditions. Actual performance and specifications may vary based on application, option configuration, operating conditions, and environmental factors.

GENERAL - Any offer or order placed by a Buyer, whether oral, written, by facsimile, e-mail or other electronic means, shall be deemed to constitute an offer by the Buyer to enter into a contract to purchase Seller's products (the "Products") on these Standard Terms and Conditions of Sale (the "Terms"), which shall be deemed to be incorporated into any such offer or order. The offer or order, together with these Terms, shall constitute the entire agreement between Seller and Buyer (the "Contract"). Any offer by a Buyer shall be deemed to be accepted by Seller, and a contract on the terms and conditions contained herein shall be deemed to be entered into, upon the transmittal of Seller's "Acknowledgment of Order" to Buyer, or upon the shipment of Products to Buyer, whichever occurs first.

SELLER HEREBY EXPRESSLY OBJECTS TO, AND IS NOT BOUND BY, ANY TERMS OR CONDITIONS ON BUYER'S ORDER, CONFIRMATION FORMS OR OTHER DOCUMENTS, WHICH ATTEMPT TO IMPOSE UPON SELLER TERMS AND CONDITIONS WHICH DIFFER FROM SELLER'S STANDARD TERMS AND CONDITIONS OF SALE HEREIN; AND SHIPMENT OR OTHER PERFORMANCE BY SELLER SHALL NOT CONSTITUTE ASSENT TO ANY SUCH INCONSISTENT TERMS. BUYER'S FULL OR PARTIAL PAYMENT OR ACCEPTANCE OF DELIVERY SHALL CONSTITUTE ACCEPTANCE OF ALL OF THESE STANDARD TERMS AND CONDITIONS

PAYMENT - Unless otherwise agreed by Seller in writing, Buyer agrees to make full payment within ten (10) days of the date of Seller's invoice, in U.S. Dollars. Outstanding balances not paid when due are subject to late charges accruing from the invoice date at the rate of 1.5 percent per month. Seller's receipt of any payment less than the full amount due shall not waive any rights of Seller. Seller reserves the right at any time to refuse or stop delivery of any order whenever, in Seller's discretion, there is doubt as to Buyer's financial responsibility. Seller may decline to make delivery on any accepted order, except for cash, and make delivery only against payment of cash in advance of delivery. All costs and expenses, including but not limited to collection fees and reasonable attorney's fees for the collection of any overdue amount due Seller, shall be paid by Buyer.

PRICES - Prices quoted by Seller in writing are firm for thirty (30) days, and are subject to change without notice. Unless expressly stated to the contrary, prices for the Products covered by Buyer's order are exclusive of federal, state or other sales, use or similar taxes due and payable by reason of this sale. Such taxes shall be the responsibility of Buyer and may be added to the invoice as a separate item, or may be separately invoiced.

SHIPPING TERMS - Unless otherwise noted in Seller's quotation, deliveries of the Products shall be F.O.B. Origin. Risk of loss relating to shipments of the Products shall pass from Seller to Buyer upon proper tender thereof by Seller to Buyer. SELLER SHALL NOT BE LIABLE FOR LOSS OF PROFITS, INDIRECT, SPECIAL, CONSEQUENTIAL OR OTHER SIMILAR DAMAGES ARISING OUT OF ANY BREACH OF THIS CONTRACT; AND SELLER SHALL NOT BE LIABLE FOR ANY DAMAGES CAUSED BY DELAYS IN SHIPMENT, INSTALLATION OR FURNISHING OF THE PRODUCTS UNDER THIS CONTRACT, WHETHER TO BUYER OR THIRD PARTIES

DELIVERY - Unless otherwise provided in writing, any delivery dates specified or quoted by Seller are estimates only, based on the anticipated product availability at that time. Seller will make a good-faith effort to meet the estimated shipping dates, but Seller shall not be responsible for failure to do so, and in no event shall it be liable for any loss, cost, damage or expense whatsoever incurred by Buyer, or its customers, that may result therefrom. Seller will notify Buyer of conditions delaying or preventing delivery of ordered Products, and will provide Buyer with Seller's best estimate of the rescheduled delivery(ies).

FORCE MAJEURE - Seller shall have no liability to Buyer or third parties for any delay in, or failure of, performance caused by circumstances beyond its direct control, including but not limited to acts of God, fire, flood, war, governmental action, major equipment failure, accident, labor disputes, strikes, shortage or inability to obtain materials, equipment, power or transportation. If delay is caused by any such

circumstances, Seller shall have the option to cancel this contract, without liability to either party.

CANCELLATION/DEFERRED DELIVERY – Orders accepted by Seller may not be canceled or deferred by Buyer unless agreed in advance in writing by Seller. If Buyer defaults in any payment when due, or if Buyer becomes the subject of any bankruptcy or insolvency proceeding, Seller may, in its discretion and without prejudice as to its other lawful remedies, cancel or defer delivery and/or demand immediate payment of all of Buyer’s outstanding invoices or account balances (plus any additional costs, expenses, losses or damages, including without limitation, lost profits, incurred by it as a result of such cancellation, delay, default or bankruptcy of Buyer).

LIMITED WARRANTY – All of the products furnished hereunder are furnished by suppliers to Seller and are warranted by Seller only to the extent of the original warranties provided by the original manufacturer of the products. Seller will provide all reasonable assistance to Buyer in obtaining the benefits of such warranties. No warranty is effective if (i) the products are not stored or handled appropriately, (ii) the defect resulted from the damages occurring after delivery, (iii) the defect was not reported to Seller within thirty (30) days after delivery, or (iv) the defect is observable at the time of delivery and is not reported upon delivery. **THE WARRANTIES AND REMEDIES SET FORTH IN THIS PARAGRAPH ARE EXCLUSIVE, AND IN LIEU OF ALL OTHER WARRANTIES AND REMEDIES WHATSOEVER, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SHALL NOT BE SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES WHATSOEVER WITH RESPECT TO PRODUCTS SOLD BY SELLER, INCLUDING ANY OBLIGATIONS OR LIABILITY ARISING OUT OF SELLER’S NEGLIGENCE OR FAULT AND INCLUDING ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES.**

INTELLECTUAL PROPERTY - Buyer hereby acknowledges that Seller has all right, title and interest in and to, and is the sole and exclusive owner of (or has to its knowledge otherwise lawfully and validly obtained the right to use and employ, whether by license or otherwise) the Seller’s patents, trademarks, “know-how,” trade secrets, copyrights, technology and other information relating to the use, design, composition, development, manufacture, distribution, production and installation of the Products (collectively, the “Seller’s Intellectual Property”), including, without limitation, any patent or patent application which may hereafter be awarded or filed anywhere in the world in connection with any Seller Intellectual Property (further including without limitation products developed after the effective date of this agreement), and all improvements to the Seller Intellectual Property developed or acquired by Seller during the term of this agreement.

INSPECTION AND ACCEPTANCE OF PRODUCTS BY BUYER - Buyer will have three (3) days after delivery of the Products to inspect the Products and to provide written notice to Seller of any defects. If Buyer does not notify Seller during this period, the Products shall be deemed accepted by Buyer and it is expressly agreed that Buyer shall have waived all claims based on any defects that were or would have been discovered upon reasonable inspection during this period. Such acceptance shall be deemed to have been made with knowledge of any defects that such an inspection reasonably would have revealed.

INDEMNIFICATION – To the maximum extent allowed by law, Buyer agrees to protect, indemnify and save harmless Seller, its successors, assigns, employees, and agents of and from any claim, loss, damage, deficiency, action, demand, judgment, cost or expense (including attorney’s fees) arising out of (i) Buyer’s negligence, use, ownership, maintenance, transfer, transportation or disposal of the products, (ii) Buyer’s violation or alleged violation of any federal, state, county or local laws or regulations, including without limitation, the laws and regulations governing product safety, labeling, packaging and labor practices, and (iii) Buyer’s breach of these terms and conditions. Seller’s remedies under these terms and conditions are cumulative and in addition to any other remedies available to Seller at law, in equity, by contract or otherwise. No purported limitation on Seller’s remedies contained in any purchase order or other agreement, instrument or document provided by the Buyer shall operate to reduce Buyer’s indemnification obligations hereunder.

ASSIGNMENT – Buyer may not assign either its rights or obligations under any purchase order or invoice without the prior written consent of the Seller, and any attempted assignment without such consent shall be void. Seller may assign or subcontract its rights and obligations under any purchase order from Buyer.

GOVERNING LAW; VENUE – All transactions between Seller and Buyer shall be governed by and construed in accordance with the laws of the State of Wisconsin, without regard to any conflicts of law principles. Any action or proceeding involving any dispute, claim or controversy relating to or arising from these terms and conditions or such transactions shall be commenced exclusively in the federal or state courts

located within Brown County, Wisconsin, and the Buyer consents to the exclusive jurisdiction of such courts and waives any objection to such jurisdiction.

NON-WAIVER – The waiver by Seller of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any other provision of this agreement or of any future breach of the provision so waived. These Standard Terms and Conditions confer no rights on third parties.

ENTIRE AGREEMENT – These terms and conditions constitute and represent the complete and entire agreement between Seller and Buyer and supersede all previous communications and representations, either written or verbal, with respect to the subject matter of any purchase order or invoice. No modification of these terms and conditions shall be binding on the Seller unless made in writing in accordance with the terms of these terms and conditions.

Conditions subject to change to those in effect at time of delivery.

Your signature on this proposal constitutes an order.

Please contact your Toyota Aichi sales representative for additional information.

Sincerely,
CONGER TOYOTA-LIFT

Accepted:
Manawa School District

By: _____

By: _____

Name: Brice Nealey

Name: _____

Title: Territory Sales Manager

Title: _____

Date: _____



| | |
|---------|---|
| Book | Policy Manual |
| Section | For Board Review - Vol. 30, No. 1 |
| Title | BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT |
| Code | po0144.5 - NEW |
| Status | |

0144.5 - **BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. School Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

- A. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- B. Be familiar with and comply with Board policies, including policies governing Board member conduct and ethics (see Bylaw 0144.2) and Board member conflicts of interest (see Bylaw 0144.3).
- C. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- D. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- E. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- F. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- G. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether he or she is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

() Board Member Use of Electronic Communication Devices Prohibited

An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during open session and during closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or laptop computer, is prohibited during Board meetings.

Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records he/she creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether he/she can investigate the matter or contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

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Legal 17.13, Wis. Stats.

Last Modified by Steve LaVallee on February 10, 2021



| | |
|---------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 30, No. 1 |
| Title | LIBRARY MEDIA CENTERS |
| Code | po2522 - NEW |
| Status | First Reading |

2522 - LIBRARY MEDIA CENTERS

The Board believes that school library media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a library media center ~~() instructional material centers () libraries [END OF OPTION]~~ in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school library media centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of good literature;
- C. To provide a comprehensive and coordinated collection of current resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. ~~() To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;~~
- E. To promote and support the appropriate use of technology for interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator shall establish procedures consistent with the District's long-range plan for library services development ~~[END OF OPTION]~~ related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

Requests, Suggestions, or Complaints

Challenges to instructional materials shall be handled in accordance with Policy 9130 - Public Requests Suggestions, or Complaints.

Parental/Police Access to Library Information

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources, and services students choose to use at the District's libraries.

Parents of a student under the age of sixteen (16) have the right to review, upon request library records relating to the use of the library's documents or other materials, resources, or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a surveillance device under the control of the library that is pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges ~~() and the Student Handbook~~.

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Legal 43.30, 43.72, 121.02(1)(h) Wis. Stats.
PI 6, 8

Last Modified by Melanie Oppor on February 18, 2021



| | |
|---------|-----------------------------------|
| Book | Policy Manual |
| Section | For Board Review - Vol. 30, No. 1 |
| Title | STUDENT EMPLOYMENT |
| Code | po5895 - NEW |
| Status | First Reading |

5895 - **STUDENT EMPLOYMENT**

The Board believes that attendance at school, full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The Board also recognizes the value and in some instances the necessity of students' pursuit of employment opportunities. The Board supports these student efforts provided that they do not interfere with or adversely impact a students' ability to fully participate in the educational programming offered to the student.

Unless exempted by law or by temporary order due to emergency circumstances, no student under the age of sixteen (16) may be employed without a permit issued by the State and may not work in excess of prescribed hours per day or week, or later than a particular time.

If a student works while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities, particularly where such work requires dismissal from school during instructional time periods. Any school staff who becomes aware of a student working in excess of permitted hours or later than permitted times shall notify the building administration who shall contact the student's parents.

Permit Officer

Consistent with the authority provided to the Board by the State of Wisconsin Department of Workforce Development, the District will serve as a permit officer for the purpose of issuing permits for the employment of minors. The Board designates the secondary school secretary _____ (insert title) to serve as the permit officer.

The Permit Officer shall manage the issuance of student work permits consistent with the requirements of state law, specifically, to issue work permits to minors who provide appropriate supporting documentation establishing the requirements for the issuance of a permit. The Permit Officer shall maintain all records associated with the permit issuance process.

103.70 et seq., Wis. Stats.
Wis. Admin. Code DWD 270

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Legal 103.70 et seq., Wis. Stats.
Wis. Admin. Code DWD 270

Last Modified by Melanie Oppor on February 18, 2021



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Oppor; Board of Education
Fr: Dan Wolfgram
Date: 1/28/2021
Re: Locker Recommendation 2020-2021 School Year

The purpose of this memo is to provide a rationale and a recommendation for student locker use at Little Wolf High School and Manawa Middle School.

Proposal: Little Wolf HS and Manawa Middle School will be given access to hallway lockers and locker rooms for physical education classes on Tuesday, Feb. 23, 2021, following approval from the Manawa Board of Education on Monday, February 22. The timeline is purposeful to adhere to a gradual revision of school practices while maintaining mitigation strategies. This timeline also provides an opportunity to progress monitor the return of all students to the building and provides for the needed time to recalibrate and assign new combinations to the HS lockers in preparation for the implementation of this recommendation.

MMS corridor locker usage guidelines will be as follows:

- 6th - 8th grade will be assigned lockers in a manner that will create maximum social distancing between classmates. Previously assigned classroom cohorts will allow for maximum social distancing.

Locker Assignments:

| | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 6th grade Cohort A | 7th grade Cohort B | 8th grade Cohort A | 6th grade Cohort B | 7th grade Cohort A | 8th grade Cohort B | 6th grade Cohort A | 7th grade Cohort B | 8th grade Cohort B |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|

- MS students will place their winter clothes in their locker at the beginning of the day and proceed immediately to their 1st-hour classroom.
- MS students will not be allowed to linger or loiter in the MS Suite. The staff will be able to monitor student activity to ensure there is no congregating of students.
- MS Students will not be allowed to return to their locker until the end of the day to retrieve their winter clothes.
- Staggered MS dismissal times will be incorporated by grade and cohort to ensure social distancing.
- Students will have their backpacks in the classroom and be asked to have them open during the school day for easy access to materials and teacher visibility.

School District of Manawa

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**Little Wolf High School
Manawa Middle School**

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Manawa, WI 54949

Phone: (920) 596-2524
Fax: (920) 596-2655

Manawa Elementary

800 Beech Street
Manawa, WI 54949

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

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

LWHS corridor locker usage guidelines will be as follows:

- HS students will place their winter clothes in their locker at the beginning of the day and proceed immediately to their 1st-hour classroom.
- HS students will not be allowed to linger or loiter in the hallways. The staff will be able to monitor student activity to ensure there is no congregating of students.
- HS Students will not be allowed to return to their locker until the end of the day to retrieve their winter clothes.
- Staggered HS dismissal times will be incorporated by the classroom to ensure social distancing.
- Students will have their backpacks in the classroom and be asked to have them open during the school day for easy access to materials and teacher visibility.

Locker Rooms:

Locker rooms will **not** be used for physical education classes or athletic teams. The topic of allowing this was discussed with physical education teachers and coaches. Current time considerations and staffing shortages do not allow for mitigation strategies or sanitization to be fully implemented at this time.

The guiding principles that shape this recommendation include:

- Providing for the safety of our students and staff.
- Limiting total exposure via a reduced capacity of students accessing lockers throughout the school day.
- Limiting locker access to specific times to help mitigate Covid-19 spread and assist with contact tracing.
- Honoring the wishes of the Manawa community to take necessary precautions to enable students to continue with in-person academic instruction.
- Applying a step up gradual release based on a successful pilot.

Reasons for the change:

- Current pandemic conditions have evolved and almost all students have returned to in-person instruction. The additional desks and chairs in the classroom combined with winter gear and backpacks are creating clutter and unsafe conditions for a safe passageway in the classroom due to the congestion of winter clothing.

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Waupaca County Schools Locker Data:

| School | Hall Lockers Used | Locker Room - PE | Locker Room - Athletics | Mitigation Strategies |
|-----------------|-------------------------------|-------------------------------|-------------------------|--|
| Little Wolf HS | No | No | No | |
| Manawa MS | No | No | No | |
| Manawa ES | Yes - See Mitigation Strategy | NA | NA | The ES has a rotation of using hall lockers based on each classroom with staggered lockers so students maintain a 6-foot distancing |
| Waupaca HS | Yes - See Mitigation Strategy | No | No | Surplus lockers allow for 4ft of social distancing. Staggered release times at the end of the day. |
| Waupaca MS | Yes - See Mitigation Strategy | No | No | Only for coats or non-essentials, limited use throughout the day. |
| Marion | Yes - See Mitigation Strategy | Yes | No | Hallway lockers already are spaced apart (every other one being used) |
| Iola HS | Yes - See Mitigation Strategy | Yes - See Mitigation Strategy | For home athletes | Hall lockers used in the morning and before lunch. PE Lockers are spread apart, staggered use, and sanitized between uses |
| Iola MS | Yes - See Mitigation Strategy | Yes - See Mitigation Strategy | For home athletes | Hall lockers used in the morning and before lunch. PE Lockers are spread apart, staggered use, and sanitized between uses |
| WF HS | Yes - See Mitigation Strategy | No | No | Used in the morning and at the end of the day |
| WF MS | Yes - See Mitigation Strategy | No | No | Used in the morning and at the end of the day |
| Clintonville HS | No | No | Yes - limited though | 5 athletes at a time - no showers- opportunity to change and that is it. Social distancing enforced. Athletes are allowed less than 5 minutes. |

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Students Choosing to Excel, Realizing Their Strengths

To: Dr, Melanie Oppor, Manawa Board of Education
Fr: Dan Wolfgram, Carrie Gruman-Trinkner
Date: 2/9/2021
Re: Musical Proposal 2021

The purpose of this memo is to provide information and request permission to begin rehearsal in preparation for a musical performance of the *Narnia (The Lion, The Witch, and the Wardrobe)*. The show is tentatively slated for performances on Friday, April 23, Saturday, April 24, and Sunday, April 25.

Cast Requirements:

- 10 high school students - principal leads
- 10 high school students - chorus
- 1 elementary school or middle school student - principal lead
- 10 - 15 middle school singers - chorus

Rehearsal Schedule:

- Auditions would be held Thursday, February 18, and Friday, February 19.
- The weekday rehearsal schedule would utilize 10 cast members Monday, Tuesday, and Thursday after school, and early evenings.
- Rehearsals are closed - no visitors. Cast members will be notified in advance per the rehearsal schedule.
- The middle school and high school chorus would rehearse during the school day during (Rtl) and not be integrated into the show until the final two weeks of rehearsals - Starting April 1.
- Middle School Chorus Cohort can be staged in front of the stage on the floor so they do not intermingle with HS Cohort Chorus to maintain two separate cohorts of performers.

COVID-19 Mitigation Strategies:

- All DHS COVID-19 recommendations on social distancing will be adhered to.
- Masking is mandatory at all times and students will rehearse and perform with full masks in place.
- Disinfecting procedures will occur for all handheld props and cleaning will happen as part of the rehearsal routine.

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Ticketing and Audience Restrictions:

- Each student will be given a maximum of 2 tickets for family members to purchase per performance.
- All persons attending require one ticket, regardless of age.
- Patrons will be seated in family pods and socially distanced.
- The performance will be live-streamed via the District's Youtube Channel, for those who are unable to attend.
- There will be no concessions, carry-ins will not be allowed.
- Attendees will be escorted out immediately after the performance. Family members and students will not be allowed to mingle after the performance.
- The maximum audience capacity is 400 seated patrons. COVID-19 mitigation strategies recommend 25% of capacity.

Tickets Per Performance:

11 principal leads x 2 tickets = 22

20 chorus members x 2 tickets = 40

10 tickets reserved for SDM Administration, Board of Education, and SDM Staff = 10

72 Total Maximum Patrons Per Performance

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SCHOOL DISTRICT OF MANAWA

Job Description

DISTRICT HEALTH OFFICE SUPPORT SERVICES CLERICAL PARAPROFESSIONAL

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. Ability to react quickly, calmly, and decisively in a crisis
4. Work well under pressure
5. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
6. Ability to lead and collaborate with diverse work teams
7. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgement and highly developed personal, analytical and communication skills
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. Hold a high school diploma
2. Enrolled in and in good standing in a Wisconsin licensed nursing education program is preferred
3. Experience or training in health-related support roles (ex. EMT, school health, health care setting, etc.)
4. Maintain current CPR/AED and First Aid certification is required along with the physical ability to perform such tasks

Required Skills and Abilities

1. Process oriented
2. Forward thinking ability to identify areas for improvement and take decisive and timely action to bring about desired change
3. Ability to interpret and administer policies and procedures consistently and objectively
4. Communicate effectively, verbally and in writing, to a diverse audience
5. Plan, organize, and prioritize work
6. Remain flexible in order to adapt to changes in the work environment
7. Excellent time-management, problem-prevention, and problem-solving skills
8. Work accurately with close attention to detail
9. Advanced computer skills, including email, word processing and spreadsheets
10. Work effectively, professionally and tactfully with students, parents, staff, and the community
11. Possess a work ethic that includes neatness, punctuality and accuracy

12. Exhibit a professional, businesslike appearance and demeanor
13. Demonstrate the highest level of ethical behavior
14. Maintain confidentiality of sensitive information
15. Study and apply new state and federal laws and regulations
16. Develop relationships with key stakeholders
17. Ability to have direct contact with individuals who are ill
18. Ability to sit; walk; run; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms.
19. Ability to use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
20. Capacity to frequently lift and/or move up to 10 pounds, occasionally lift up to 50 pounds, and to perform an authorized 2-person lift over 50 pounds.

JOB GOALS:

1. To oversee and/or care for student health injuries and/or illnesses in collaboration with parents, students, and the District's medical advisor for the control and prevention of disease and for the development of optimum health of each student
2. To assist the high school office in recording attendance, maintaining accurate computer-generated absence letters, contacting families related to absences, and assisting in general office functions.

REPORTS TO: Secondary Principal for clerical responsibilities; District Administrator for health office support services

EVALUATED BY: Secondary Principal for clerical responsibilities; District Administrator for health office support services

TERMS OF EMPLOYMENT:

Full-time hourly position

Salary and benefits to be determined by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Job-Specific Responsibilities

The office clerical paraprofessional will assist the secondary Administrative Assistant with the following:

- Oversight of rehearsal, staging, preparation of materials and displays, etc. for graduation.
- Maintenance of student records in the Student Information System (SIS) and family access including updating emergency contact information and discipline record data entry.
- Maintain marquee information, announcements, and postings.
- Deliver passes to classrooms/call classrooms; assist in the monitoring of student whereabouts.
- Duplicate materials as needed.
- Sort & distribute staff mail daily; run outgoing mail through the postage meter.
- Process grade reports & mailings (term/semester).
- Answer phones, take/deliver messages, and return health room and attendance related calls.
- Greet and respond to the needs of visiting parents, community members, vendors, etc.

- Plan, organize, and prepare materials for District student registration day.
- Process payments and give a receipt of the same for fees, lunch, etc.
- Send out truancy letters under the direction of the principal.
- Enter attendance in Skyward hourly and run weekly attendance reports for the principal and athletic/activities director.
- Monitor the absence reporting phone line and follow-up with families who have not reported an absent child.
- Monitor camera displays and report concerning behavior or observations as needed.
- Complete all other tasks as assigned.

The health paraprofessional completes the following tasks and responsibilities under the direction of the District's medical advisor and/or a fully licensed registered nurse:

- Provides appropriate emergency care of illness or injury to students and staff in accordance with school district policy and procedures.
- Assists in the control of communicable diseases according to procedures.
- Administers oral, inhaled, injectable, and topical medications to students as delegated by a licensed health professional.
- Keeps accurate records of medications brought to the office and records each administration of medication on the individual Student Medication Record.
- Maintains confidentiality of information learned regarding students and their families.
- Notifies the building principal of serious incidents, significant health problems, and referrals and documents the incident response on the appropriate form.
- Provides annual CPR/AED and first aid training and updates the SDM spreadsheet with trainees names and dates.
- Prepares player lists and health conditions for coaches.
- Prepares summer mailings of health conditions and cover letters for (Emergency Action Plans & Individualized Health Plan).]]
- Prepares mass mailings at the beginning and end of the year pertaining to paperwork and medication pickup.
- Notifies teachers of health conditions, Individualized Health Plans, and Emergency Action Plans.
- Maintains parent and emergency contact/consent forms and information.
- Faxes medication administration forms or health conditions to physicians for signatures.
- Maintains immunization records by updating in Skyward, reporting, and parent contact.
- Loads and updates all health data records in Skyward for students seen in the health office including their primary complaint, treatment, and outcome for each student.
- Prepares first aid kits for groups before activities.
- Performs all other health-related work delegated or required to accomplish the objectives of the total district health program.
- Channels requests for health-related information and nursing services to the appropriate physician or registered nurse.
- Assists in preparing and maintaining a cumulative health record for each student.
- Documents results of screening and designated health information.
- Collects and maintains student emergency cards and updates records as needed in Skyward.
- Completes student/staff accident/incident reports.
- Maintains a current confidential list of students with health conditions.
- Communicates to the appropriate medical professional any need for follow-up of student health problems.
- Assumes responsibility for maintaining a neat and orderly health room environment.

- Follows district health office cleaning/disinfecting protocols.
- Follow district policy regarding infection-control measures.
- Monitors inventory of supplies/submits requisitions as needed.
- Completes all other tasks as assigned.

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

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability.



SCHOOL DISTRICT OF MANAWA

Job Description

TECHNOLOGY TECHNICIAN

QUALIFICATIONS:

1. Holds a high school diploma or equivalent
2. Proven experience as a technology technician or relevant position
3. Excellent diagnostic and problem solving skills
4. Excellent communication ability in both written and verbal forms
5. Outstanding organizational and time-management skills
6. In-depth understanding of diverse computer systems and networks
7. Good knowledge of internet security and data privacy principles
8. Ability to troubleshoot a wide range of issues
9. Attention to detail
10. Adept at working independently

JOB GOAL:

1. To work under the direction of the SDM IT Director to build and maintain updated and efficient computer systems and networks to optimize the role of technology on business sustainability.

REPORTS TO: IT Director

EVALUATED BY: IT Director

TERMS OF EMPLOYMENT: On call hours as per the IT Director at \$14.00 per hour.

PERFORMANCE RESPONSIBILITIES:

- Maintains confidentiality to the School District of Manawa
- Promotes a positive image of the District at all times
- Sets up workstations with computers and necessary peripheral devices (routers, printers, etc.)
- Checks computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
- Installs and configures appropriate software and functions according to specifications
- Develops and maintains local networks in ways that optimize performance
- Organizes and schedules upgrades and maintenance without deterring others from completing their work
- Performs troubleshooting to diagnose and resolve problems (repair or replace parts, debugging, etc.)
- Maintains records/logs of repairs and fixes

- Maintains a maintenance schedule
- Identifies computer or network equipment shortages
- Requests supplies and parts as needed from the IT Director
- Diagnoses and repairs student Chrome devices
- Completes all other duties as assigned

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SCHOOL DISTRICT OF MANAWA

Job Description

TECHNOLOGY EDUCATION / COMPUTER SCIENCE & ENGINEERING TEACHER

QUALIFICATIONS:

1. Valid State of Wisconsin licence
2. Knowledge of and experience with science, technology, engineering, art, and mathematics (STEAM) curriculum.

JOB GOALS:

1. The focus will be on student-led project-based, authentic intellectual work and collaborative exploration.
2. The teacher will have the autonomy to shape a leading tech. ed. program per instructor strengths, student need, and response to the regional job market. Career pathways can include, but are not limited to: Robotics, 3D Printing, Automation, Computer Programming, Architecture, Engineering, and Digital Media.

REPORTS TO: Building Principal

EVALUATED BY: Building Principal

TERMS OF EMPLOYMENT: Board of Education approved salary and benefits as outlined in salary and stipend guide. Access to cutting edge training, professional development, and a membership in a professional association will be provided.

PERFORMANCE RESPONSIBILITIES:

- Display the qualities as described in the attached teacher standards and indicators.
- Maintain an up-to-date subject matter knowledge in a majority of these areas: engineering (any concentration), robotics, computer programming, project management as appropriate for grade levels 6-12.
- Create or update curricula for a four-year comprehensive Engineering curriculum that is backward planned based on the Department of Public Instruction Wisconsin Standards for Technology and Engineering along with the Next Generation Science Standards (NGSS) that allows students to build skills in engineering, robotics, and other engineering-related fields.
- Implement cutting edge technology skills and ideas into the classroom.
- Demonstrate a willingness to lead new initiatives and propose programming changes in technology education.

- Establish contacts and build relationships with community groups, businesses, and post-secondary institutions.
- Possess knowledge in STEAM-based programming.
- Prepare students for college and career readiness along with supporting the necessary transitions skills between high school and post-secondary education or the world of work.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guide the learning process to the achievement of curriculum goals.
- Work to develop and maintain a supportive rapport with parents and facilitate parent/guardian involvement in their child's education.
- Work collaboratively with colleagues to meet departmental, school, and district goals.
- Use highly effective, research-based instructional techniques to include those taught through district professional development.
- Differentiate instruction as appropriate to the needs of children.
- Use formative and summative assessments to provide progress reports for students, parents, Building Consultation Teams, and the office as designated by Administration.
- Comply with all policies, operating procedures, and school requirements.
- Adhere to all expectations described in the Professional Educator Handbook.
- Keep school records as are required by Board regulations, principals, and the District Administrator. These records include, but are not limited to: staying current in all required data entry into the student information system (SIS) (ex. Attendance, misconduct incidents, grades, etc.), maintaining lesson plans, and assessment data.
- Complete and submit to the building office a classroom inventory.
- Responsible for enforcement of discipline and the operation of an effective school in cooperation with all school employees.
- Assume supervision duties as assigned by the principal.
- Attend all meetings and professional development scheduled by the principal and the district administrator, including in-service training meetings scheduled by the district administrator and special meetings called by principals.
- Assume responsibility of the classroom/department budget.
- Participate in specialized meetings for students with: Individual Education Plans, English Language Plans, Section 504 Plans, Health Plans, or other student-centered meetings as needed.
- Perform other duties as assigned.
- Maintains confidentiality to the School District of Manawa
- Promotes a positive image of the District at all times

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Oppor, Policy and Human Resources Committee
Fr: Dan Wolfgram
Date: 2/2/2021
Re: ACT Testing Protocol 2021

Proposal:

The purpose of this memo is to request permission to administer the ACT Plus Writing exam to this year's junior class in-person at Little Wolf High School and allow for the 9th, 10th, and 12th grade to attend asynchronously on Tuesday, March 9th, 2021. Middle school students would attend modified classes and be sequestered from HS students taking the exam.

History:

- Up to 2016, the ACT test was administered at Manawa Masonic Lodge.
- In 2017 and 2018, the ACT was administered at Little Wolf Jr./Sr. High School classrooms. 7th and 8th-grade students attended modified classes and were sequestered from other students taking the exam. HS students went on college and local business tours, fulfilling pieces of the Academic and Career Planning process for students. These tours are currently not an option.
- 2019, the ACT was administered at Little Wolf High School. 9th, 10th, and 12th-grade students were given assignments to be worked on from home.
- 2020, the ACT was administered at the Masonic Lodge. 7th-10th and 12th-grade students attended school in-person and the following day students began virtual learning due to the Covid-19 Pandemic.

Benefits:

- Students that are not present for in-person instruction can continue with virtual asynchronous instruction. Students are accustomed to and proficient in the asynchronous model.
- Optimal (Pristine) Testing Environment - (As agreed upon by BLT)
- Student/proctor ratio no larger than 15:1
- Escorted hallway traffic and breaks
- Minimized possibility for irregularities
- No hallway noise or student disruption of any kind.
- No worries about conflicting ending times due to different testing codes.
- Environmental stability - testing rooms have a stable room temperature

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