

School District of Manawa

Board of Education Meeting Agenda

March 15, 2021



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

1. Call to Order – President Johnson – 7:00 p.m. –Virtual Meeting
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Presentations:
 - a. Academic Performance Data Overview - Dr. Oppor and Administrative Team
 - b. Q12 Survey Strategies - Administrative Team
6. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
7. Consent Agenda
 - a. Approve Minutes of February 22, 2021 Regular Board of Education Meeting
 - b. Treasurer’s Report/Approve Expenditures & Receipts
 - c. Donations:
 - i. Echo Ridge Ag Services, LLC of a GE Refrigerator/Bottom Drawer Freezer valued at \$1,982.35 to the Manawa FFA
 - ii. Holmland Farms and Dick Pechowski donation of cheese curds for National FFA Week valued at \$73.37
 - d. Consider Acceptance of Guidance/A.D. Clerical Support Staff Resignation
 - e. Consider Approval of the Start College Now for Fall 2021 as Presented
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 were no correspondence this month.
11. Board Recognition:
 - a. Aspen Linjer - signed letter of intent to North Dakota State University for Track
 - b. Kathleen Phelan, Lisa Yoder, Mya Stevens, Jack O’Brien, and Olivia Ogle - Visual Arts Student Recognition
 - c. DPI Proclamation Theatre in Our Schools Month - March 2021
 - d. DPI Proclamation Youth Art Month - March 2021
 - e. DPI Proclamation Music in Our Schools Month - March 2021
12. District Administrator’s Report:
 - a. Student Council Representative - Colin Moser and Amber Fietzer
 - b. Legislative Update

- c. Monthly Enrollment Update
 - d. Curriculum Director Report
 - e. COVID-19 Update - WIAA Spring Sport Guidance
 - f. Board Candidate Orientation Scheduled for March 23
 - g. Spring Election - April 6, 2021
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 Golf Coach and Volunteer Baseball Coach 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.
 - b.
17. Committee Reports:
- a. Curriculum Committee (Hollman)
 - i. District Literacy Plan
 - ii. 2021 Summer School Program Guide
 - iii. Future Academic Goals Planning
 - iv. Human Growth & Development Scope & Sequence Update
 - v. Department of Vocational Rehabilitation Program Support
 - b. Finance Committee (Scheller)
 - i. Refer PO6320 to Policy and HR Committee
 - ii. Consider endorsement of eRate quote for HP/Aruba products to replace core switches
 - iii. Monthly Financial Summary - January
 - iv. Consider endorsement of WIPFLI for Professional Auditing Services
 - v. Presentation: SDM Strategic Sustainability Story
 - c. Buildings & Grounds (R. Johnson)
 - i. Exterior Bleacher Proposals
 - 1. Dant Clayton
 - 2. Southern
 - ii. Concrete Slab Quotes
 - iii. Lawn Care Update
 - 1. TruGreen - Lawns/Sites
 - 2. GreenBoyz - Football Field
 - iv. Update on Recent Purchases (Information)
 - 1. New Scissors Lift Slated to Arrive Week of March 15
 - 2. New Pallet Jack is in MS/HS Maintenance Area
 - d. Policy & Human Resources Committee (Pethke)
 - i. Citizen Request to Review: Board *report[s] documentation and documentation of where details/programs are located within the school district system*

- ii. Consider Review of Policy 6320 - Purchasing
 - iii. Spring Events Proposal
 - iv. 2021 Spring Instrumental Concert Proposal
 - v. Visual Arts Classic Proposal
 - vi. National Honor Society Induction Proposal 2021
 - vii. Parent Night Proposals Spring 2021
 - viii. Fitness Center Rules & Guidelines Update
 - ix. Use of District Facilities During Pandemic
 - 1. Facilities Use Form
 - 2. Liability Risk Acknowledgement Form
 - 3. Mitigation Plan
 - x. Board of Ed. Funeral/Memorial Commemoration Guidelines
 - xi. Working from Home Policy & Administrative Guidelines
 - xii. Consider Possibility of Reaction to Immunization
- e. Human Growth and Development Committee
- i. Introduction of HGD Advisory Committee Members
 - ii. Review the purpose of the HGD Advisory Committee
 - Convene a committee representative of the diversity of the community once every three years per state statute.
 - Identify desired objectives, goals, and outcomes for the District's HGD program.
 - Evaluate existing or new curricula based on criteria of effective curricula.
 - Plan for implementation of a HGD curriculum.
 - Educate others about the need, rationale, and approach the District develops to provide HGD instruction for its students.
 - iii. Establish HGD Committee ground rules
 - iv. Discuss background information as contained in the Google Drive folder and answer questions
 - v. Consider approval of the SDM program type
 - 1. Abstinence Only
 - 2. Abstinence Plus (includes information about contraception options)
 - vi. Review and revise the Human Growth and Development K-12 Scope and Sequence
 - vii. Address any other issues brought before the HGD Advisory Committee
 - viii. Review Ground Rules
 - ix. Review and revise the Human Growth and Development K-12 Scope and Sequence
 - x. Address any other issues brought before the HGD Advisory Committee
 - xi. Review the Board of Education HGD K-12 Scope and Sequence Approval Process

18. Unfinished Business:

- a. Consider Approval of NEOLA Semi-Annual Updates excluding 0144.5, 2522, and 5895.
- b. Consider Approval of NEOLA 0144.5 - Board Member Behavior and Code of Conduct.
- c. Consider Approval of NEOLA 2522 - Library Media Centers.
- d. Consider Approval of NEOLA 5895 - Student Employment.

19. New Business:

- a. Consider Approval of District Literacy Plan as Presented.

- b. Consider Approval of Preliminary 2021 Summer School Program Guide as Presented.
 - c. Consider Approval of eRate Quote for HP/Aruba Products to Replace Core Switches.
 - d. Consider Approval of 3-Year Contract With WIPFLI for Professional Auditing Services as Presented.
 - e. Consider Approval of Exterior Bleacher Quote from Southern Bleacher Company Represented by Northstar Equipment, LLC as Presented.
 - f. Consider Approval of the Spiegelberg Implement, Inc. Quote for the Concrete Slab Installation as Presented.
 - g. Consider Approval of Spring Events Proposal as Presented.
 - h. Consider Approval of 2021 Spring Instrumental Concert Proposal as Presented.
 - i. Consider Approval of Visual Arts Classic Proposal as Presented.
 - j. Consider Approval of National Honor Society Induction Proposal 2021 as Presented.
 - k. Consider Approval of Parent Night Proposals Spring 2021 as Presented.
 - l. Consider Approval of Fitness Center Rules & Guidelines Update as Presented.
 - m. Consider Approval of Use of District Facilities During a Pandemic as Presented.
 - n. Consider Approval of the Board of Education Funeral/Memorial Commemoration Guidelines as Presented.
 - o. Consider Approval of Working from Home or Teleworking Related to COVID-19 Pandemic Issues Only as Per the CARES Act Federal Guidelines as Extended Through June 30, 2021, by the Manawa Board of Education for the Emergency Paid Sick Leave Act (EPSLA).
 - p. Consider Approval of a District Calendar Change From an In-person to an Asynchronous Instruction Day on Thursday, April 1, 2021.
 - q. Consider Approval of the SY21-22 Board Meeting Dates as Presented.
20. Next Meeting Dates:
- a. March 22, 2021 Human Growth & Development Committee Mtg - 6:00 p.m. virtual mtg
 - b. April 8, 2021 Board of Canvassers 10:00 a.m. - MES Board Room
 - c. April 12, 2021 Finance Committee Meeting - 6:00 p.m. virtual meeting
 - d. April 12, 2021 Buildings & Grounds Committee Meeting - 7:00 p.m. virtual meeting
 - e. April 14, 2021 Curriculum Committee Meeting - 5:00 p.m. virtual meeting
 - f. April 14, 2021 Policy and Human Resources Committee Mtg - 6:00 p.m. virtual meeting
 - g. April 26, 2021 Regular Board of Education Meeting - 7:00 p.m. virtual meeting
21. Adjourn

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

Public Participation at Board Meetings (Bylaws 0167.3)

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

Agenda Item

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

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

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

Public-Participation Section of the Meeting

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

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

The presiding officer shall be guided by the following rules:

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

19.90, Wis. Stats.

Minutes of a February 22, 2021 School District of Manawa Board of Education Meeting

Call to Order – President Johnson – 7:00 p.m. – Live / Virtual Meeting

Pledge of Allegiance

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

Verify Publication of Meeting - Dr. Oppor verified.

Presentations: District Goal Setting & Next Steps - Dr. Oppor - Mathematic Materials Adoption presentation focusing on math practices and the way math is being taught. District Literacy Plan supports phonics and initial plan for the next 5 years. District Technology Plan - ISTE International Society for Technology in Education student standards for all grade levels. Secondary Social Studies Materials Adoption focusing on current materials, issues and topics. Next Steps-visual timeline; current state to desired state chart, gantt chart, goal teams

Q12 Survey Strategies - Administrative Team- Purposeful communication; focusing on the 3 Cs. Clarity, consistency and communication. Working on the substitute calling system. Mr. Wolfram briefly shared that they are working with the paraprofessional staff with the Staff and Program changes receiving their input and talking through the unintended consequences of the program changes.

Announcements: Contributions to the District:LWHS/MS Staff December Denim Days donated \$190 for Urgent Needs, Dr. Melanie Oppor donated \$130 Library Board stipend to purchase books for the Title 1 Reading Program, and The Wisconsin Beef Council awarded \$100 to Mrs. Cordes and the Ag program to be used towards the purchase of beef products.

Other Contributions: None.

Approved by Consent: Minutes of January 18, 2021 Regular Board Meeting, and February 2, 2021 Special Board Meeting, Treasurer's Report/Approve Expenditures of \$1,244,397.57 & Receipts of \$1,477,120.28, Donations: LWHS/MS Staff December Denim Days donated \$190 for Urgent Needs, Dr. Melanie Oppor donated \$130 Library Board stipend to purchase books for the Title 1 Reading Program, The Wisconsin Beef Council awarded \$100 to Mrs. Cordes and the Ag program to be used towards the purchase of beef products, Accept Nicole Seeger for the 4K Paraprofessional position, Accept Resignation of Rita Gipp, CTE Teacher, Accept Teacher Transfer Request Meria Wright to Technology Ed. / Computer Science & Engineering position, Waive Liquidated Damages for Breaking a Teaching Contract, and Accept Appointments to the Human Growth & Development Committee. Mr. Seeger recused himself. No decent; motion carried by general consent.

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

Public Comments: None

Correspondence: There was no correspondence this month.

Board Recognition:

LWHS Wrestlers and Coaches for Outstanding Accomplishments this season. Wrestlers Bryan Griffin, Kevin Klemm, Colten Klemm, Andrew Elmhorst went to compete at state. They recognized the wrestling

coaching staff and Mr. Brad Johnson, Head Coach, was very proud of the entire wrestling team and coaches. Mr. Wolfram noted the parents should be thanked for their dedication, time and patience. National School Counseling Week February 1-5, 2021, National FFA Week February 20-27, 2021 Career and Technical Education Month February 1-28, 2021

District Administrator's Report:

Student Council Representative - Amber Fietzer said the Student Council has been selling Valentines Day and shamrock shakes, conducting a pet supply drive and discussing homecoming/prom. All students back in person five days a week. Nice to have everyone back and it's going smoothly.

Legislative Update - Gov. Evers' budget was recently introduced and has a large public education component. Largest increase to SD funding in a number of years. Funding formulas. Many districts are experiencing declining enrollment - birth rates down results in an examination of the best way to do pupil counts. The whole state enrollment has dramatically changed and membership declined. The completed budget comes usually in July or even into fall. Monthly Enrollment Update - down two students from last month. Curriculum Director - Math adoption- looking at literacy plan and looking at social studies materials. COVID Update -Staff Vaccinations- Staff signed up for vaccination. It may take until March to early April for school staff vaccinations. [CDC Mitigation Strategies](#)

School Operations Reports: ES Principal/Director of Special Education: Highlights - Included in Board Packet, HS Principal: Highlights - Included in Board Packet, 2021 High School Baseball Coaching Recommendations, 2021 High School and Middle School Track & Field Coaching Recommendations, and 2021 High School Softball Coaching Recommendations

Business Related Reports: Highlights - Included in Board Packet, and Kobussen Transportation Report. Carmen O'Brien wanted to clarify that all allocations have been spent plus more on items purchased in relation to keeping students and staff healthy and safe from COVID-19. There is an option in the public that with receiving CARES Act money that districts do not need as much funding in the next budget cycle that this is not true.

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

Board Comments: WASB Delegate Assembly Report - Treasurer Scheller reported 10 resolutions; introductions about indingnous tribes; COVID-19; rehiring retired teachers; mascot imagery were discussed.

Committee Reports: Minutes of a Curriculum Committee meeting, a Finance Committee meeting, two Buildings and Grounds Committee meetings and a Policy and Human Resources Committee meeting were included in the board packet.

Unfinished Business:

Motion by R. Johnson / Pethke to Approve of Policy 0142.5 - Vacancies as Presented. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

New Business:

Motion by Scheller / Seeger to Approve of 4K-12 Mathematics Materials Adoption. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Forbes / R. Johnson to Approve of FY2020-21 Budget Revisions. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by R. Johnson / Forbes to Approve of the SY2021-22 Staff and Program Change Proposal. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Scheller / Pethke to Approve of Food Service Equipment Purchase - Convection Steamer. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Forbes / Seeger to Approve of ADA Fitness Center Accessibility Option - Add-on to MS/HS Paving Project. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Pethke / Forbes to Approve of Pfefferle Proposal to Provide: Asset Information and Maintenance Handbook, Asset Management and Capital Expense Projection, and Maintenance Program Training. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by R. Johnson / Seeger to Approve of Purchasing Replacement MS/HS lift. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

First Reading NEOLA Semi-Annual Updates excluding 0144.5, 2522, and 5895.

First Reading of NEOLA 0144.5 - Board Member Behavior and Code of Conduct. Johnson and Johnson feel the section about cell phones can be deleted. Scheller agrees.

First Reading of NEOLA 2522 - Library Media Centers.

First Reading of NEOLA 5895 - Student Employment.

Motion by Forbes / Pethke to Approve of MS/HS Locker Usage Plan. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Scheller / Pethke to Approve of Secondary Spring Musical Plan. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Pethke / R. Johnson to Approve of District Health Office Support Services/Clerical Paraprofessional Job Description. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Pethke / Forbes to Approve of Technology Technician Job Description. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Forbes / Seeger to Approve of Technology Ed. / Computer Science & Engineering Job Description. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by R. Johnson / Pethke to Approve of ACT Proposal. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Next Meeting Dates:

February 23, 2021 Human Growth and Development Committee - 6:00 p.m. virtual meeting

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

March 8, 2021 Buildings and Grounds Comm Meeting

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

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

March 15, 2021 Regular Board of Education Meeting - 7:00 p.m. virtual meeting

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. Motion by Scheller / Pethke to move into closed session at 7:59 p.m. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Scheller / Johnson to adjourn closed session and reconvene into open session at 9:34 p.m. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Seeger / Johnson to recommend a 2 year rolling contract with Dr. Oppor and Dan Wolfgram. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Motion by Scheller/Forbes to Adjourn at 9:36 p.m. Motion carried on a roll call vote: Forbes aye, Scheller aye, Seeger aye, Pethke aye, R. Johnson aye, and J. Johnson aye. Hollman absent.

Stephanie Flynn, Recorder and Bobbi Jo Pethke, Board Clerk

Acct Nbr	Amount	Description	Receipt	Post Date	Reference
10 R 800 280 500000 000	119.50	MONTHLY INTEREST FOR GENERAL FUND CHECKI	14032	02/28/2021	
10 R 800 990 500000 000	32.65	STAFF MEMBER JUTY DUTY CHECK SIGNED OVER	15007	02/12/2021	
10 R 800 660 500000 000	256.76	PILT FOR TOWN OF UNION	15008	02/12/2021	
10 R 800 660 500000 000	1,355.50	PILT FOR TOWN OF ST LAWRENCE	15009	02/12/2021	
10 R 800 272 500000 670	320.00	FITNESS CENTER MEMBERSHIPS	15012	02/11/2021	
10 R 800 660 500000 000	658.76	PILT PAYMENT FOR TOWN OF LITTLE WOLF	15013	02/11/2021	
10 L 811631	844.04	FRAZIER HEALTH INSURANCE	15014	02/11/2021	
10 L 815110	130.96	FRAZIER DENTAL INSURANCE	15015	02/11/2021	
27 R 800 780 500000 000	2,549.75	DHS FORWARD HEALTH	15016	02/11/2021	
10 R 101 292 500000 000	120.00	RECORDER FEE	15017	02/11/2021	
10 R 800 211 500000 000	256,184.06	CITY OF MANAWA	15044	02/16/2021	
10 R 800 211 500000 000	287,549.08	TOWN OF LITTLE WOLF	15045	02/16/2021	
10 R 800 211 500000 000	23,628.94	TOWN OF HELVETIA	15046	02/16/2021	
10 R 800 211 500000 000	115,639.54	TOWN OF ST LAWRENCE	15047	02/16/2021	
10 R 800 211 500000 000	22,229.00	VILLAGE OF OGDENSBURG	15048	02/16/2021	
21 R 101 291 500000 141	130.00	DONATION FOR BOOKS FOR TITLE I PROGRAM	15050	02/19/2021	
10 R 800 213 500000 000	892.45	MOBILE HOME TAX FROM CITY OF MANAWA	15051	02/19/2021	
10 R 800 660 500000 000	328.73	PILT PAYMENT FROM OGDENSBURG	15052	02/19/2021	
10 R 800 211 500000 000	138,419.92	TOWN OF ROYALTON	15053	02/19/2021	
10 R 800 211 500000 000	50,609.37	TOWN OF LEBANON	15054	02/19/2021	
10 R 800 292 500000 000	120.00	DISTRICT FEES	15055	02/19/2021	
10 R 800 211 500000 000	10,339.11	TOWN OF BEAR CREEK	15057	02/15/2021	
10 R 800 211 500000 000	132,080.75	TOWN OF UNION	15058	02/15/2021	
10 R 800 271 162000 654	670.00	DEPOSIT FOR GBB GAME 2/9/21	15061	02/12/2021	
10 R 800 292 500000 000	10.00	DISTRICT STUDENT FEE	15062	02/12/2021	
10 R 200 292 122988 000	12.00	MS YEARBOOK	15063	02/12/2021	
10 R 800 292 500000 000	900.00	CAP ENGLISH PAYMENTS	15067	02/12/2021	
10 R 800 292 162300 000	90.00	ATHLETIC FEES	15068	02/12/2021	
10 R 800 292 500000 000	125.00	DISTRICT STUDENT FEE	15069	02/12/2021	
10 R 400 292 241999 000	0.50	LYCEUM FEE	15070	02/12/2021	
10 R 800 297 500000 000	35.00	STUDENT FINES	15071	02/12/2021	
10 R 400 292 241000 000	15.00	STUDENT PARKING FEE	15072	02/12/2021	
10 R 400 292 122988 000	110.00	HS YEARBOOK	15073	02/12/2021	
10 R 800 271 162000 654	703.00	BBB REGIONAL GAME ON 2/16/21	15075	02/19/2021	
27 R 800 611 500000 000	26,556.00	SPECIAL ED AND SCHOOL AGE PARENTS AID	15079	02/16/2021	
10 L 811631	844.04	HEALTH INSURANCE J FRAZIER - COBRA	15087	02/26/2021	

Acct Nbr	Amount	Description	Receipt	Post Date	Reference
10 L 815110	130.96	DENTAL INSURANCE J FRAZIER - COBRA	15088	02/26/2021	
10 L 815110	50.89	DENTAL INSURANCE S KELLER - COBRA	15089	02/26/2021	
10 L 811633	4.65	VISION INSURANCE S KELLER - COBRA	15090	02/26/2021	
10 R 800 211 500000 000	49,589.42	TOWN OF MUKWA FEB PROPERTY TAX	15091	02/26/2021	
10 R 800 272 500000 670	340.00	FITNESS CENTER MEMBERSHIP FEES	15092	02/26/2021	
10 R 800 292 500000 000	40.00	District fee	15117	02/28/2021	
10 R 800 990 500000 000	10.00	Class fees to go to Bank 9	15118	02/28/2021	
10 R 800 292 162300 000	30.00	Student Athletic fee	15119	02/28/2021	
	1,124,805.33	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	2,005.54	1,093,564.04	0.00	1,095,569.58
21	Special Revenue Trust Fund	0.00	130.00	0.00	130.00
27	SPECIAL EDUCATION FUND	0.00	29,105.75	0.00	29,105.75
***	Fund Summary Totals ***	2,005.54	1,122,799.79	0.00	1,124,805.33

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

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
81878	WI PUBLIC SERVICE CO	P9	02/26/2021	Payroll accrual	GENERAL FUND/GARNISHMENT DEDUCTION	0	217.50
Totals for 81878							217.50
81887	AMAZON CAPITAL SERVI	JPAP03	03/08/2021	Bissel Spot Carpet Cleaner for MES	GENERAL FUND/NON-CAPITAL EQUIPMENT/OPERATION	1012100103	159.99
81887	AMAZON CAPITAL SERVI	JPAP03	03/08/2021	MICHELE KOSHOLLEK ENGLISH 12 BOOKS	GENERAL FUND/TEXTBOOKS/ENGLI SH LANGUAGE	4002100187	203.70
Totals for 81887							363.69
81889	DELTA EDUCATION	JPAP03	03/08/2021	KINDERGARTEN - LIVE ORGANISM MATERIAL	GENERAL FUND/GENERAL SUPPLIES/SCIENCE	1012100101	88.60
Totals for 81889							88.60
81890	ENGELHARDT DAIRY OF	JPAP03	03/08/2021	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	84.00
81890	ENGELHARDT DAIRY OF	JPAP03	03/08/2021	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	275.05
81890	ENGELHARDT DAIRY OF	JPAP03	03/08/2021	LWJSHS MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	137.58
81890	ENGELHARDT DAIRY OF	JPAP03	03/08/2021	MES MILK ORDER	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	281.38
Totals for 81890							778.01
81891	FOLLETT SCHOOL SOLUT	JPAP03	03/08/2021	December Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	1012100092	275.56
81891	FOLLETT SCHOOL SOLUT	JPAP03	03/08/2021	November 2020 Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	4002100151	245.40
81891	FOLLETT SCHOOL SOLUT	JPAP03	03/08/2021	November 2020 Book Order	GENERAL FUND/LIBRARY BOOKS/SCHOOL LIBRARY	1012100091	368.12
Totals for 81891							889.08
81892	INTELLICORP RECORDS,	JPAP03	03/08/2021	OUT OF STATE BACKGROUND CHECKS	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	30.70
Totals for 81892							30.70
81893	INTEGRATED SYSTEMS C	JPAP03	03/08/2021	IS CORP BILLING FOR 2020-21	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002100007	360.00
Totals for 81893							360.00
81894	JOSTENS INC.	JPAP03	03/08/2021	RITA GIPP HS YEARBOOK BALANCE DUE	GENERAL FUND/GENERAL SUPPLIES/YEARBOOK FEE	4002100186	2,428.40
Totals for 81894							2,428.40

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81897	NORTH EASTERN WISCON	JPAP03	03/08/2021	Occupational Therapist - monthly bill	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272100045	1,098.60
81897	NORTH EASTERN WISCON	JPAP03	03/08/2021	Occupational Therapist - monthly bill	SPECIAL EDUCATION FUND/PERSONAL SERVICES/OCCUPATIONA L THERAPY	272100045	91.65
						Totals for 81897	1,190.25
81899	PAN-O-GOLD BAKING	JPAP03	03/08/2021	BREAD PRODUCTS	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	167.90
						Totals for 81899	167.90
81900	PITNEY BOWES INC	JPAP03	03/08/2021	LEASE INVOICE	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	411.54
						Totals for 81900	411.54
81901	PREMIER BANK - MANAW	JPAP03	03/08/2021	TRANSFER EFUNDS FOR STUDENT ACTIVITY ACCOUNT	GENERAL FUND/MISCELLANEOUS/D ISTRICT WIDE	0	10.00
						Totals for 81901	10.00
81902	REINHART FOOD SERVIC	JPAP03	03/08/2021	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,852.91
81902	REINHART FOOD SERVIC	JPAP03	03/08/2021	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION	0	599.28
81902	REINHART FOOD SERVIC	JPAP03	03/08/2021	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	1,029.20
81902	REINHART FOOD SERVIC	JPAP03	03/08/2021	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/GENERAL SUPPLIES/OPERATION	0	383.16
						Totals for 81902	3,864.55
81903	S & S EXCAVATING	JPAP03	03/08/2021	SNOW REMOVAL FEBRUARY 2021	GENERAL FUND/CLEANING SERVICES/SITES	0	3,364.25
						Totals for 81903	3,364.25
81904	SCHOOL SPECIALTY INC	JPAP03	03/08/2021	CARRIE KOEHN 8TH GRADE RECOGNITION CERTIFICATES	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	2002100019	28.79
81904	SCHOOL SPECIALTY INC	JPAP03	03/08/2021	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002100181	4.57
81904	SCHOOL SPECIALTY INC	JPAP03	03/08/2021	CARRIE KOEHN CENTRAL SUPPLY	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002100181	3.44
						Totals for 81904	36.80
81905	SOLARUS	JPAP03	03/08/2021	MES TELEPHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	154.69
81905	SOLARUS	JPAP03	03/08/2021	MES TELEPHONE	GENERAL	8002100004	309.38

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81905	SOLARUS	JPAP03	03/08/2021	MES TELEPHONE	FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES GENERAL	8002100004	177.89
81905	SOLARUS	JPAP03	03/08/2021	MES TELEPHONE	FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES GENERAL	8002100004	131.49
81905	SOLARUS	JPAP03	03/08/2021	PAES lab telephone/internet bill	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	272100040	153.43
81905	SOLARUS	JPAP03	03/08/2021	LWHS/MMS MONTHLY PHONE & PURCHASE OF 3 PHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	330.70
81905	SOLARUS	JPAP03	03/08/2021	LWHS/MMS MONTHLY PHONE & PURCHASE OF 3 PHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	661.40
81905	SOLARUS	JPAP03	03/08/2021	LWHS/MMS MONTHLY PHONE & PURCHASE OF 3 PHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	380.31
81905	SOLARUS	JPAP03	03/08/2021	LWHS/MMS MONTHLY PHONE & PURCHASE OF 3 PHONES	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	281.09
81905	SOLARUS	JPAP03	03/08/2021	DISTRICT OFFICE TELEPHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	75.95
81905	SOLARUS	JPAP03	03/08/2021	DISTRICT OFFICE TELEPHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	151.90
81905	SOLARUS	JPAP03	03/08/2021	DISTRICT OFFICE TELEPHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	87.34
81905	SOLARUS	JPAP03	03/08/2021	DISTRICT OFFICE TELEPHONE	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100004	64.57
						Totals for 81905	2,960.14
81907	TEACHER SYNERGY, LLC	JPAP03	03/08/2021	MICHELE KOSHOLLEK TPT MATERIALS	GENERAL FUND/OTHER MEDIA/ENGLISH LANGUAGE	4002100007	13.17
						Totals for 81907	13.17
81908	THEDACARE AT WORK	JPAP03	03/08/2021	DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - K. ROHAN	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	183.00

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81908	THEDACARE AT WORK	JPAP03	03/08/2021	DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - N GILLETTE	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	183.00
Totals for 81908							366.00
81909	US CELLULAR	JPAP03	03/08/2021	US CELLULAR BILLING FOR 2020-21	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100006	391.43
Totals for 81909							391.43
81910	WI DEPT OF JUSTICE	JPAP03	03/08/2021	CRIMINAL BACKGROUND CHECKS WIS DEPT OF JUSTICE - (5 @ 7.00)	GENERAL FUND/PERSONAL SERVICES/OTHER STAFF SERVICES	0	35.00
Totals for 81910							35.00
81914	AMAZON CAPITAL SERVI	JPAP03	03/12/2021	Soft Hands training gloves 3 pair	GENERAL FUND/NON-CAPITAL EQUIPMENT/GIRLS SOFTBALL	4002100192	50.85
Totals for 81914							50.85
81915	AUGUST WINTER & SONS	JPAP03	03/12/2021	REPAIR LEAK ON HEATING PIPE NEAR HIGH SCHOOL KITCHEN	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	231.99
81915	AUGUST WINTER & SONS	JPAP03	03/12/2021	REPAIR LEAK ON HEATING PIPE NEAR HIGH SCHOOL KITCHEN	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	175.01
Totals for 81915							407.00
81916	BADGER SPORTING GOOD	JPAP03	03/12/2021	Softball Supplies, Dudley SB12 Game balls, Diamond Flexiball (Indoor Ball), Game score book	GENERAL FUND/GENERAL SUPPLIES/GIRLS SOFTBALL	4002100167	310.00
81916	BADGER SPORTING GOOD	JPAP03	03/12/2021	Push Behind caulker for softball	GENERAL FUND/NON-CAPITAL EQUIPMENT/GIRLS SOFTBALL	4002100166	250.00
Totals for 81916							560.00
81917	BRAINPOP LLC	JPAP03	03/12/2021	BrainPop Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	1012100105	2,950.00
Totals for 81917							2,950.00
81918	CENTURY LINK	JPAP03	03/12/2021	CENTURY LINK BILLS FOR 2020-21	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002100008	47.87
Totals for 81918							47.87
81919	CESA 6-CONFERENCE RE	JPAP03	03/12/2021	NEW HORIZONS ALTERNATIVE SCHOOL - 1 SEAT CHARGE/6 INSTALLMENTS PHYSICAL THERAPY DAILY - 38 DAYS/ 10 INSTALLMENTS PSYCHOLOGIST DAILY RATE 2 DAYS/2 COVID TESTS	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	0	741.00
81919	CESA 6-CONFERENCE RE	JPAP03	03/12/2021	NEW HORIZONS ALTERNATIVE SCHOOL - 1 SEAT CHARGE/6 INSTALLMENTS PHYSICAL THERAPY	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL	0	2,223.00

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				DAILY - 38 DAYS/ 10 INSTALLMENTS PSYCHOLOGIST DAILY RATE 2 DAYS/2 COVID TESTS	THERAPY		
81919	CESA 6-CONFERENCE RE	JPAP03	03/12/2021	NEW HORIZONS ALTERNATIVE SCHOOL - 1 SEAT CHARGE/6 INSTALLMENTS PHYSICAL THERAPY DAILY - 38 DAYS/ 10 INSTALLMENTS PSYCHOLOGIST DAILY RATE 2 DAYS/2 COVID TESTS	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SPECIAL ED TUITION-NON-OPEN	0	4,134.00
81919	CESA 6-CONFERENCE RE	JPAP03	03/12/2021	NEW HORIZONS ALTERNATIVE SCHOOL - 1 SEAT CHARGE/6 INSTALLMENTS PHYSICAL THERAPY DAILY - 38 DAYS/ 10 INSTALLMENTS PSYCHOLOGIST DAILY RATE 2 DAYS/2 COVID TESTS	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST	0	1,184.40
81919	CESA 6-CONFERENCE RE	JPAP03	03/12/2021	NEW HORIZONS ALTERNATIVE SCHOOL - 1 SEAT CHARGE/6 INSTALLMENTS PHYSICAL THERAPY DAILY - 38 DAYS/ 10 INSTALLMENTS PSYCHOLOGIST DAILY RATE 2 DAYS/2 COVID TESTS	GENERAL FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST	0	225.60
81919	CESA 6-CONFERENCE RE	JPAP03	03/12/2021	NEW HORIZONS ALTERNATIVE SCHOOL - 1 SEAT CHARGE/6 INSTALLMENTS PHYSICAL THERAPY DAILY - 38 DAYS/ 10 INSTALLMENTS PSYCHOLOGIST DAILY RATE 2 DAYS/2 COVID TESTS	GENERAL FUND/TRANSFER TO CESA/HEALTH	0	220.00
					Totals for 81919		8,728.00
81920	C.E.S.A. #9	JPAP03	03/12/2021	3 - REGULAR COURSE ENROLLMENTS 3 - WI DIGITAL LEARNING COLLABORATIVE COVID-19 RESPONSE SUBSIDY	GENERAL FUND/TRANSFER TO CESA/Gen Tuition-Non-Open Enrollmen	0	825.00
					Totals for 81920		825.00
81921	CINTAS CORPORATION L	JPAP03	03/12/2021	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/OPERATION	0	449.49
81921	CINTAS CORPORATION L	JPAP03	03/12/2021	CUSTODIAL SUPPLIES	SPECIAL EDUCATION FUND/CLEANING SERVICES/BUILDINGS	0	16.37
81921	CINTAS CORPORATION L	JPAP03	03/12/2021	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	90.18
81921	CINTAS CORPORATION L	JPAP03	03/12/2021	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	44.13
81921	CINTAS CORPORATION L	JPAP03	03/12/2021	CUSTODIAL SUPPLIES	GENERAL FUND/CLEANING SERVICES/OPERATION	0	33.30
81921	CINTAS CORPORATION L	JPAP03	03/12/2021	CUSTODIAL SUPPLIES	GENERAL FUND/GENERAL	0	339.09

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					SUPPLIES/OPERATION		
					Totals for 81921		972.56
81922	CLEARCOM INC	JPAP03	03/12/2021	INVESTIGATED ISSUES WITH DOOR LL-106 - DEFECTIVE LOCK	GENERAL FUND/REPAIR & MAINTENANCE	0	114.00
					SERVICES/BUILDINGS		
81922	CLEARCOM INC	JPAP03	03/12/2021	INVESTIGATED ISSUES WITH DOOR LL-106 - DEFECTIVE LOCK	GENERAL FUND/REPAIR & MAINTENANCE	0	86.00
					SERVICES/BUILDINGS		
					Totals for 81922		200.00
81923	GRAICHEN DISPOSAL &	JPAP03	03/12/2021	CONTAINER SERVICE FOR DISTRICT - FEBRUARY 2021	GENERAL FUND/CLEANING	8002100018	810.00
					SERVICES/OPERATION		
					Totals for 81923		810.00
81924	MACGILL DISCOUNT MED	JPAP03	03/12/2021	KRYSTAL DRAEGER HEALTH ROOM SUPPLIES	GENERAL FUND/GENERAL	4002100188	71.87
					SUPPLIES/HEALTH		
81924	MACGILL DISCOUNT MED	JPAP03	03/12/2021	KRYSTAL DRAEGER HEALTH ROOM SUPPLIES	GENERAL FUND/GENERAL	4002100188	95.30
					SUPPLIES/HEALTH		
					Totals for 81924		167.17
81925	MARTIN SYSTEMS, INC.	JPAP03	03/12/2021	MANAWA MIDDLE SCHOOL.LWHS - COMMERCIAL STANDARD SECURITY MONITORING/TWO-WAY COMMUNICATION CELL MONITORING/ELEVATOR CELL MONITORING - 4/1/21 - 3/31-22	GENERAL FUND/CLEANING	0	819.77
					SERVICES/OPERATION		
81925	MARTIN SYSTEMS, INC.	JPAP03	03/12/2021	MANAWA MIDDLE SCHOOL.LWHS - COMMERCIAL STANDARD SECURITY MONITORING/TWO-WAY COMMUNICATION CELL MONITORING/ELEVATOR CELL MONITORING - 4/1/21 - 3/31-22	GENERAL FUND/CLEANING	0	618.43
					SERVICES/OPERATION		
81925	MARTIN SYSTEMS, INC.	JPAP03	03/12/2021	MES - COMMERCIAL STANDARD SECURITY MONITORING - 4/1/21 - 3/31/22	GENERAL FUND/CLEANING	0	479.40
					SERVICES/OPERATION		
					Totals for 81925		1,917.60
81926	MASKS.COM	JPAP03	03/12/2021	DAN WOLFGRAM FACE MASKS	GENERAL FUND/MEDICAL	4002100183	322.50
					SUPPLIES/OPERATION		
81926	MASKS.COM	JPAP03	03/12/2021	DAN WOLFGRAM FACE MASKS	GENERAL FUND/MEDICAL	4002100183	427.50
					SUPPLIES/OPERATION		
81926	MASKS.COM	JPAP03	03/12/2021	DAN WOLFGRAM MASKS FOR STUDENTS	GENERAL FUND/CENTRAL SUPPLY	4002100132	427.50
					ROOM/UNDIFFERENTIATE		
					D CURRICULUM		
81926	MASKS.COM	JPAP03	03/12/2021	DAN WOLFGRAM MASKS FOR STUDENTS	GENERAL FUND/CENTRAL SUPPLY	4002100132	322.50
					ROOM/UNDIFFERENTIATE		
					D CURRICULUM		
					Totals for 81926		1,500.00
81927	MULTI MEDIA CHANNELS	JPAP03	03/12/2021	1/8/21 BOE MINUTES & 2/2/21 BOE MINUTES	GENERAL FUND/PRINTING AND	0	154.61
					BINDING/INFORMATION		
					Totals for 81927		154.61
81929	POSTMASTER MANAWA	JPAP03	03/12/2021	BULK MAILING PERMIT (PI 13)	GENERAL	0	245.00

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					FUND/POSTAGE/CARTAGE /CENTRAL SERVICES		
					Totals for 81929		245.00
81930	REALLY GREAT READING	JPAP03	03/12/2021	BLAST ONLINE SUBSCRIPTION AND MATERIALS	GENERAL	1012100108	694.97
					FUND/TEXTBOOKS & WORKBOOKS/ENGLISH LANGUAGE		
81930	REALLY GREAT READING	JPAP03	03/12/2021	BLAST ONLINE SUBSCRIPTION AND MATERIALS	GENERAL	1012100108	58.60
					FUND/TECH/SOFTWARE SERVIC/ENGLISH LANGUAGE		
81930	REALLY GREAT READING	JPAP03	03/12/2021	BLAST ONLINE SUBSCRIPTION AND MATERIALS	GENERAL	1012100108	273.11
					FUND/INSTRUCTIONAL MEDIA/ENGLISH LANGUAGE		
					Totals for 81930		1,026.68
81931	RESERVE ACCOUNT	JPAP03	03/12/2021	REPLENISH POSTAGE METER FUNDS PBP# 48700397	GENERAL	0	5,000.00
					FUND/POSTAGE/CARTAGE /CENTRAL SERVICES		
					Totals for 81931		5,000.00
81932	SCHOOL SPECIALTY INC	JPAP03	03/12/2021	CENTRAL SUPPLY ITEMS	GENERAL	1012100102	194.63
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
81932	SCHOOL SPECIALTY INC	JPAP03	03/12/2021	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4002100184	40.15
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
81932	SCHOOL SPECIALTY INC	JPAP03	03/12/2021	CARRIE KOEHN CENTRAL SUPPLY	GENERAL	4002100184	30.29
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
81932	SCHOOL SPECIALTY INC	JPAP03	03/12/2021	MICHELE KOSHOLLEK CLASS SUPPLIES	GENERAL	4002100164	46.20
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM		
					Totals for 81932		311.27
81933	THE O'BRION AGENCY,	JPAP03	03/12/2021	40 CASES OF 8 1/2 X 11 20# WHITE	SPECIAL EDUCATION	0	103.00
					FUND/PAPER/SUPERVISI ON/COOR OF EXCEP EDUC		
81933	THE O'BRION AGENCY,	JPAP03	03/12/2021	40 CASES OF 8 1/2 X 11 20# WHITE	GENERAL	0	927.00
					FUND/PAPER/DIR OF IMPROVEMENT OF INSTRUCT		
					Totals for 81933		1,030.00
81934	UNEMPLOYMENT INSURAN	JPAP03	03/12/2021	FEBRUARY 2021 CHARGES	GENERAL	0	1,480.00
					FUND/UNEMPLOYMENT COMPENSATION/INSURAN CE AND JUDGEMENTS		
					Totals for 81934		1,480.00
81935	WEX BANK - GLOBAL FL	JPAP03	03/12/2021	FEBRUARY 2021 ALL OTHER FUEL	FOOD SERVICE	0	36.09
					FUND/FUEL-VEHICLE OPERATION/FOOD SERVICES		
81935	WEX BANK - GLOBAL FL	JPAP03	03/12/2021	FEBRUARY 2021 ALL OTHER FUEL	GENERAL	0	97.08

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					FUND/FUEL-VEHICLE OPERATION/VEHICLE MAINT/NOT PUPIL TRANS		
					Totals for 81935		133.17
202000180	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,246.41
202000180	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,475.86
202000180	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	273.66
202000180	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	9,246.41
202000180	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,475.86
202000180	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	273.66
					Totals for 202000180		21,991.86
202000197	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,654.64
202000197	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,579.60
202000197	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	191.87
202000197	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,654.64
202000197	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,579.60
202000197	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	191.87
					Totals for 202000197		20,852.22
202000201	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	11.81
202000201	WISCONSIN RETIREMENT	R9	JAN 02/26/2021	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	11.81
					Totals for 202000201		23.62
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	7,804.45
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,269.43
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	291.83
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,825.27
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL	0	296.86

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202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	SECURITY)	0	68.26
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	382.00
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	61.24
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	5.50
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	9,677.42
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	1,028.44
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	115.93
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	1,825.27
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	296.86
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	68.26
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	7,804.45
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,269.43
202000219	INTERNAL REVENUE SER	P9	02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	291.83
					Totals for 202000219		34,382.73
202000220	MASSMUTUAL FINANCIAL	P9	02/26/2021	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202000220		50.00
202000221	WEA TAX SHELTERED AN	P9	02/26/2021	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202000221	WEA TAX SHELTERED AN	P9	02/26/2021	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	500.00
					Totals for 202000221		600.00
202000222	WISCONSIN DEPT OF RE	P9	02/26/2021	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	60.00
202000222	WISCONSIN DEPT OF RE	P9	02/26/2021	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	25.00
202000222	WISCONSIN DEPT OF RE	P9	02/26/2021	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	6,084.41
202000222	WISCONSIN DEPT OF RE	P9	02/26/2021	Payroll accrual	SPECIAL EDUCATION	0	695.17

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202000222	WISCONSIN DEPT OF RE	P9	02/26/2021	Payroll accrual	FUND/STATE INCOME TAX		
					FOOD SERVICE	0	102.81
					FUND/STATE INCOME TAX		
					Totals for 202000222		6,967.39
202000224	WEA MEMBER BENEFIT T	P9	02/26/2021	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	140.00
					Totals for 202000224		140.00
202000225	DELTA DENTAL OF WISC	JPWI02	02/24/2021	DENTAL CLAIMS/DENTAL ADMINISTRATION	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	936.89
					Totals for 202000225		936.89
202000227	DELTA DENTAL OF WISC	JPWI03	03/03/2021	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,020.00
					Totals for 202000227		2,020.00
202000228	EMPLOYEE BENEFITS CO	JPWI03	03/11/2021	FSA CLAIMS & UNCOVERED MEDICAL	GENERAL FUND/FLEX PLAN SY20-21	0	684.37
202000228	EMPLOYEE BENEFITS CO	JPWI03	03/11/2021	FSA CLAIMS & UNCOVERED MEDICAL	EMPLOYEE BENIFIT TRUST FUND/DUE TO OTHER FUNDS	0	500.00
					Totals for 202000228		1,184.37
202000229	DELTA DENTAL OF WISC	JPWI03	03/10/2021	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	2,754.02
					Totals for 202000229		2,754.02
202100181	KRUEGER, JENNIFER	JPAP03	03/08/2021	Bookrags Renewal	GENERAL FUND/TECH/SOFTWARE SERVIC/SCHOOL LIBRARY	4002100182	199.99
					Totals for 202100181		199.99
202100182	UJAZDOWSKI, LUANNE	JPAP03	03/08/2021	URGENT NEEDS CLOTHES FOR STUDENTS	Special Revenue Trust Fund/GENERAL SUPPLIES/GUIDANCE	0	82.00
					Totals for 202100182		82.00
					Totals for checks		138,668.88

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	78,691.77	10.00	31,864.28	110,566.05
21	Special Revenue Trust Fund	0.00	0.00	82.00	82.00
27	SPECIAL EDUCATION FUND	11,058.85	0.00	9,745.45	20,804.30
50	FOOD SERVICE FUND	1,869.98	0.00	4,846.55	6,716.53
73	EMPLOYEE BENIFIT TRUST FUND	500.00	0.00	0.00	500.00
***	Fund Summary Totals ***	92,120.60	10.00	46,538.28	138,668.88

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



Melanie Oppor <mopper@manawaschools.org>

Resignation

Jennifer Bessette <jbessette@manawaschools.org>

Sat, Mar 6, 2021 at 8:19 AM

To: Dan Wolfgram <dwolfgram@manawaschools.org>, Melanie Oppor <mopper@manawaschools.org>

Good Morning,

Please accept this email as my official notice of resignation from the Manawa School District. I am giving a 2 weeks notice and my last day will be Friday, March 19.

Jenny Bessette

Guidance Admin. Asst./AD Secretary

Little Wolf High School/Manawa Middle School

515 E. Fourth St.

Manawa, WI 54949

920-596-5844

jbessette@manawaschools.org

March 3, 2021

To Members of the Board of Education:

The following is the listing of the students that have requested Start College Now (f/k/a Youth Options) Applications for the fall semester of 2021-2022 for the following courses:

UW Madison online

1 Student	Introductory Accounting	4 credits
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Concordia University

1 Student	Psychology 101	3 credits
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Northeast Wisconsin Technical College

1 Student	College Anatomy & Physiology	3 credits
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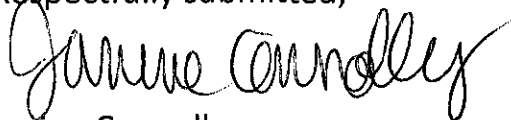
Fox Valley Technical College

1 Student	Early Language and Literacy	3 credits
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Wisconsin Virtual School

1 Student	German 2	HS credit
1 Student	German 1B	HS Credit
1 Student	AP Bio	HS Credit
1 Student	Theatre, Cinema & Film Production	HS Credit
1 Student	French 2	HS Credit

Respectfully submitted,



Janine Connolly

Little Wolf JR/SR High

Attachments

STATE *of* WISCONSIN
DEPARTMENT *of* PUBLIC INSTRUCTION

Proclamation

Whereas, the Educational Theatre Association, the International Thespian Society, and the American Alliance for Theatre and Education celebrate Theatre in Our Schools Month; and

Whereas, theatre is defined as part of a well-rounded education in the Every Student Succeeds Act; and

Whereas, a comprehensive theatre education program engages students in developmental experiences involving both performance and production elements of the art form; and

Whereas, theatre education helps students understand and make connections to history and culture; and

Whereas, the knowledge, skills, and techniques gained through theatre education programming support the overall goal of helping all students become college and career ready; and

Whereas, theatre supports the social and emotional well-being of students, fostering a more positive school environment; and

Whereas, quality school-based theatre programming involves multiple partners, including school community members, families, arts organizations, and businesses, who support access to theatre programs for all students;

Therefore, be it resolved that, I, Carolyn Stanford Taylor, State Superintendent of Public Instruction, declare March as Theatre in Our Schools Month and celebrate the impact theatre education has on Wisconsin students.

Theatre In Our Schools Month

March 2021

STATE *of* WISCONSIN
DEPARTMENT *of* PUBLIC INSTRUCTION

Proclamation

Whereas, the National Art Education Association designates March as Youth Art Month; and

Whereas, art is defined as a core subject in Wisconsin's definition of a well-rounded education and in the Every Student Succeeds Act; and

Whereas, art and design are part of a comprehensive education that engages students in concepts developed through sensory awareness, aesthetic discrimination, and skill development in the creation of art and the knowledge of human art heritage; and

Whereas, art and design education encourages students to be innovative thinkers through the building of artistic literacy, technique, and presentation, and to connect across time and cultures; and

Whereas, the knowledge, techniques, and skills gained through an art and design education support the overall goal of helping all students become college and career ready; and

Whereas, art and design education supports the social and emotional well-being of students, fostering a more positive school environment; and

Whereas, quality school-based art and design programming involves multiple partners, including school community members, families, arts organizations, and businesses, who support access to art and design programs for all students;

Therefore, be it resolved that, I, Carolyn Stanford Taylor, State Superintendent of Public Instruction, declare March as Youth Art Month and encourage students, educators, family members, and all community members to participate.

Youth Art Month

March 2021

STATE *of* WISCONSIN
DEPARTMENT *of* PUBLIC INSTRUCTION

Proclamation

Whereas, the National Association for Music Education has designated March as Music in Our Schools Month; and

Whereas, music is defined as a core subject in Wisconsin's definition of a well-rounded education and in the Every Student Succeeds Act; and

Whereas, music is part of a comprehensive education that engages students in developmental experiences involving singing, playing instruments, listening, movement, creative expression, and music reading; and

Whereas, music education helps students acquire skills in production and performance of music, as well as an understanding of history and culture; and

Whereas, the knowledge, techniques, and skills gained through a music education support the overall goal of helping all students become college and career ready; and

Whereas, music supports the social and emotional well-being of students, fostering a more positive school environment; and

Whereas, quality school-based music programming involves multiple partners, including school community members, families, arts organizations, and businesses, who support access to music programs for all students;

Therefore, be it resolved that, I, Carolyn Stanford Taylor, State Superintendent of Public Instruction, declare March as Music in Our Schools Month and encourage students, educators, family members, and all community members to celebrate school music and the benefits it brings to all students.

Music in Our Schools Month

March 2021



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie J. Oppor, BOE
From: Danni Brauer
Date: 3/12/21
Re: Update

- This year, Manawa Elementary School is celebrating Read Across America month the entire month of March! Our theme this year is “Read your way across the USA.” We are challenging each and every student to read at home each night, Monday through Friday during the month of March. Each page read equals one mile. Classroom teachers will be tallying the total pages read each morning during morning meeting and reporting that total to the library. A bulletin board has been put up in the commons and will have cars for each classroom showing their progress around the USA. Can each class make it the 15,182 miles across the USA?
- Wednesday Work
 - Student Learning - Our focus for the rest of the year is Reading/English Language Arts. The purpose of the work is to ensure that all students receive high quality standards based instruction. The first step is to identify standards that will be taught during Word Work, otherwise known as Word Study. So far teachers have chosen standards and have vertically (4K-5) aligned them. We learned that there has been a discrepancy between what has been expected for student to know leaving 4K and what students need to be ready in kindergarten.
 - Goal Teams - Teams have met twice and are getting their work rolling. Next week the Technology Team will present a survey to the rest of the teaching staff which will guide their work.
 - Data Meeting - Teachers have been digging through winter screening (reading and math) data to make decisions about how to best use Wolftime.
- Forward Exam - 3rd, 4th, and 5th grade teachers and students are gearing up for Forward testing which will happen in middle to late April.





School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor, Manawa Board of Education
Fr: Dan Wolfgram, Principal Little Wolf HS, Manawa Middle School
Date: 3/12/2021
Re: Staff and Program Highlights - February 2021

New Fitness Center Equipment: New equipment has been ordered and will be arriving in the coming weeks. A combination of creative budgeting, shifting of unexpended budget dollars, and contributions from Mr. Brad Johnson's Heart of Gold money has enabled these additions:

Dumbbell Racks:



Peck Deck and Reverse Hyper:



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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



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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Fitness Center Staff: The Fitness Center has been full and active on open Fitness Center days. Staff members Jeff Bortle, Brad Johnson, Jake Kaczorowski, and Casey Johnson, have been volunteering their time to provide supervision, guidance, and teaching about physical fitness. The Fitness Center is open to students on Monday, Tuesday, and Thursday after school from 3:15 - 5:30.

ACT Plus Writing: On Tuesday, March 9th, the ACT Plus Writing state assessment was given to this year's junior class. For the first time in many years, 100% of the juniors were in attendance to take the exam!

Accolades for Visual Art Students: Artworks from Kate Phelan (Grade 12), Lisa Yoder (Grade 10), Mya Stephens (Grade 9), Olivia Ogle (Grade 9), and Jack O'Brien (Grade 9) were sent to this year's Youth Art Month virtual display. Kate, Mya, and Olivia's pieces were chosen at the Regional to become State Qualifiers. The State display will also be virtual. Congratulations to all of our wonderful artists and their continuing hard work. There will be another Virtual State Show released on March 15th, our 3 qualifiers will also be represented in that display.

D-1 Track Scholarship Signing: Congratulations to Aspen Linjer for her recent D-1 track scholarship signing for North Dakota State.



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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor
Fr: Dawn Millard
Date: 3/8/2021
Re: 2021 High School Golf and Baseball Volunteer coaches

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

Name	Position	Information
Tim Schuelke	Head Coach - HS Golf	Mr. Schuelke is a returning head coach for High School Golf.
Jeff Nienhaus	Volunteer Baseball Coach	Mr. Nienhaus has helped with the baseball program in the past. He has a good knowledge of the sport and works well with the student athletes.

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/ ManawaSchools



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 3/12/2021
Re: Business Office Monthly Update

I am pleased to report that all is moving right along with the budget process. We are going through the 2020-21 school year budgets and making final purchases. Administratively, we continue to work through the 2021-22 school year budget plan. I will continue to update the Finance Committee with budget details from the State of Wisconsin and their impact on the School District of Manawa.

The Food Service department received a compliment from an employee of the WI DPI School Nutrition Team. Food service manager, Brenda Suehs, completed a telephone review with the DPI going through the details of how we are implementing the Seamless Summer Option (SSO) during COVID-19. The reviewer told Mrs. Suehs that of all the districts in the state that they have spoken to, we were the only district that has made such extensive accommodations to take care of all kids in our community. Kudos to our team for going above and beyond expectations to provide meals to children in Manawa!

Food service is also happy to report that the new convection steamer should arrive and be installed on April 14, 2021.

KOBUSSEN BUSES LTD.

Family Pride in Every Ride

March 3, 2021

February Transportation Report

Prepared For: School District of Manawa

To Whom it May Concern,

For the month of February, there were 17 days of In-person learning. There were also 14 extracurricular trips.

February 8th-12th we held a week-long celebration for School Bus Driver Appreciation. Many businesses participated in this event by donating food, gifts certificates and small gifts. We want to thank the School District of Manawa for donating breakfast treats for the drivers, they greatly appreciated them! Thank you!

We have our annual DOT inspections scheduled for March 24th & 25th. You are welcome to come and see the bus inspections if you would like. The inspector goes through each bus, testing and inspecting everything to make sure the bus is safe for on the road.

We continue to have masks required on the bus and enforce seating arrangements. Daily sanitizing continues as well.

For the month of March, we are offering a \$1,500 sign on bonus to any qualified drivers. With Spring sports coming up, we are looking for drivers to take the teams to their destination.

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

March 12, 2021

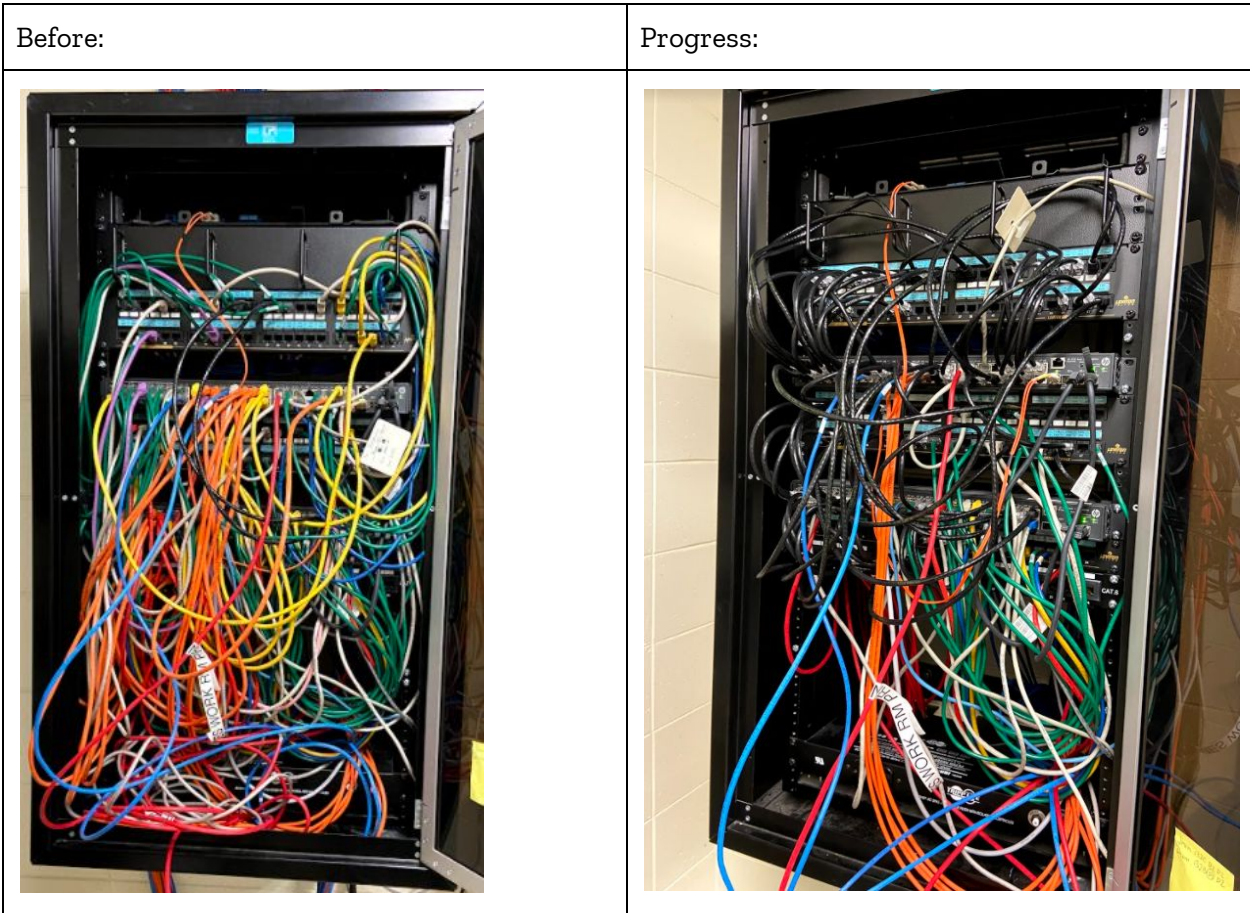


Chromebook Program - Phase out Acer 720 devices

During remote learning we were short on Chromebook devices. As a result, many secondary students were assigned out-of-date Acer 720 devices. The older Acer 720 devices are no longer receiving updates from Google. Over the next two weeks we are phasing out Acer 720 devices to ensure all student Chromebooks receive needed updates.

Network Upgrades

I've started reorganizing the data closet in the MES kitchen. The pictures show the progress. A lot of work needs to be done in the area. But, replacing 3-4 foot cables with 1 foot patch cables is the first step.



Technology Board Report

March 12, 2021



Phone Updates

During spring break we updated our phone system to better support newer Polycom phones. We expect the update will lead to a more stable phone system in the district. We are still using older Astra phones in several classrooms. The plan is to phase in new Polycom phones with minimum disruption to classrooms this spring.

WiFi in High School

Our plan was to upgrade Aruba WiFi access points in the high school during the summer. However, we are purchasing the devices this month due to WiFi issues in some classrooms. The new plan is to have the new access points installed this month.

Art Room Technology Updates

We are upgrading technology in the elementary, middle school, and high school art classrooms. The document camera selected has lighting, zoom and resolution features needed in the art classrooms. These Elmo cameras have been purchased and installed. I'm presently evaluating non-touch screen display options for the three classrooms.



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

The virtual meeting began at 5:04 p.m.

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

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

Timer / Recorder: Seeger

1. District Literacy Plan - Motion by Scheller / Seeger to recommend the District Literacy Plan with quarterly updates to the full Board as Presented. Motion Carried.
2. 2021 Summer School Program Guide - Motion by Scheller / Seeger to recommend the 2021 Summer School Program Guide to the full Board as Presented. Motion carried.
3. Future Academic Goals Planning - Informational
4. Human Growth & Development Scope & Sequence Update - Informational
5. Department of Vocational Rehabilitation Program Support - Informational
6. Curriculum Committee Planning Guide
7. Next Meeting Date: April 14, 2021 5:00 p.m.
8. Next Meeting Items:
 - a. Secondary Social Studies Material Adoption
 - b. Future Academic Goals Planning
 - c. Human Growth & Development Scope and Sequence - Under Revision
9. Adjourn - Motion by Seeger / Scheller to adjourn at 6:00 p.m. Motion carried.

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

The virtual meeting was called to order at 6:01 p.m.

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

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

Timer/Recorder: Pethke

1. Refer PO6320 to Policy and HR Committee - Informational
Mr. Cobarrubias provided an overview of the purchasing process and vendor competitive quotes with Skyward and technology purchases. The Policy & Human Resources Committee would need to revisit the policy for any verbiage changes.
2. Consider endorsement of eRate quote for HP/Aruba products to replace core switches - (Action) Fund replenished every 5 years. This quote has gone through an eRate vendor and we need to proceed to complete the next step in documentation. The paperwork is needed to be completed this month even though installed next school year. The entire funding will be reimbursed by grant.
Motion by J. Johnson/Pethke to move forward with the eRate quote to the full board.
Motion carried.
3. Monthly Financial Summary - January - Informational summary by Mrs. O'Brien
4. Consider endorsement of WIPFLI for Professional Auditing Services (Action)
Motion by J. Johnson/Pethke to endorse WIPFLI Professional Auditing Services for the next 3 years to the full board as presented.. Motion carried.
5. Presentation: SDM Strategic Sustainability Story - Informational
Mrs. O'Brien to include the Governor's Budget Proposal/changes.
6. Finance Committee Planning Guide (Information / Action)
7. Next Finance Committee Meeting Date: April 12, 2021 at 6:00 p.m.
8. Next Finance Committee Items:
 - 1.
 - 2.
7. Adjourn: Motion by J. Johnson/Scheller to adjourn at 7:08 pm. Motion carried.

Minutes of a March 8, 2021 School District of Manawa
Buildings and Grounds Committee Meeting

The virtual meeting began at 7:10 p.m.

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

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

Timer/Recorder: Forbes

1. Exterior Bleacher Proposals - Motion by Scheller / Forbes to recommend exterior bleacher purchase from Southern Bleacher Company represented by Northstar Equipment, LLC to the full Board as presented. Motion carried.
2. Concrete Slab Quotes - Motion by Forbes / Scheller to recommend concrete slab installation by Spiegelberg Implement, Inc. to the full Board as presented. Motion carried.
3. Lawn Care Update - Informational
 - a. TruGreen - Lawns/Sites
 - b. GreenBoyz - Football Field
4. Update on Recent Purchases - Informational
 - a. New Scissors Lift Slated to Arrive Week of March 15
 - b. New Pallet Jack is in MS/HS Maintenance Area
5. Buildings & Grounds Committee Planning Guide
6. Set Next Meeting Date: April 14, 2021 at 7:00 p.m.
7. Next Meeting Items:
 - a. Collaboration with Finance Committee on Budget Allocations in Various Categories per Business Manager's Report
8. Adjourn- Motion by Scheller /Forbes to adjourn the meeting at 8:00 p.m. Motion carried.

Minutes of a March 10, 2021 School District of Manawa
Policy and Human Resources Committee Meeting

The virtual meeting began at 6:05 p.m.

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

In Attendance: Pethke, Forbes, J. Johnson, Scheller, Dr. Oppor, Mr. Wolfgram, Mr. Cobarrubias, Mrs. Riske

Timer: Pethke Recorder: J. Johnson

1. Citizen Request to Review: Board *report[s] documentation and documentation of where details/programs are located within the school district system*: Informational. No action taken.
2. Consider Review of Policy 6320 - Purchasing: Informational. No action taken.
3. Spring Events Proposal - Motion by J. Johnson / Forbes to recommend endorsement of Spring Events Proposal to full Board as presented. Motion carried.
4. 2021 Spring Instrumental Concert Proposal - Motion by J. Johnson / Forbes to recommend 2021 Spring Instrumental Concert Proposal to the full Board as presented. Motion carried.
5. Visual Arts Classic Proposal - Motion by J. Johnson / Forbes to recommend Visual Arts Classic Proposal to the full Board as presented. Motion carried.
6. National Honor Society Induction Proposal 2021 - Motion by J. Johnson / Forbes to recommend National Honor Society Induction Proposal 2021 to the full Board as presented. Motion carried.
7. Parent Night Proposals Spring 2021 - Motion by J. Johnson / Forbes to recommend Parent Night Proposal Spring 2021 to the full Board as presented with the caveat that Mr. Wolfgram be permitted to flex dates if necessary. Motion carried.
8. Fitness Center Rules & Guidelines Update - Motion by J. Johnson / Forbes to recommend Fitness Center Rules and Guidelines Update to the full Board as presented. Motion carried.
9. Use of District Facilities During Pandemic - Motion by J. Johnson / Forbes to recommend continued Use of District Facilities During Pandemic as presented to the full Board. Motion carried.
 - a. Facilities Use Form
 - b. Liability Risk Acknowledgement Form
 - c. Mitigation Plan
10. Board of Ed. Funeral/Memorial Commemoration Guidelines - Motion by J. Johnson / Forbes to recommend the Board of Ed. Funeral/Memorial Commemoration Guidelines be altered to reaffirm the continued practice of \$25 for a plant or, if no flowers are desired or a memorium is requested that a book be purchased in memory of the decedent from a list compiled by the Library/Media Specialist. Motion carried.

11. Working from Home Policy & Administrative Guidelines - Motion by J. Johnson / Forbes that current Working from Home Policy & Administrative Guidelines remain unchanged. Motion carried.
12. Consider Possibility of Reaction to Immunization - Motion by J. Johnson / Forbes to recommend April 1, 2021 be asynchronous instruction to the full Board due to the Possibility of Reaction to Staff Immunization. Motion carried.
13. Policy & Human Resources Committee Planning Guide (Information)
14. Set Next Meeting Date: April 14, 2021 at 6:00 p.m. _____
15. Next Meeting Items: None were mentioned.
16. Adjourn: Motion by J. Johnson / Forbes to adjourn meeting. Motion carried at 7:53 p.m.

Minutes of a February 23, 2021 School District of Manawa
Human Growth and Development Committee Meeting

Committee Members: Bobbi Jo Pethke - Board Clerk, Russ Hollman - Board Member, Dr. Melanie Oppor, Dan Wolfgram, LuAnne Ujazdowski, Janine Connolly, Corrie Ziemer, Kevin Murphy, Pastor Nathan Reichle, Pastor Steve Rice, Dr. Steven Goedderz, Stephanie Riske, Laura Buschke, Melanie Pynenberg, Lincoln O'Brien, Jack O'Brien, Emma Riske, and Xochitl Grimm

In Attendance: Russ Hollman - Board Member, Dr. Melanie Oppor, Dan Wolfgram, LuAnne Ujazdowski, Janine Connolly, Corrie Ziemer, Kevin Murphy, Pastor Steve Rice, Dr. Steven Goedderz, Stephanie Riske, Melanie Pynenberg, Emma Riske, and Xochitl Grimm

Virtual Meeting Start Time: 6:03 p.m. **Recorder:** Dr. Oppor

1. Introduction of HGD Advisory Committee Members
Each committee member present introduced themselves and shared their role on the committee.

2. Review the purpose of the HGD Advisory Committee (Information)
 - Convene a committee representative of the diversity of the community once every three years per state statute.
 - Identify desired objectives, goals, and outcomes for the District's HGD program.
 - Evaluate existing or new curricula based on criteria of effective curricula.
 - Plan for implementation of a HGD curriculum.
 - Educate others about the need, rationale, and approach the District develops to provide HGD instruction for its students.

The committee reviewed the bullet points as listed in the agenda.

3. Establish HGD Committee ground rules (Information / Action)

The HGD Committee Ground Rules are as follows: (Developed by unanimous consent.)

- a. *Dr. Oppor will serve as the committee moderator.*
 - b. *Anyone wishing to speak will use the "hand raise" feature in Google Meet and will be called on by the moderator to ensure everyone who wishes to speak receives a turn.*
 - c. *Members of the committee agree to respect and listen to the diverse perspectives of the other members of the committee.*
4. Discuss background information as contained in the Google Drive folder and answer questions (Information)

Dr. Oppor did a brief review of the contents of the Google Drive folder and answered questions.

5. Consider approval of the SDM program type (Information / Action)
 - a. Abstinence Only

- b. Abstinence Plus (includes information about contraception options)

Motion Made by Danni Brauer and Seconded by Melanie Pynenberg- I move that the Human Growth & Development Committee recommend an Abstinence Plus program to the Manawa Board of Education. Approved by Unanimous Voice Vote

- 6. Review and revise the Human Growth and Development K-12 Scope and Sequence (Information / Action)

The committee began work on reviewing and revising the HGD K-12 Scope and Sequence. The committee worked on the standards that are to be taught by the end of second grade and will continue working on the review and revision process at the next meeting.

- 7. Address any other issues brought before the HGD Advisory Committee (Information / Action)

The committee asked if a nurse could be hired to work with the elementary counselor and classroom teachers to do the presentations to fourth and fifth grade students in April. Dr. Oppor is exploring options with the Iola-Scandinavia School District and the Waupaca County Department of Health Services.

The committee wanted to ensure that all teachers know that the human growth and development standards are a required component of annual instruction.

- 8. Review the Board of Education HGD K-12 Scope and Sequence process (Information)

Dr. Oppor explained that once the scope and sequence document is completed, the recommendation for the abstinence plus program along with the scope and sequence will be forwarded to the Curriculum Committee for endorsement and then on to the full Board of Education for approval.

- 9. Set Next Meeting Date: *Thursday, April 11, 2021 at 6:00 p.m.*

- 10. Next Meeting Items:

- a. *Continue to review and revise the Human Growth and Development K-12 Scope and Sequence (Information / Action)*
- b.

- 11. Adjourn

Minutes of a March 11, 2021 School District of Manawa
Human Growth and Development Committee Meeting

Board Committee Members: Bobbi Jo Pethke - Board Clerk, Russ Hollman - Board Member, Dr. Melanie Oppor, Dan Wolfgram, LuAnne Ujazdowski, Janine Connolly, Corrie Ziemer, Kevin Murphy, Pastor Nathan Reichle, Pastor Steve Rice, Dr. Steven Goedderz, Stephanie Riske, Laura Buschke, Melanie Pynenberg, Lincoln O'Brien, Jack O'Brien, Emma Riske, and Xochitl Grimm

In Attendance: Danni Brauer, Dr. Melanie Oppor, Dan Wolfgram, LuAnne Ujazdowski, Janine Connolly, Corrie Ziemer, Kevin Murphy, Pastor Steve Rice, Dr. Steven Goedderz, Stephanie Riske, Laura Buschke, Lincoln O'Brien, Jack O'Brien, Emma Riske, and Xochitl Grimm

Virtual meeting: 6:02 p.m. **Recorder:** Melanie Oppor

1. Review Ground Rules (Information)
There were no additions or corrections to the Ground Rules as noted in the previous meeting minutes.
2. Review and revise the Human Growth and Development K-12 Scope and Sequence (Information / Action)
The committee spent the remainder of the meeting reviewing and revising the scope and sequence document. At the next meeting, the committee plans to review the standards to be taught by the end of grade 8 and the end of grade 12. Staff are encouraged to enter the current practices and resources in preparation for the next meeting.
3. Address any other issues brought before the HGD Advisory Committee (Information / Action)
No new issues were brought forward.
4. Review the Board of Education HGD K-12 Scope and Sequence Approval Process (Information)
5. Set Next Meeting Date: *Monday, March 22, 2021 at 6:00 p.m. (virtual meeting)*
6. Next Meeting Items:
 - a. *Complete HGD K-12 Scope & Sequence review and revisions.*
7. Adjourn 7:30 p.m.



Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Overview & Comments
Code	01 - Information & Comments - Vol. 30, No. 1
Status	

WISCONSIN OVERVIEW AND COMMENTS

Volume 30, Number 1 December 2020

Bylaws and Policies

The following policies and guidelines were revised to include language either prohibiting or requiring permission for the use of District name, logo, mascot, or any other property or assets of the District in connection with fundraising, except where such permission is implicit because it is conducted by a District organization:

Policy 2430 – District-Sponsored Clubs and Activities
 Policy 5830 – Student Fund-raising
 Policy 6605 – Crowdfunding
 Policy 6610 – Student Activity Fund
 Policy 9700 – Relations with Non-School Affiliated Groups
 Policy 9700.01 – Advertising and Commercial Activities
 AG 2430 – District-Sponsored Clubs and Activities
 AG 5830 – Student Fund-raising
 AG 6605 – Crowdfunding
 AG 9700 – Fundraising by Charitable Organizations
 AG 9700B – Criteria for Commercial Messages

Policy 0100 – Definitions (Revised)

Definitions for "School Nurses" and "School Officials" have been added, as well as cross-references for the definitions of "Board" and "District". These revisions are recommended for consistent application of the definitions within bylaws, policies, and guidelines.

Policy 0131.1 – Bylaws and Policies (Revised)

This Bylaw has been revised to include an acknowledgment that applicable laws or regulations, including temporary emergency orders or mandates, might supersede the bylaws and policies in certain instances. While that is not a change in the legal status of bylaws and policies, the current pandemic has sometimes raised questions as to the potential conflict between legal mandates and standing policies. This revision is not required but is recommended to assist districts in responding to inquiries in that regard.

Policy 0143.2 – Board Member Information Requests (NEW)

This is a new policy that establishes protocols for dealing with Board member informational requests. It distinguishes between those requests which would be made as a public record request by any citizen, from those authorized by the Board and requiring

administrative research or investigation. This policy is recommended but not required to provide consistency of response to such requests.

Policy 0144.4 - Indemnification (Revised)

This policy is revised to reflect that indemnification, as well as other representations and guarantees, in the context of contracts should not be entered into without consulting legal counsel. There are circumstances where the district may be negotiating a contractual arrangement in which the contract proposal includes indemnification and/or other types of clauses obligating the district to assume legal responsibility for claims against another entity, for example, many construction contracts contain such clauses. Whether such agreements are permissible and/or sound policy is best determined in consultation with the district's legal representation.

This revision is recommended, but not required.

Policy 0144.5 – Board Member Behavior and Code of Conduct (NEW)

This bylaw is provided as an optional bylaw to govern individual Board members' conduct and to provide clarity of expectations, as well as the scope of Board v. Board member authority. The policy describes a process for complaints and resolution, as well as affirmatively informing the public that the Board has limited authority relative to adverse action directed at an individual member of the Board.

Adoption is recommended, but not required.

Policy 0145 – Sexual and Other Forms of Harassment (Revised)

Language has been added to this policy to clarify its application only to situations involving harassment based on protected classes, as defined in the policy. Such clarification is designed to avoid the application of the policy in instances involving bullying or harassment not based on a protected class.

Policy 1211 – Whistleblower Protection (NEW)

This is a new policy to apply whistleblower protection for an administrator acting as a whistleblower, consistent with existing policies for other employee groups. The revision is recommended for consistency with other policies.

Policy 1213/Policy 3213/Policy 4213 – Student Supervision and Welfare (Revised)

The policy is revised to clarify the restriction on staff posting on social media of student pictures or other depictions at public events. For example, photos taken and posted by a staff member during a school athletic event. However, the exception for the posting of student pictures or other depictions taken at a public event is further clarified so as not exempt all. For example, a picture or other depiction of a play that happens on the athletic field is appropriate but the posting of students in the stands who happen to be at the game would not be considered an exemption to the policy prohibiting the posting of any visual or other depiction of students.

Adoption is recommended, but not required.

Policy 2411 – School Counseling and Academic and Career Planning (Revised)

A legal citation has been added specifically referencing the applicable Department of Public Instruction administrative code provision requiring districts to "inform" parents about academic and career planning services. It should be noted that the administrative code does not specify how to "inform" as referenced in the policy. This revision is recommended for consistency with applicable regulations.

Policy 2416 - Student Privacy and Parental Access to Information (Revised)

The policy is revised to separate the curriculum review provisions from the right to review third party survey information. Other revisions were made to streamline the policy language and make it more consistent with practice.

Adoption of these revisions is recommended, but not required.

Policy 2416.01 - Parental/Police Access To () Library () Instruction Material Center Information (Delete)

This policy is deleted. The contents retained have been moved to the new Policy 2522 - Library Media Center.

Policy 2522 – () Library Media Center () Instructional Material Centers () Libraries (NEW)

This policy is created to implement DPI regulations requiring the development of a library media plan and associated requirements, as well as incorporating the nondiscrimination policies to materials.

Wisconsin Administrative Code PI8.01(2)(h), requires that a long-range plan for library services development has to be approved by the Board, and this task is led by the District's licensed library media specialist. A part of this plan includes making sure policies related to library services are included, reviewed, and revised as needed. There is also reference to the responsibility of providing a collection of materials, which is also done by the licensed library media specialist and often connected to the Common School Funds each district receives for this purpose.

Adoption is recommended, but not required. If not adopted it is still advisable to verify that the District has developed a plan as required and, even if one exists, that it is current and relevant.

Policy 3531/Policy 4531 - Unauthorized Work Stoppage (Revised)

This policy has been revised to reflect that school operations may not always be in what has been considered the traditional brick and mortar school environment.

The policy also has an added legal citation Wis. Stat. 111.70(4)(L) that states: "Strikes prohibited. Nothing contained in this subchapter constitutes a grant of the right to strike by any municipal employee or labor organization, and such strikes are hereby expressly prohibited."

The changes to this policy reflect current standards and adoption is strongly recommended.

Policy 5113 – Open Enrollment Program (Inter-District) (Revised)

The policy is revised to include a new section/clause that allows the policy to adapt to the implementation of emergency rules or measures that are put in place at the State or Federal level and which may impact certain provisions in the Open Enrollment policy. Inclusion of this language is recommended because of the technical nature of open enrollment; particularly open enrollment appeals that rely heavily on District policy language.

Adoption is recommended, but not required.

Policy 5511 – Dress and Grooming (Revised)

Revisions have been made to provide a more detailed and descriptive policy and process. While this is always a work in progress in terms of developing more specific and predictable requirements, and also maintaining viewpoint neutrality, the policy recommends a process whereby any application of the policy resulting in a student being temporarily excluded or required to remove an article of clothing deemed to violate the policy be reviewed administratively before the action is pursued.

It is recommended that when there could be a concern regarding protected speech as detailed in the policy revisions Districts should consult with local legal counsel while reviewing and adopting updated dress code requirements.

Policy 5517.01 – Bullying (Revised)

The policy has been revised to include language for circumstances where complaints have been received against the District Administrator or a Board member. Additional revisions address the issue of a complaint initially made as an incident of bullying that may involve a Protected Class and the process for investigation.

The revision is recommended but not required.

Policy 5540 – The Schools and Governmental Agencies (Revised)

Optional language has been added for districts that contract with local law enforcement for School Resource Officers to acknowledge the existence of such arrangements. A legal citation to the school safety statute has also been added.

These revisions are recommended but not required.

Policy 5540.01 – Investigations Involving Suspected Child Abuse (Revised)

This policy has been clarified with regard to instances where law enforcement may request that parents not be contacted to preserve investigatory integrity.

This revision is recommended but not required.

Policy 5895 – Student Employment (Revised)

. The policy is revised to add the option for the Board to serve as a work permit issuing authority and to designate a permit office for that purpose. The designated permit office is authorized to issue work permits in accordance with legal requirements for issuing student work permits and the obligation to maintain required records. The policy is also revised to remove the reference for the District Administrator to prepare administrative guidelines that may not be necessary.

Adoption is recommended, but not required.

Policy 7230 - Gifts, Grants, and Bequests (Revised)

This policy has been revised to include optional language for the Board to approve and formally acknowledge all gifts, grants, and bequests.

Further, an option has been revised to identify that any equipment or equipment with a Board established value, to be purchased by a parent organization or non-district entity for use in the school, on District property, or at a District-related event shall be reviewed by the District Administrator. An additional option allows for the requirement of Board approval for such a purchase.

Revisions to this policy are recommended if these options were previously selected, but not required.

Policy 7550 – Cooperation with Local Governments (Revised)

This policy is revised to remove reference to inter-library loans (which are included in new Policy 2522) and to revise the provisions regarding collaboration with other governmental bodies for community purposes. The policy has been renamed as well to reflect the purpose of the policy.

Adoption is recommended, but not required.

Policy 8405 – Environmental Health and Safety Program (Revised)

The policy is revised to add a reference to plan availability and to correct the statutory citation. As a reminder, all school districts are required to have an Indoor Environmental Quality (IEQ) plan in place. It is highly recommended that these plans are reviewed for purposes of maintaining a safe work environment and illustrating efforts to mitigate communicable disease spread in the school environment.

Adoption is recommended, but not required.

Policy 8451 – Pediculosis (Head Lice) (Revised)

The policy has been modified to incorporate the current Center for Disease Control, American Academy of Pediatrics and National Association of School Nurses guidance and best practice with respect to the treatment of head lice found at school.

The revisions are recommended for clarity of the policy.

Policy 9130 – Public Requests, Suggestions, or Complaints (Revised)

The policy is significantly revised to streamline the process and to make it more efficient in its application.

Adoption is recommended, but not required.

ADMINISTRATIVE GUIDELINES

AG 3120B – Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities (Revised)

The guideline has been clarified with respect to the options for employment decisions regarding extra-curricular personnel.

The revision is recommended for clarity in administrative responsibility for personnel matters.

AG 5200 – Attendance (Revised)

The guideline is revised to add a reference to virtual instruction attendance options and requirements, similar to those previously incorporated into the policy. Additional revisions are made to remove specific references to civil and criminal penalties to avoid inconsistency in the event of changes in the law or local ordinances.

Adoption is recommended, to assure that attendance guidelines relative to virtual instruction are consistent with the policy language.

AG 5463 – Student and Credit Transfer from Non-Public Schools (Revised)

This guideline has been revised to incorporate the transfer provisions in AG 9270 (which has been deleted).

Additional revisions are made to make the guideline more user friendly and to incorporate credit transfers and grades from other schools, as well as those taken in the district by students while enrolled in another school or home-based program under Policy 9270.

Further, this guideline has been updated to include information regarding admission of students from non-approved schools which was formerly in AG9270A.

Adoption is recommended, but not required.

AG 5517.01 – Bullying (Delete)

(This guideline is recommended for deletion because the language is largely repetitive of the revised Policy 5517.01.)

AG 5610 - Suspension and Expulsion (Revised)

“Calendar day” has been added for clarification to identify the specific number of days that the Board has to review the expulsion order and shall, upon review, approve, reverse or modify said order.

Adoption is recommended.

AG 7530 – Personal Use of District Equipment/Facilities (DELETE)

The guideline is deleted as the topics included are dealt with in other policies and/or guidelines.

AG 9270A – Admission of Students from Nonpublic and Nonapproved Schools (Delete)

This guideline is recommended for deletion as its contents have been incorporated into AG 5463.

Last Modified by Steve LaVallee on January 28, 2021



Book Policy Manual
Section For Board Review - Vol. 30, No. 1
Title Special Update - EDGAR 2.0 - October 2020 Overview
Code 1 - Explanations & Comments - Edgar Update
Status

DATE: October 2020
TO: Neola Clients in Wisconsin
SUBJECT: EDGAR 2.0
FROM: Neola, Inc.

Neola, Inc.

SPECIAL UPDATE – OCTOBER 2020

OVERVIEW AND COMMENTS

In December 2014, the U.S. Department of Education (ED) released the newly updated Education Department General Administrative Regulations (EDGAR). This major rewrite of the regulations was issued after nearly 40 years of very little change in the compliance measures that federally funded programs must meet. The regulations covered the application process, financial management, procurement, inventory management, time and effort accountability, cost allowability, record retention, and program oversight.

The Office of Management and Budget (OMB) has now revised sections of OMB Guidance for Grants and Agreements, also known as Uniform Grant Guidance (UGG). Proposed changes to 2 C.F.R Part 200 were published in the Federal Register in January 2020, comments closed on March 23, 2020, and Final Revisions were published in August 2020. Despite the intervening pandemic, OMB released its final revisions to the Uniform Grants Guidance (2 CFR Part 200) right on schedule! The revisions continue the OMB's push for results-oriented accountability for grants, significantly rewrite the sections on procurement, and attempt to clarify prior requirements, including provisions related to period of performance and indirect costs. The revised rules are effective November 12, 2020.

These revisions reflect changes outlined in the President's Management Agenda (PMA). This guidance is intended to focus on improved stewardship and ensuring that the American people are receiving value for funds spent on grant programs. The revisions are limited in scope to support implementation of statutory requirements, alignment of these provisions with other Federal requirements, and clarification of existing requirements to minimize risk in financial transactions.

These new regulations will require some revision to current policies. The greatest focus, however, will continue to be on compliant written procedures relative to many of the financial and program management functions. These procedures will necessarily be district-specific, providing a clear picture of how these functions are carried out in the District.

Neola has conducted a thorough review of policy and administrative guidelines templates and will be providing appropriate revisions and additions in this special update and in future updates to assist districts in meeting compliance standards put forth by EDGAR. Policy documents in this special update – EDGAR 2.0 (WI) - have been reviewed by Neola legal counsel . for consistency with Federal and State law.

Significant work, however, will be necessary for each district to draft the required procedures for a variety of functions. Neola will, upon request, process and post districts' procedures/manuals as electronic links to provide for convenient flow from policy to administrative guidelines to district procedure.

Finally, please note that template revisions offered earlier this year are unaffected by the regulations or by the revisions to policies provided here. Specifically, the policy revisions offered earlier this year were provided to make existing flexibility more clear in instances where strict grant compliance requirements are relaxed, suspended, or modified by the U.S. Department of Education and/or the Wisconsin Department of Public Instruction during a public health emergency or some other emergency circumstance as determined by those agencies.

The update includes the following documents:

- Client Alert regarding new requirement to notify employees upon reduction of hours or termination of employment of their right to file unemployment compensation.
- **Policy 6114 - Cost Principles - Spending Federal Funds (Revised)**
- **Policy 6325 - Procurement - Federal Grants/Funds (Revised)**

These documents have been posted to each client's BoardDocs console and may be downloaded from the Policy Update menu.

If you have questions about any of these Special Update materials, contact your Neola Associate. All production-related materials and questions should be directed to the Production Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing and other questions should be directed to the Business Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Last Modified by Steve LaVallee on January 28, 2021



Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of DEFINITIONS
Code	po0100
Status	
Adopted	April 25, 2016
Last Revised	April 27, 2020

0100 - **DEFINITIONS**

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation. The District previously referred to administrative guidelines as rules.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members, and/or other stakeholders and members of the community.

Board

The School Board also commonly referred to as the Board of Education. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0170)

District

The School District. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Administrator

The administrative head of the School District of Manawa. In policy, capitalization of the term District Administrator, implies delegation of responsibilities to appropriate staff members.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(g)(3))

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

Professional Staff Member

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

School Nurse

- **A school nurse is a registered nurse who meets the requirements of Wis. Stat. Sec. 115.001(11). A school nurse has the authority to exclude students for signs of illness.**

School Official

- **A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).**

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

Sometimes the administrative head of the School District is referred to as Superintendent, but has the authority of the District Administrator by law. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board (See Bylaw 0170)

Vice-President

The Vice-President of the Board. (See Bylaw 0170)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 8/22/16
Revised 7/17/17
Revised 12/18/17

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Last Modified by Steve LaVallee on January 28, 2021



Book Policy Manual
Section For Board Review - Vol. 30, No. 1
Title Copy of INDEMNIFICATION
Code po0144.4
Status
Adopted April 25, 2016

0144.4 - **INDEMNIFICATION**

After consultation with appropriate legal counsel, the~~he~~ Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member or employee to the extent allowed under the law.

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Legal 895.35, 895.46, Wis. Stats.

Last Modified by Steve LaVallee on January 28, 2021



Book Policy Manual
Section For Board Review - Vol. 30, No. 1
Title Copy of SEXUAL AND OTHER FORMS OF HARASSMENT
Code po0145
Status
Adopted April 25, 2016

0145 - **SEXUAL AND OTHER FORMS OF HARASSMENT**

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. **(See also Policy 1422 - Nondiscrimination and Equal Employment Opportunity, Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, Policy 3122 - Nondiscrimination and Equal Employment Opportunity, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity)**

Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

~~Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.~~

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct based on sex or one of the other Protected Classes referenced above, is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. (See also Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members)~~111.36(1) Wis. Stats.~~

The harassment of a District staff member, student or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student, or another Board member will be subject to discipline by

the Board and may be reported to law enforcement authorities. [NOTE: Select this option only if the Board has adopted Policy 0144.5]. (.) (See Bylaw 0144.5 - Board Member Behavior and Code of Conduct).

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Legal 118.13, 120.13(1) 111.36(1) Wis. Stats.
 P.I. 9, Wis. Adm. Code
 Title IX Education Amendments of 1972, Chapter 227

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Book Policy Manual
Section For Board Review - Vol. 30, No. 1
Title WHISTLEBLOWER PROTECTION
Code po1211 - NEW
Status

1211 - **WHISTLEBLOWER PROTECTION**

The Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and administrative procedures. Pursuant to State law, the Board expects administrators to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, administrators are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an administrator who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the administrator's immediate supervisor is not responsive or is the employee whose behavior is in question, the administrator should report the alleged misconduct to the District Administrator.

After such a report is made by the administrator, the immediate supervisor or the District Administrator will ask that the report be put in writing.

Any administrator making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the administrator made such a report based on a reasonable and good faith belief that the report is accurate and not based on the administrator's intent to harm, harass, intimidate, or retaliate against another individual.

Administrators are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, administrators are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor or to the District Administrator, as appropriate.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the administrator shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an instructional staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Adopted	October 17, 2016
Last Revised	April 27, 2020

1213 - **STUDENT SUPERVISION AND WELFARE**

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

An administrator who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

Each District administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following:

- A. An administrator shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. An administrator should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

- G. An administrator shall not transport students for school-related activities in a private vehicle without the approval of the District Administrator or his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.
- I. The administrator shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 11/19/18

Revised 7/22/19

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Legal 48.981, Wis. Stats.
 948, Wis. Stats.
 948.095, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING
Code	po2411
Status	
Adopted	October 1, 2015
Last Revised	November 18, 2019

2411 - **SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING**

The Board requires that a planned program of school counseling be an integral part of the educational program of the District. The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Such a program shall be available to all students without regard to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes").

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation.

[The District shall inform parents in each school year about what academic and career planning services their child receives.](#)

Revised 6/19/17
Revised 4/23/18

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Legal	121.02 (1)(e) Wis. Stats. P.I. 8.01(2)(e), Wis. Adm. Code 34 C.F.R. 100.3(b)(I) 34 C.F.R. 100.3(b)(iv) 34 C.F.R. 100.3(b)(v) 34 C.F.R. 106.36 34 C.F.R. 104.37(b) 28 C.F.R. 35.130, Guidelines V-D Vocational Educational Guidelines, Appendix B, Title 6
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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416
Status	
Adopted	October 17, 2016

2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children.

Parents/guardians may request a change in or exemption to their child's participation in certain District educational programs or activities in accordance with State and Federal laws. These laws also grant parents/guardians the right to inspect certain materials that are part of the District's curriculum or other activities.

A. The parent/guardian of a student may, upon request, opt their child out of participation in:

1. Instruction in human growth and development;
2. Instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body);
3. Any State-mandated achievement examinations in grades 4, 8 and 10, and in any other grades authorized by the School Board and allowed by the Wisconsin Department of Public Instruction.

B. The District shall provide to the parent/guardian of each affected student, or to the adult or emancipated student, advance notice of the District's intent to engage any of the following activities (including notice of the scheduled or approximate date of the activity), and the parent/guardian/adult student shall have, at a minimum, the right to opt out of participation in each such activity:

1. Any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or otherwise providing that information to others for that purpose.
2. Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by State law.
3. Any survey that contains or reveals information concerning any of the following:
 - a. political affiliations or beliefs of the student or the student's parent/guardian;
 - b. mental or psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;

- d. illegal, anti-social, self-incriminating or demeaning behavior;
- e. critical appraisals of other individuals with whom students have close family relationships;
- f. legally recognized privileged or analogous relationships such as those of lawyers, physicals and ministers;
- g. religious practices, affiliations or beliefs of the student or student's parent/guardian; or
- h. income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If the District intends to require students to participate in any survey, analysis or evaluation that would reveal information concerning any of the eight (8) protected-information categories above, and if the activity in questions is funded in whole or in part by any program of the U.S. Department of Education, then the District shall first obtain the affirmative, written consent of a parent/guardian for the student's participation (or, for an adult student, the advance, affirmative consent of the adult student).

District staff shall take additional precautions to protect student privacy when engaging in any of the above-mentioned activities in accordance with established procedures.

C. Upon request to the District, the parent/guardian of a student may inspect:

1. Any instrument used in the collection of personal information from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
2. Any survey the District intends to administer or distribute to students that contains or that would reveal information in any of the eight (8) protected-information categories listed within this policy, above.
3. Any survey created by a third party (regardless of content) before the survey is administered or distributed by a school to a student.
4. Any instructional materials (exclusive of tests or assessments) used as part of the educational curriculum for the student, which shall be interpreted to include, for example, a. the curriculum and instructional materials used in any human growth and development instructional program; and b. the instructional materials used in connection with any survey, analysis or evaluation (including any research or experimentation program or project designed to explore new or unproven teaching methods) that is funded in whole or in part by any U.S. Department of Education program.

Parents/guardians shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principal or designee. Other parent/guardian requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable State or Federal requirements or guidelines. The principal or designee shall respond to such requests in a timely manner.

When whose parents request that their student not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose).

The District Administrator is directed to provide notice of the substantive content of this policy directly to parents of students enrolled in the District at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above is scheduled or expected to be scheduled.

The notice shall provide the following:

-

- A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

-

1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
-
2. the administration of any survey by a third party that contains one or more of the items described in A through H above
-

B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

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Legal

20 U.S.C. 1232g, 20 U.S.C. 1232h

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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of PARENTAL/POLICE ACCESS TO LIBRARY MEDIA CENTER CENTER INFORMATION
Code	po2416.01 - Delete - Added to New Policy 2522
Status	
Adopted	October 17, 2016
Last Revised	June 19, 2017

~~2416.01 — PARENTAL/POLICE ACCESS TO LIBRARY MEDIA CENTER CENTER INFORMATION~~

~~The Board of Education respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are fully informed about the instructional material, resources and services students choose to use at the District's libraries. Parents or guardians of a student under the age of sixteen (16) have the right to review, upon request (Form 2416.01 F1), library media center records relating to the use of the documents or other materials, resources or services by the student. 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. Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library media center shall disclose to the officer records produced by a surveillance device under the control of the library, that are 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.~~

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Legal	Sec. 43.30 (1m), Wis. Stats. 43.30(5), Wis. Stats.
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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	
Adopted	October 17, 2016
Last Revised	December 18, 2017

2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on-or-off-school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

Non-curricular, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.



Book	Policy Manual
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Code	po3213
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Adopted	May 16, 2016
Last Revised	April 27, 2020

3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A professional staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of the District Office or his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the professional staff member's family member.

- I. A student shall not be required to perform work or services that may be detrimental to his/her health.
- J. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 11/19/18

Revised 7/22/19

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Legal 48.981, 948, 948.095 Wis. Stats.

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Book Policy Manual
Section For Board Review - Vol. 30, No. 1
Title Copy of UNAUTHORIZED WORK STOPPAGE
Code po3531
Status
Adopted May 16, 2016

3531 - UNAUTHORIZED WORK STOPPAGE

The Board is obligated and committed to provide certain basic services to students participating in District programs. ~~Therefore, if the schools are open and the students are in attendance, those basic services will be provided.~~

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services.

Professional staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

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Code	po4213
Status	
Adopted	May 16, 2016
Last Revised	April 27, 2020

4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- E. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- F. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of the District Office or his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the support staff member's family member.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.
- H. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.

I. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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4531 - **UNAUTHORIZED WORK STOPPAGE**

The Board is obligated and committed to provide certain basic services to students participating in District programs. ~~Therefore, if the schools are open and students are in attendance, those basic services will be provided.~~

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services.

Support staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

T.C. 11/16/2020

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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of OPEN ENROLLMENT PROGRAM (Inter-District)
Code	po5113
Status	
Adopted	June 20, 2016
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5113 - **OPEN ENROLLMENT PROGRAM (Inter-District)**

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance all with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Non-Resident District

A school district located in Wisconsin that is not a student's district of residence.

B. Non-Resident Student

A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who is a resident of the State of Wisconsin and who pays tuition in accordance with State law.

D. Full-Time Enrollment

A student is enrolled for the entire school day and receives all of his/her required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program. Circumstances such as enrollment projections for a particular school, class, or program may influence optimum class size.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a legal resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

FULL-TIME OPEN ENROLLMENT

A. Procedures for Processing of Open Enrollment Applications

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.

After the date specified in s. 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.

1. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
2. A parent fails to provide the notification required in s. 118.51(3)(a)6., Wis. Stats.
3. The Board determines that additional spaces have become available since its determination at the January Board meeting.

B. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Whether the Board has determined there is space in the schools, programs, classes, or grades within the District for non-resident students. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program. In determining the amount of space available, the District will count resident students, tuition waiver students under 121.84 Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) and are already attending public school in the District.

Other factors the District Administrator shall consider include, but shall not be limited to the following:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
- b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
- c. Enrollment projections for the schools of the District that include, but are not limited to, the following factors: the likely short-and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non- resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students, and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.
- d. The number of non-resident students currently attending the schools of the District for whom tuition is paid by another district under Section 121.78(1)(a), Wis. Stats.

- e. The number of resident home schooled or private school students likely to attend the schools of the District in accordance with Section 118.415, Wis. Stats.
2. Whether an applicant for a pre-kindergarten, early childhood resides in a district that offers the program for which application is made.
3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made, to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, s/he is determined to fall under paragraph B. 3.

The Board may request a copy of a non-resident student's disciplinary records from the resident School Board.

4. Whether the special education program or related services described in the non-resident student's individualized education program ("IEP"), if any, are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the District has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District for the special education program identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections. (See paragraph B. 1. above).
6. Whether the non-resident student has been screened by the resident School Board to determine if there is reasonable cause to believe that s/he is a child with exceptional educational needs.
7. Whether the resident School Board has been informed that the non-resident student may have exceptional education needs that have not yet been evaluated by an IEP Team.
8. Whether the application of a non-resident student has been denied by the District of which s/he is a resident.

(Note: If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the non-resident may be returned to the resident school district.)
9. Whether the non-resident school board has made a determination that a student attending the non-resident school district is habitually truant from the non-resident school district during either semester of the current school year, the non-resident school board may prohibit the student from attending the non-resident school district in the succeeding semester or school year.

C. Procedure for Evaluating Applications by District Residents to Transfer to Another District

The Board will consider only the following criteria for denying resident applications:

Whether the resident student is a special education student and the implementation of his/her IEP in the other district would impose an undue financial burden on the District.

Financial burden is determined through review of actual increased expenses relative to providing services specific to the

student in question, not including pro-rated costs of facilities and materials and including expenses for instructional faculty only if those faculty are added as a result of the student and devoted primarily to that student.

(Note: Notwithstanding the Board's approval of a resident student's application, the Board may withdraw approval if, after the District student has begun in the other school district, the IEP as implemented by the non-resident school district would impose an undue financial burden on the District.)

D. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

E. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation if space is available on a regularly-scheduled bus route. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by his/her IEP.

The Board will not permit a neighboring District to bus resident students from within its boundaries for attendance at the non-resident neighboring District.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one of the statutory criteria and has not applied to more than three non-resident school districts. (See AG 5113 – Admission of Students Participating Under Open Enrollment)

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level which were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.
- C. ~~The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. Such guidelines shall address at least the following matters:~~
 1. ~~participation in interscholastic athletics~~
 2. ~~District transportation services~~
 3. ~~transfer of academic credit~~
 4. ~~payment of fees and other charges~~

Application of Emergency Orders

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the District Administrator.

Revised 7/22/19
Revised 11/18/19

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Legal 118.51, Wis. Stats.
 Wis. Adm. Code Ch. P.I. 36

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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	DRESS AND GROOMING
Code	po5511 **
Status	
Adopted	June 20, 2016

5511 - DRESS AND GROOMING

The Board ~~of Education~~ recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used: ~~The District Administrator shall develop administrative guidelines to implement this policy which:~~

- A. ~~designate~~ the principal shall serve as the initial ~~as the~~ arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation. ~~(-) provide an appeal procedure to review decisions of the building principal in situations involving expressive conduct which the student believes is legally protected;~~

Expressive dress may not be protected speech if it involves:

- A. Obscenity

B. Language or depictions intended to incite violence or foment hatred of others

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

[] Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences~~suspended from school.~~

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

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Legal 120.13(1), Wis. Stats.

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Section	For Board Review - Vol. 30, No. 1
Title	Copy of BULLYING
Code	po5517.01
Status	
Adopted	June 20, 2016

5517.01 - **BULLYING**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions

"Bullying"

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, or fear punishment for their actions, as it is usually very difficult to identify cyberbullies;
4. Furthermore, the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased with cyberbullying;
5. Cyberbullies can impersonate others with the intent to embarrass or harm them or hacking into, or otherwise gaining access to, another's others' electronic accounts (emails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy [5517](#) – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of hazing and instances that could possibly be construed as hazing, consult Policy [5516](#).

Complaint Procedures

Any student who believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with () the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President (.) another Board member (.) the District Administrator (.) either another Board member or with the District Administrator depending on the complainant's preference [END OF OPTIONS], who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment **or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.**

With regard to complaints received against the District Administrator (or a member of the Board), the investigation shall be referred to the Board attorney who shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to, reprimand, suspension, or possible expulsion. Furthermore, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, of the remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation/False Reports

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying incidents. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliating and intentionally making a false report may result in disciplinary action.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Notification

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools.

Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the Board, that includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

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Legal

Wis. Stat. 118.46

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Title	Copy of INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE
Code	po5540.01
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Adopted	June 20, 2016

5540.01 - **INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE**

In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student the law enforcement officer or social services agent determines s/he must speak with.

Office staff shall notify the District Administrator or the building administrator of any such investigation and shall keep a log of activities by the agency conducting the investigation, noting the date, and time of any interviews and the students involved.

The school administration shall notify the student's parents only after being advised by the agency conducting the investigation that parental contact will not impede their investigation. Because such investigations may involve allegations against the student's parent(s), and the investigating law enforcement agency may instruct administration ~~must~~ not to contact the parents unless authorized to do so by the investigating agency. The administration shall cooperate with such a request.

If the investigating agency determines that it must remove the student from school in the course of their investigation, the administrator should make a record of what time the student was released, the agency to which the student was released and the name of the individual agent who removed the student.

This policy should be applied in conjunction with Policy 8462. Nothing in this policy affects District staff responsibilities as mandatory reporters of suspected child abuse.

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Legal Wis. Stats. 48.981

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Last Revised	November 19, 2018

5540 - **THE SCHOOLS AND GOVERNMENTAL AGENCIES**

The Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

(.) The District contracts with one or more municipalities for the services of School Resource Officers (SROs) pursuant to its shared agreement or Memorandum of Understanding, which sets forth the relationship between school officials and SRO.

When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or whether the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describing the school premises.

If law enforcement is contacted by the administration for assistance, administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview, to the extent reasonable.

When an agency requests permission to remove a student or does remove a student without prior permission, the building administrator shall notify the District Administrator.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

A. By law enforcement personnel, on request of school authorities

1. An administrator may exercise his/her discretion in determining whether to request the assistance of law enforcement in investigating a crime, or allegation of a crime, committed in his/her school building or school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of Section 48.981 in the event the allegations involve suspected child abuse or neglect.
2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The administrator shall be present during the interview

unless the law enforcement officer, student or his/her parent requests that the school official not be present. The student may request other representation such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in the custody of the law enforcement agency. The administrator shall attempt to contact the parent(s) of any student prior to questioning by police. A decision whether to take a student into custody is the decision of the law enforcement officer.

3. If the investigation focuses on a particular student as a prime suspect of crime, the administrator and the law enforcement officer shall abide by the guidelines with respect to any interrogation, search and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the constitutionally protected rights are respected during the investigation process is the law enforcement officers' responsibility.
4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with District responsibility to maintain the confidentiality of student records under State and Federal law.

B. By law enforcement personnel without request of school authorities

1. Law enforcement officers will be asked to make every effort to interview students outside of the school hours and outside of the school setting in those cases where assistance has not been requested by school authorities. This procedure will not apply to circumstances where a serious crime may be involved, or where imminent threats to persons or property may be involved or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.
2. If law enforcement deems it absolutely necessary to interview a student at school, the law enforcement personnel shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require him/her to investigate within the school and obtain his/her approval to interview a student during school hours. The police officer shall not commence his/her investigation until such approval is obtained. The law enforcement personnel may appeal to the District Administrator if it is deemed that approval was unreasonably withheld.

The administrator shall make every effort to maintain the privacy of the student.

3. Accordingly, the administrator shall do the following:
 - a. Request that every attempt be made to schedule questioning during a time the student is not in class.
 - b. Request that the student be pulled out of class by a school administrator, rather than a police officer, if necessary.
 - c. Notify the law enforcement officer that the school official will be attempting to contact the student's parent prior to questioning unless specifically requested not to because such contact would unduly impede the investigation.
4. If law enforcement officer is in possession of a **valid warrant**, school officials shall in no way interfere with the officer's execution of the warrant. A warrant shall be considered "valid" if it accurately describes the school facility and is executed by an authorized judicial official. District officials shall not attempt to evaluate the sufficiency of probable cause upon which the warrant is based.

In the event a law enforcement officer seeks to execute a warrant on school grounds, the officer is to be directed to building administration. The administration shall attempt to assist in executing the warrant by directing the student to report to the office. The school administration shall then (1) contact the student's parent if the student is a minor; and (2) contact the District Administrator. This process shall be followed unless the law enforcement official states that s/he has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the warrant.

The District Administrator shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

Revised 12/18/17

Legal

118.257, Wis. Stats.

120.13(35), Wis. Stats.

Last Modified by Steve LaVallee on January 28, 2021



Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of STUDENT FUNDRAISING
Code	po5830
Status	
Adopted	October 1, 2015
Last Revised	November 18, 2019

5830 - **STUDENT FUNDRAISING**

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy, "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

Student-Led Fundraising for School-Related Organizations

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale to students of food and/or beverage items that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale to students of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Each exempt fundraiser cannot be longer than two (2) consecutive weeks.

Fundraising by approved school organizations, whose funds are managed by the District, may be permitted in school by the Principal.

Funds raised by any student organization, club or class shall be processed through the appropriate financial accounting system and in accordance with the District's student activity funds management policy and procedures.

Fundraising off school grounds may be permitted by the District Administrator.

~~In accordance with Policy 2430, use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the District Administrator. Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Board upon the recommendation of the District Administrator.~~

All crowdfunding activities are subject to AG 6605.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity involves students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of

age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

All other fundraising shall be done in accordance with Board Policy 9700.

Revised 6/19/17

Revised 12/18/17

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Wis. Stat. 103.23

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Book Policy Manual
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Title COST PRINCIPLES - SPENDING FEDERAL FUNDS
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6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities;
5. whether the cost does not represent any significant deviation from the established practices or Board policy which may unjustifiably increase the expense.

Whether an expenditure is necessary is determined based on the needs of the program. The expenditure must be necessary to achieve an important program objective and it must be established that the expenditure addresses an existing need.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth ~~in the~~as cost principles as required by law or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be ~~accorded~~~~afforded~~ consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award~~assigned~~ as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 - 1. in the case of personal services, the District Administrator shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
 - 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or state pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

Cost Compliance

The District Administrator shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; [program evaluation costs or other institutional service operations](#); and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the District Administrator, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Wisconsin Department of Instruction (DPI) or the pass-through entity (Federal funds subject to 2 CFR Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

When Obligations are Made

~~Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.~~

This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:	The obligation is made:
Acquisition of Property	On the date the District makes a binding written commitment to acquire property
Personal services by an employee of the District	When the services are performed
Personal services by a contractor who is not an employee of the District	On the date the District makes a binding agreement to obtain the services
<u>Performance of work other than personal services</u>	<u>on the date when the District makes a binding written commitment to obtain the work</u>
Public utility services	When the District receives the services
Travel	When the travel is taken
Rental property	When the District uses the property
A pre-award agreement cost that was properly approved by the Secretary under	On the first day of the project period

Period of Performance

All financial obligations must occur ~~during on or between the beginning and ending dates of the grant project. This period of time is known as~~ the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form~~grant funding period begins or all necessary materials are submitted to the granting agency,~~ whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period~~obligations may begin when the grant is awarded~~ unless an agreement exists with the awarding agency or the pass-through entity (e.g., Wisconsin Department of Education) to reimburse for pre-approval expenses~~otherwise stated in the grant.~~

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the end of the funding period unless an extension is authorized, or other terms are provided for in the grant. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.344(b)

2 C.F.R. 200.403-.406~~7~~, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.458~~200.474(b)~~

34 C.F.R. 75.703

34 C.F.R. 76.707 - .708(a)

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2 C.F.R. 200.344(b)
2 C.F.R. 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.458
34 C.F.R. 75.703
34 C.F.R. 76.707 - .708(a)

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Title	PROCUREMENT – FEDERAL GRANTS/FUNDS
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6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds including any District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The District Administrator shall have and use~~maintain~~ a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326) for the administration and management of Federal grants and federally-funded programs. The District shall maintain oversight~~a contract administration system~~ that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing policy and administrative guidelines (Policy 6320 and AG 6320A).

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3230, and Policy 4230 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business
- B. unnecessary experience and excessive bonding requirements
- C. noncompetitive pricing practices between firms or between affiliated companies
- D. noncompetitive contracts to consultants that are on retainer contracts

- E. organizational conflicts of interest
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement
- G. any arbitrary action in the procurement process

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures that require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above, for utilize the following methods of procurement:

A. Informal Procurement Methods

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the maximum extent practicable, the District ~~should~~ shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the District Administrator considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly. The District ~~shall maintain~~ maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition ~~Small purchase procedures provide for~~

~~relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid~~ threshold of \$250,000, except as otherwise required by State law. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources. **Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.**

B. **Formal Procurement Methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$10,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$150,000 unless otherwise required by State law.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids for sound documented reason.

2. ~~(Competitive p~~**Proposals**

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are~~Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is~~ generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$150,000.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.

- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurementproposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. micro-purchases;
- b. the item is available only from a single source;
- c. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- d. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District;
- e. after solicitation of a number of sources, competition is determined to be inadequate.

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The District Administrator shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the District Administrator to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Office of the District Administrator within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the District Administrator shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District ~~shall maintain~~**maintains** records sufficient to detail the history of all procurements. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

2 C.F.R. 200.317 - .326

[Appendix II to Part 200](#)

[2 C.F.R. 200.520](#)

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Legal 2 C.F.R. 200.317 - .326

Appendix II to Part 200

2 C.F.R. 200.520

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Last Revised	April 27, 2020

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity.

For purposes of this policy, "crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Board upon the recommendation of the District Administrator.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board policies and District administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Cash or equivalent payment to District-personnel is prohibited. All fiscal transactions shall comply with appropriate Board policies.

All crowdfunding activities are subject to AG 6605 and other applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising.

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Adopted	July 18, 2016
Last Revised	July 18, 2016

6610 - **STUDENT ACTIVITY FUND**

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular and extra-curricular activities of student organizations. The Board authorizes the maintenance of approved student activity funds as allowed by DPI regulations and the auditor's recommendations.

All activities described in this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policy.

Each class or student club shall be assigned a faculty advisor by the District Administrator or his/her designee. Upon the election of officers, each class shall submit an annual listing of class officers to the building principal. The class treasurer and faculty advisor shall be responsible to the building principal for documentation of the collection and disbursements of all class funds.

All funds collected or raised by student classes or clubs shall be under the financial control of the Board and shall be deposited in the District account after being received by the Board Treasurer. Any interest earned on the deposit shall be credited to the student activity fund.

Disbursements of student class/club funds may be made only with the recommendation of the faculty advisor upon the approval of the building principal. Proper documentation of vouchers or receipts must accompany each disbursement.

No student class or club may be allowed to operate with a negative balance. Exceptions may be made with the approval of the building principal based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.

If an account has had no activity for twelve (12) consecutive months, it may be considered inactive and the building principal may close the account and notify the bookkeeping office. Funds from inactive accounts shall be transferred to the District general fund.

Complete records relating to student class/club funds shall be submitted at the end of each school year to the Board through the building principal. An audit of all student class/club funds shall be made at the same time as the annual audit of school funds at District's expense.

At the end of the school year, balances of all student classes and clubs except the graduating class, will be carried over to the next school year. After covering its expenses and before the end of the school year, the graduating class, or its class officers, may designate how any remaining balance will be spent. Such designation must be approved by the building principal. Any funds remaining in a graduating class treasury at the end of the school year of graduation must be moved to a community bank before June 30 of the current year. If the money is transferred, the class officers are responsible for maintaining the account and the funds may only be used to help cover the expenses of holding a class reunion. If the funds are not moved by June 30, the funds will be transferred into the District general fund.

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Legal 120.14(1), Wis. Stats.
 120.16, Wis. Stats.
 120.18, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of GIFTS, GRANTS, AND BEQUESTS
Code	po7230 - No Revision
Status	
Adopted	November 21, 2016
Last Revised	November 16, 2020

7230 - **GIFTS, GRANTS, AND BEQUESTS**

The Board is appreciative of public interest in and goodwill toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest that it considers appropriate; and to reject those that it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the approval and administration of gifts, grants, and bequests on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260.

All gifts, grants, or bequests that are approved by the Board, as determined by approval of the consent agenda or as an individual agenda item, will be acknowledged by the Board at a Board meeting. The Board shall provide written acknowledgment to the donor.

The Board shall provide written acknowledgment to the donor. Such acknowledgment shall include the amount of cash or a description of a non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

An organization, club, or individual wishing to purchase equipment or supplies for use in the school, on District property, or at a District-related event will confer with the administration prior to purchase to allow the Board to determine appropriateness, suitability and potential liability of the gift prior to approval. In turn, the administration will confer with impacted District staff regarding same.

The Board reserves the right to refuse to accept such gift and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

Revised 12/19/16

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Legal

118.13 Wis. Stats.

118.27, Wis. Stats.

I.R.C. 170(f)(8)

I.R.C. 170(f)(12)

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

Americans with Disabilities Act

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Book Policy Manual
Section For Board Review - Vol. 30, No. 1
Title Copy of JOINT USE OF FACILITIES/INTER-LIBRARY LOANS
Code po7550
Status
Adopted November 21, 2016

7550 - **COOPERATION WITH LOCAL GOVERNMENTS**

The Board will consider collaboration between the District and other local municipal or county governments for joint facilities, services, or programs from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall evaluate and consider, as either opportunity or need arises, and as it is entitled to do so by law, whether to pursue joint projects with other governmental entities in acquiring, improving, equipping, operating, or maintaining such jointly-used facilities as recreational and cultural areas and/or facilities.

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JOINT USE OF FACILITIES/INTER-LIBRARY LOANS

~~The Board of Education advocates the joint expenditure of District funds and municipal or county funds to provide these facilities from which the entire community, children and adults alike, may derive benefits.~~

~~In accordance with this policy, the Board shall, as either opportunity or need arises, and as it is entitled to do so by law, join with each or all of the governing bodies comprising the District, the Board of County Commissioners, or other school districts or educational institutions in acquiring, improving, equipment, operating or maintaining such jointly used facilities as recreational and cultural areas and/or facilities.~~

~~The Board also authorizes District participation in Inter Library 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 school district.~~

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Legal 66.0301, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
Code	po8405
Status	
Adopted	November 21, 2016
Last Revised	November 19, 2018

8405 - ENVIRONMENTAL HEALTH AND SAFETY PROGRAM

The Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the District Administrator to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. It is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the District Administrator shall develop guidelines to provide for IEQ monitoring and maintenance. The plan developed shall be implemented no later than February 2013. The following must be included in the plan the District establishes:

A. an employee designated to serve as the IEQ Coordinator for the District;

Additionally, the District will designate an employee in each of the schools to serve as the IEQ Coordinator for that school.

B. the following strategies shall be delineated by the IEQ Coordinator:

1. methods for communicating with parents, students and other employees regarding any IEQ concerns and remediation plans related to such concerns;
2. a complaint procedure for IEQ concerns of parents, students, or employees;
3. developing a schedule of inspections and routine evaluation of each school buildings' environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;
4. at least annually review the management plan and provide an update to the Board; and
5. identify additional Board policies governing IEQ issues for consideration.

C. provides for training on environmental quality standards for maintenance employees and for the IEQ coordinators and committee members;

D. develops a schedule of and standards for routine maintenance of District properties.

The District shall provide a copy of the plan implemented to any person upon request.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program will also provide guidelines for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and District safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available media in the District.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, providing for work areas free from recognized hazards and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.
- F. Procedures for foreseeable emergencies and fire prevention.
- G. Procedures relating to recordkeeping required by State or Federal law.

PHASE-OUT/BANNED PRODUCTS

The District Administrator shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

INDOOR AIR QUALITY – MICROBIAL ABATEMENT

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold, fungi and other microbials on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue. Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination

- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to generally accepted industry standards
- C. implement a preventative maintenance program for HVAC systems that shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for ensuring materials used and purchased for use in the construction, furnishing, and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency’s initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

POLLUTION CONTROL AND PREVENTION

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

USE OF FREE-FLOWING MERCURY CONTAINING PRODUCTS

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

SEE ALSO THE FOLLOWING RELATED POLICIES:

- Policy 7420 - Hygienic Management
- Policy 7430 - Safety Standards
- Policy 8410 - School Safety and Crisis Intervention
- Policy 8420 - Emergency Preparedness
- Policy 8431 - Preparedness for Toxic Hazards
- Policy 8431.01 - Asbestos Management
- Policy 8442 - Reporting Accidents
- Policy 8450 - Control of Casual-Contact Communicable Diseases
- Policy 8453 - Direct Contact Communicable Diseases
- Policy 8453.01 - Control of Blood-Borne Pathogens

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Legal 101.11, Wis. Stats.
 118.07, Wis. Stats.
 Chapter 32, Wis. Admin. Code
 29 C.F.R. Part 1910

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Book	Policy Manual
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Title	Copy of PEDICULOSIS (HEAD LICE)
Code	po8451
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016

8451 - **PEDICULOSIS (HEAD LICE)**

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. ~~The District practices a policy of "no live lice" or no nits as a criteria for return to school.~~ The District practices a policy of (X) "no live lice" -no nits [end of options] as a criteria for return to school.)(

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Book	Policy Manual
Section	For Board Review - Vol. 30, No. 1
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130 **
Status	
Adopted	April 23, 2018
Last Revised	April 27, 2020

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board ~~reserves the~~~~has a~~ right to protect District staff from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. ~~Any individual presenting such a matter shall be provided with a copy of this policy.~~ Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter~~if it is not appropriate for consideration under this policy.~~

Guidelines for Matters Regarding a Staff Member

A. First Level

Generally, if the matter ~~raised involves concerns~~ a staff member the individual(s) should discuss the matter with the staff member, if appropriate. The ~~individual staff member~~ shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with

the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not involving staff members that are not resolved at the First Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within ten (10) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address (.) the Board or (.) a committee of the Board prior to making a final decision on the matter. ~~provide the individual(s) with a written response.~~

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member ~~shall inform the individual that s/he has no authority to act in his/her individual capacity and~~ may refer the individual(s) to this guideline or the District Administrator for further assistance.

~~Guidelines for Matters Regarding District Services or Operations~~

~~If the matter relates to a District procedure or operation, it should be addressed, initially, to the person with administrative responsibility and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".~~

~~Guidelines for Matters Regarding Enrollment Disputes~~

~~If the matters relates to disputes concerning student residency determination, Homelessness under the McKinney Vento Act, or related issues, the matter should be addressed initially to the District's Residency or Homelessness Coordinator, and then to the Third Level of the process for "Matters Regarding a Staff Member".~~

~~Guidelines for Matters Regarding the Educational Program~~

~~If the matter relates to a District program, it should be addressed, initially, to the Curriculum Director and then in subsequently higher levels as prescribed in "Matters Regarding a Professional Staff Member".~~

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall ~~prepare information so that students and parents are adequately~~ informed students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:



Book	Policy Manual
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Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01 **
Status	
Adopted	November 21, 2016

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes.

The Board may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

A. Product Sales:

fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel Seventeen or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

C. Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature;

The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the

films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the () Board () District. It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the specific written permission of the () Board () District. ~~approval of the Board or its designee.~~

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement shall be consistent with the District's educational standards and goals.
- B. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, or gambling aids.
- C. No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate, or ballot initiative.
- D. No advertisement may contain libelous material.
- E. No advertisement that would may create a substantial disruption in the school environment or inhibit the functioning of any school may be approved.
- F. No advertisement shall be false, misleading or deceptive.
- G. Each advertisement must be reviewed in advance for age appropriateness.
- H. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- I. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- J. Students shall not be required to advertise a product, service, company or industry.
- K. Advertising will not be permitted on the outside or the inside of school buses.
- L. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- M. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

Accounting

Advertising revenues must be properly reported and accounted for based upon District policy.

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Book	Policy Manual
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Title	Copy of RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS
Code	po9700
Status	
Adopted	November 21, 2016
Last Revised	December 18, 2017

9700 - **RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS**

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, shall not be construed as an endorsement of any cause or group by this Board.

No non-school affiliated group may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the () Board () District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the () Board () District Administrator.

School District Referendum Advocacy

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

A. Materials or Activities

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the principal on the basis of the proposed activities or materials educational contribution to part or all of the school program and benefit to students, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment that contain commercial messages, providing the content of such messages are in a manner of presentation have been approved by the District Administrator and are in compliance with the District's administrative guidelines.

Outside speakers representing commercial organizations are welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

B. Contests/Exhibits

The Board recognizes that contests, exhibits may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. interrupt the regular school program;
4. involve any direct cost to the District;
5. cause the participants to leave the School District.

All contests and exhibits may take place if:

- a. There is compliance with Board's Policy 2340 - Field and Other District-Sponsored Trips;
- b. The District Administrator has granted special permission;
- c. the parents of a minor student have granted their permission.

C. Distribution/Posting of Literature

Non-school affiliated organizations may distribute or post literature on that organization's behalf on District property either during or after school hours only with advance permission of the principal.

The Board requires that any materials distributed for non-school-related activities contain the statement: "This activity is neither endorsed nor supported by the School District of Manawa".

D. Solicitation of Funds

Because the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.

E. Prizes/Scholarships/Other Awards

The Board is appreciative of the generosity of organizations that offer scholarships, prizes, or other awards to deserving students in the District.

In the administration of scholarships, prizes, or other awards, the District shall not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Administration of scholarship or award programs appropriately designated under this policy to benefit individuals in a particular group that has not traditionally been represented does not violate this policy.

The District may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established by a domestic or foreign will, trust, bequest, or similar legal instrument that requires the award to go to a student of a particular sex, race, color, national origin, or with a particular disability. Such restricted awards must not lead to discrimination in access to the total amount of prizes, scholarships, or other awards available.

In accepting the offer of such scholarships or prizes, the Board directs that no information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

The District will periodically review their procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

F. Surveys and Questionnaires

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Surveys, Analyses, Evaluation.

Legal

118.125, Wis. Stats.

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Book	Policy Manual
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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 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 Melanie Oppor on February 22, 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
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Last Modified by Melanie Oppor on February 18, 2021

Comprehensive
Literacy Plan
The School District of Manawa
2021-2026



By: Jacquelyn Sernau- District Reading Specialist

Introduction:

Literacy is a vital part in any students' education. Beyond the functional level, literacy plays a vital role in transforming students into socially engaged citizens. Being able to read and write means being able to keep up with current events, communicate effectively, and understand the issues that are shaping our world.

Literacy Instruction in the School District of Manawa has changed greatly over the past five years. We have implemented the workshop model for both reading and writing that spans kindergarten through eighth grade. The English department at the high school has worked collaboratively to re-write their courses and shift focus to areas of instructional need. They have also begun to include regular test preparation activities so that our students can learn to be comfortable with the structure and content of large assessments.

How has this changed the status of our students' achievement and what can we do to continue to grow in our literacy achievement? The following is a long-term comprehensive plan that evaluates our current state with balanced literacy implementation and achievement as well as clear implementation goals for improvement over the next five years.

Manawa Balanced Literacy Overview

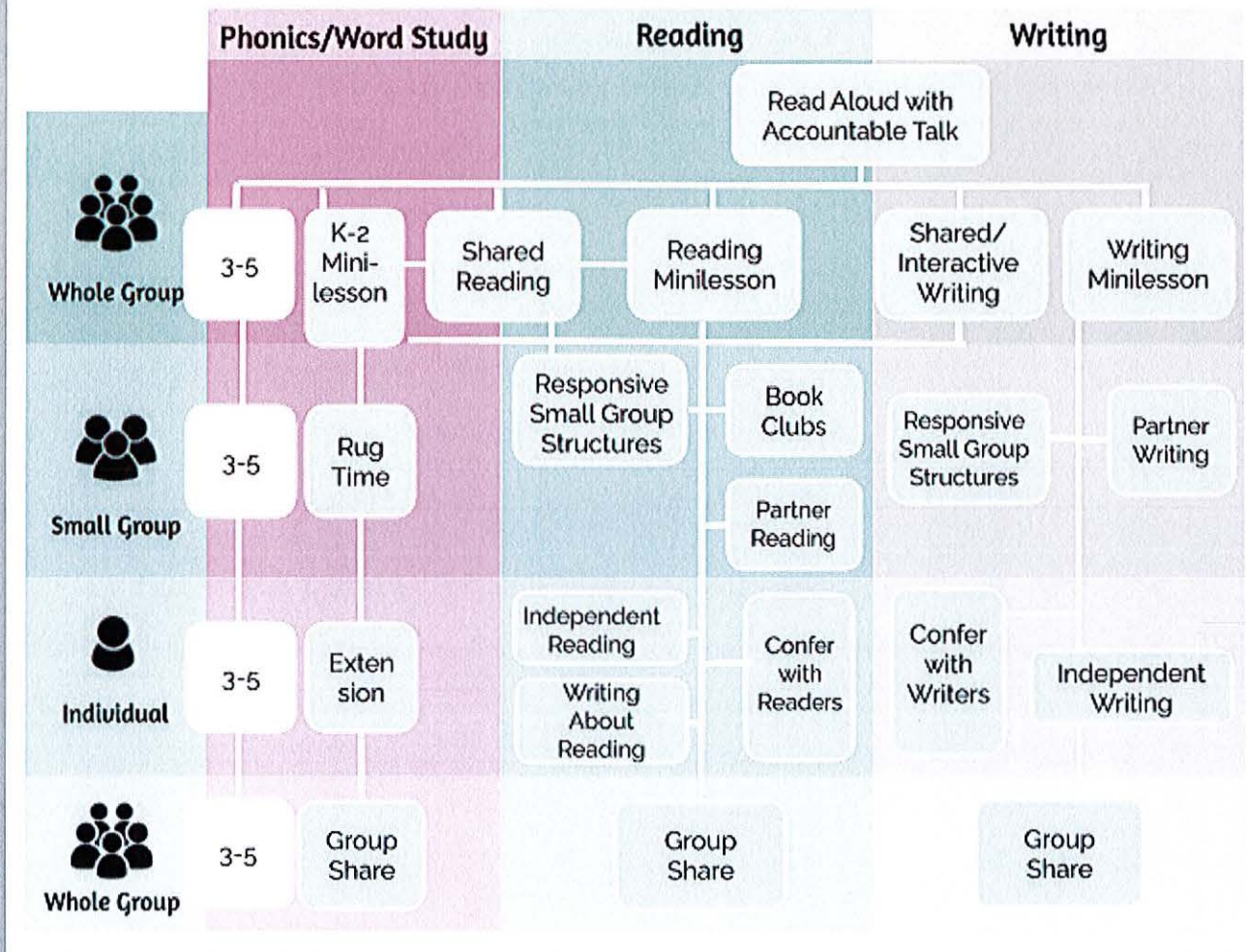
[Click here to visit Teachers College Units of Study Informational Website](#)

[Click here to access the Comprehensive Overview guide](#)

Workshop Exists Inside a Balanced Literacy Framework

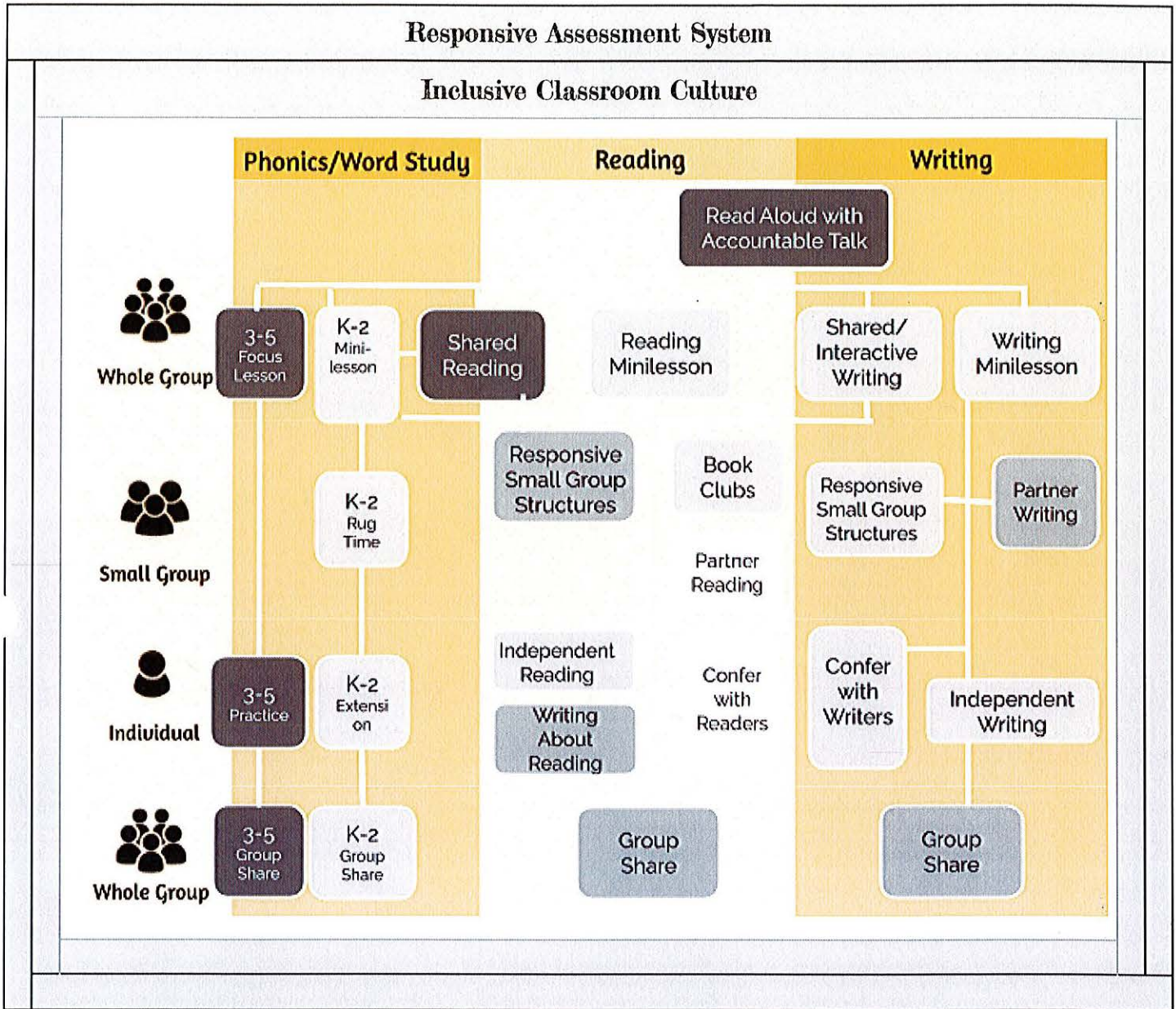
Responsive Assessment System

Inclusive Classroom Culture



The School District of Manawa: Current Literacy State

Manawa Elementary



Percent of Teachers Delivering Curriculum Through the Instructional Context at a 3 or 4

0-25%	26-50%	51-75%	76-100%
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Criteria for Full Implementation (1 point for each criteria)

- Identified scope and sequence of skills
- High Quality Materials
- Utilizes a standard structure for the instructional context
- Utilizes the instructional context at recommended frequency

Interactive Read Aloud - Vocabulary, Comprehension, Constructed Responses

K - 1

2-5 - Fall STAR

Grade	% Advanced or Proficient (F&P Benchmark)	Weekly Frequency	% of Year to % of Year to Include IRA*	% of Articulated Curriculum	% of Teaching Resources	% of Student Resources
K		5 days/week	100%	0%	5% RUOS	0%
1		5 days/week	100%	0%	5% RUOS	0%
2	39%	5 days/week	100%	0%	5% RUOS	0%
3	35%	5 days/week	100%	0%	5% RUOS	0%
4	46%	4-5 days/week	100%	0%	5% RUOS	0%
5	58%	3-4 days/week	100%	0%	5% RUOS	0%

- For Grades 2-5:
 - If 80% + Adv/Prof... IRA 2x/week
 - If 60% Adv/Prof... IRA 3-4x/week
 - If 40% Adv/Prof... IRA 5x/week

●

Phonics and Word Study

- Primary Grades
 - 100% complete cohesive, standards-aligned curriculum and supporting resources
- Intermediate Grades
 - 0% - cohesive curriculum is nonexistent

Shared Reading - Phonology, Phonics, and MSV Processing

K - Fall Early Lit Screener

1-5 - Fall Benchmarking

Grade	% Advanced or Proficient (F&P Benchmark)	Model Needed*	% of Year to Include SR*	% of Articulated Curriculum	% of Teaching Resources	% of Student Resources
K	13%	5 days/week	100%	0%	13% RUOS	
1	33%	5 days/week	100%	0%	13% RUOS	
2	65%	2-3 days/week	33%	0%	13% RUOS	
3	46%	3 days/week	50%	0%	0%	
4	65%	2-3 days/week	33%	0%	0%	
5	67%	2-3 days/week	33%	0%	0%	

- For Grades 2-5:
 - If 80% + Adv/Prof... no need for shared reading
 - If 75% Adv/Prof... shared reading 2x/week for at least first ¼ of year
 - If 50% Adv/Prof...shared reading 3x/week for at least the first ½ of year
 - If 25% Adv/Prof...shared reading 5x/week to start, then re-assess

Reading Mini Lessons

K - Fall Early Lit Screener

1-5 - Fall Benchmarking

Grade	% of Articulated Curriculum	% of Teaching Resources
K	50%	50%
1	50%	50%
2	50%	50%
3	50%	50%
4	50%	50%
5	50%	50%

Independent Reading

K - Fall Early Lit Screener

1-5 - Fall Benchmarking

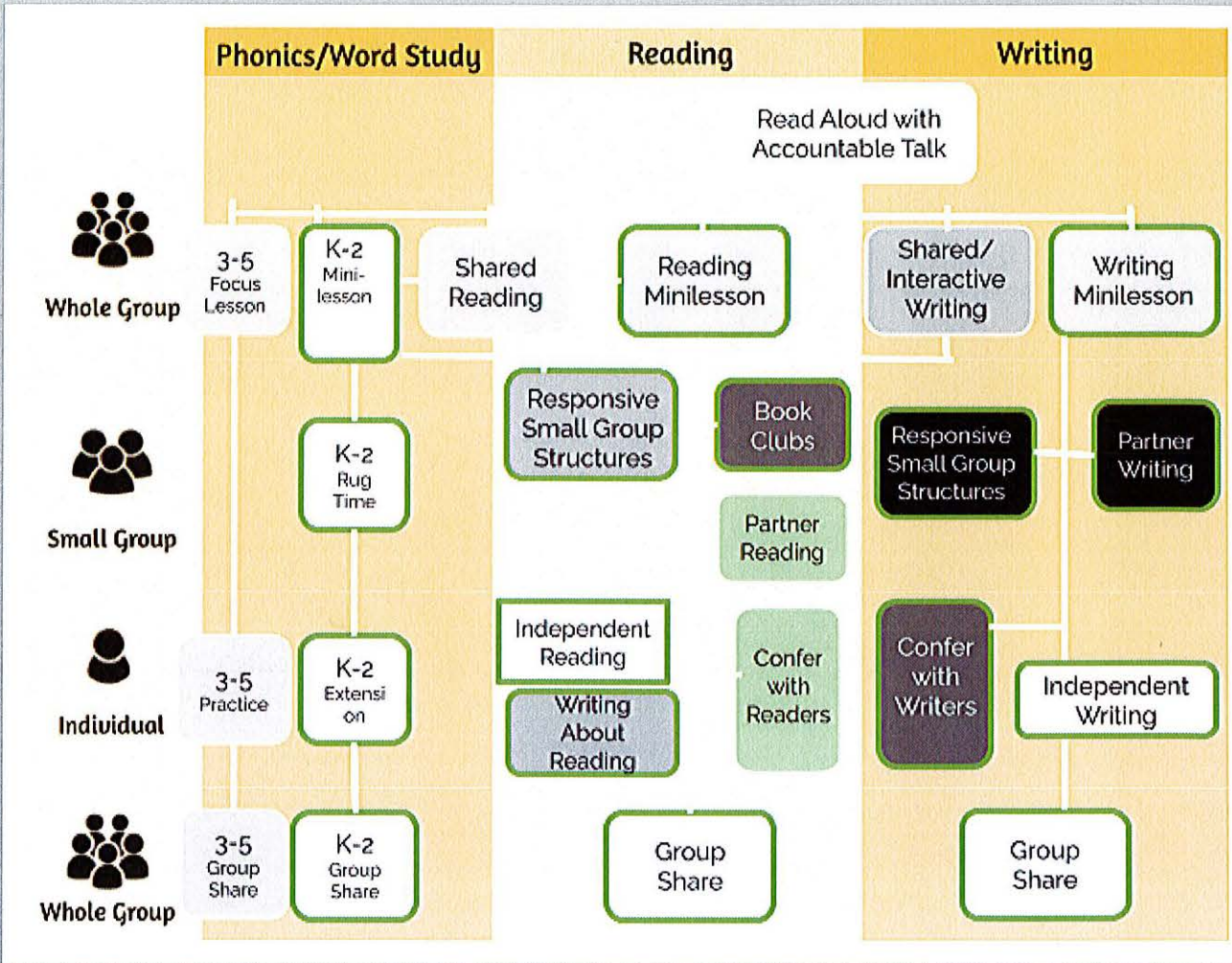
Grade	% of Articulated Curriculum	% of Teaching Resources	% of Student Resources
K	0%	100%	
1	0%	100%	
2	50%	100%	
3	100%	100%	
4	100%	100%	
5	100%	100%	

The School District of Manawa: Implementation Goals

Manawa Elementary

Responsive Assessment System

Inclusive Classroom Culture



Code for Year of Implementation

Note: Instructional Contexts Outlined in Green are Partially Implemented as of 20-21

Focus for 25-26	Focus for 24-25	Focus for 23-24	Focus for 22-23	Focus for 21-22	In place as 20-21

Implementation Plan for 2021-2022 School Year

Read Aloud with Accountable Talk

Goals	PD Plan for Teachers	Leadership Team
Develop a scope and sequence of skills to be taught through Whole Group Interactive Read Aloud Instructional Context	<ul style="list-style-type: none"> ● Provide teachers a detailed scope for first semester 	CESA 6 Jackie Sernau Dani Bauer
	<ul style="list-style-type: none"> ● Support teacher in detailing cope for second semester 	CESA 6 Jackie Sernau
Complete the set of high quality texts for iIRA	<ul style="list-style-type: none"> ● Kindergarten ● Grade 1 ● Grade 2 ● Grade 3 ● Grade 4 ● Grade 5 <hr/> <ul style="list-style-type: none"> ● Orientation to the instructional context and materials 	CESA 6 Jackie Sernau
Utilizes the standard structure for the instructional context	<ul style="list-style-type: none"> ● Model, and study the structure ● Simulate and provide in class support 	CESA 6 Jackie Sernau
Utilizes the instructional context at recommended frequency <ul style="list-style-type: none"> ● 15 minutes/day for 5 days/week at K-3 ● 15 minutes/day for 4-5 days/week at grade 4 ● 15 minutes/day for 3-4 days/week at grade 5 	<ul style="list-style-type: none"> ● Orientation to data and need for frequency ● Support in scheduling ● Support in sustaining frequency 	Jackie Sernau
At least monthly, progress monitor the status of the class in terms of mastered reading behaviors identified as that month's focus	<ul style="list-style-type: none"> ● Facilitating monthly PLC meetings per grade level 	CESA 6 Jackie Sernau

Read Aloud with Accountable Talk

Opening		Reading		Discussing		Revisiting &/or Responding	
About 1 minute		8-10 minutes		3-4 minutes		5-10 minutes	
Say a few words about the text to engage students' interest and clarify some points on any aspect of the text (e.g., setting, background information necessary to understand the text)		Reading Aloud Model fluent, phrased reading		Facilitate a Discussion of the Text Begin by inviting an open discussion of the text, "What are you thinking?"		Can be same day or subsequent days	
The primary purpose is to get the students interested in the book, but your analysis might also reveal some things students should know "going in" (e.g., period of history)		Move between storytelling and theatrical voices		Use pre-planned questions/prompts/thoughts to enrich the conversation		Revisiting Revisit to notice more about how the text is crafted	
Can share the names of the author and illustrator, connecting to other known books		Embedded Teaching Pause for a brief (preplanned) conversation at carefully-selected places in the text		Link Connect learning to the larger world of literacy		Revisit to build deeper meaning	
		Text Talk Invite students to engage in talk that is grounded in the text		Names how today's work applies beyond the lesson		Responding Enhance appreciation and interpretation through writing about reading	
				Record of Reading Record text information on "Books We Have Shared" chart		Enhance appreciation and interpretation through drama, art, inquiry project	

Implementation Plan for 2021-2022 School Year

K-2 Phonics/Word Study

Goals	PD Plan for Teachers	Leadership Team
At the end of each unit, progress monitor the status of the class in terms of mastered phonics/word study skills identified as that unit's focus	<ul style="list-style-type: none">• Facilitating monthly PLC meetings per grade level	CESA 6 Jackie Sernau
Utilizes the standard structure for the instructional context	<ul style="list-style-type: none">• Model and analyze the structure of lesson• How to use data to plan targeted large group lessons• Planning and organizing small group practice• Informal assessment strategies	Jackie Sernau
Utilizes the instructional context at recommended frequency	<ul style="list-style-type: none">• Provide classroom support	Jackie Sernau

Implementation Plan for 2021-2022 School Year

Independent Reading

Goals	PD Plan for Teachers	Leadership Team
Complete the curation of high quality classroom libraries	<ul style="list-style-type: none">• Kindergarten• Grade 1• Grade 2• Grade 3• Grade 4• Grade 5	CESA 6 Jackie Sernau
Ensure every student is engaged in purposeful independent reading for the recommended amount of daily time	<ul style="list-style-type: none">• Kindergarten• Grade 1• Grade 2• Grade 3• Grade 4• Grade 5	Jackie Sernau
Develop teacher skills to facilitate students setting goals, tracking goals, and reporting out to teacher	<ul style="list-style-type: none">• Model and provide classroom support	Jackie Sernau

Independent Reading Reading

Independent Reading Space		Reading Volume		Purposeful Practice	
	Students assigned to a specific spot	Number of pages increases over time		Students select a teaching point to be the focus of practice	
	Sit beside reading partner	Goal is 30 minutes of independent, partner, or writing about, reading		Students set goals for conferring with teacher	
	Leave space to come alongside a student to confer	Number of books read per week is commensurate with goals for text level, see appendix		Students reference anchor charts and other instructional aids to assist in purposeful practice	
		Students who struggle have a strategy or personal plan		Students can explain what they are working on as a reader	
				Students can share their self-assessment of current ability in relation to the goal (teaching point set as focus)	

Implementation Plan for 2021-2022 School Year

Independent Writing

Goals	PD Plan for Teachers	Leadership Team
Ensure every student is engaged in purposeful independent writing for the recommended amount of daily time	<ul style="list-style-type: none">• Kindergarten• Grade 1• Grade 2• Grade 3• Grade 4• Grade 5	Jackie Sernau
Develop teacher skills to facilitate students setting goals, tracking goals, and reporting out to teacher	<ul style="list-style-type: none">• Model and provide classroom support	Jackie Sernau

Independent Writing

Independent Writing Space		Writing Volume		Purposeful Practice	
Students assigned to a specific spot		Number of pages of writing in the notebook (increases over time)		Students select a teaching point to be the focus of practice	
Sit beside writing partner		Goal is 30 minutes of independent writing		Students set goals for conferring with teacher	
Leave space to come alongside a student to confer		Students who struggle have a strategy or personal plan		Students reference anchor charts and other instructional aids to assist in purposeful practice	
				Students can explain what they are working on as a writer	
				Students can share their self-assessment of current ability in relation to the goal (teaching point set as focus)	
				Students can explain how the mentor texts, discussions with partners and others, and the writing practice all aims towards reaching goals	

Material Resources

Instructional Context	Standards Addressed	Supporting Resources	Cost	
Interactive Read Aloud	Reading Standards R.1-9 Comprehension & Collaboration SL.1 Presentation of Knowledge & Ideas SL.2 Knowledge of Language L.1 Vocabulary Acquisition and Use L.2-4	Fountas & Pinnell Classroom (FPC)	K-2 \$ 1,080/each 3 \$ 1,140 4-5 \$1,500	\$14,760
Phonics and Word Study K-2	Print Concepts RF.1 Phonological Awareness RF.2 Phonics & Word Recognition RF.3 Vocabulary Acquisition and Use L.2-4	Phonics Units of Study, K-2 Leveled books in Class Library		
Phonics and Word Study 3-5	Phonics & Word Recognition RF.3 Vocabulary Acquisition and Use L.2-4	TBD 2022-23		
Shared Reading	Print Concepts RF.1 Phonological Awareness RF.2 Phonics & Word Recognition RF.3 Fluency RF.4 Reading Standards R.1-9 Comprehension & Collaboration SL.1 Presentation of Knowledge & Ideas SL.2 Knowledge of Language L.1 Vocabulary Acquisition and Use L.2-4	TBD 2022-23 <i>(Considering FPC or Jan Richardson)</i>		
Reading Mini Lesson	Print Concepts RF.1 Phonics & Word Recognition RF.3 Fluency RF.4 Reading Standards R.1-9 Comprehension & Collaboration SL.1 Presentation of Knowledge & Ideas SL.2	Reading Units of Study, K-5 Classroom Library		
Response Small Group Reading Structures	Print Concepts RF.1 Phonological Awareness RF.2 Phonics & Word Recognition RF.3 Fluency RF.4 Comprehension & Collaboration SL.1	Literacy Footprints Leveled Books	See table, below	\$8,235
Teacher-Supported Book Clubs	Comprehension & Collaboration SL.1 Presentation of Knowledge & Ideas SL.2			

Allocation of Resources

Instructional Context	Standards Addressed	Supporting Resources	Cost
Writing About Reading	Print Concepts RF.1 Phonological Awareness RF.2 Phonics & Word Recognition RF.3 Reading Standards R.1-9 Writing Standards W.1-9 Presentation of Knowledge & Ideas SL.2 Knowledge of Language L.1 Conventions of Standardized English L.5-6	Fountas & Pinnell Classroom (FPC) Interactive Read Aloud	---
Shared/Interactive Writing	Print Concepts RF.1 Phonological Awareness RF.2 Phonics & Word Recognition RF.3 Writing Standards W.1-9 Presentation of Knowledge & Ideas SL.2 Knowledge of Language L.1 Conventions of Standardized English L.5-6	n/a	
Writing Mini Lesson	Writing Standards W.1-9 Presentation of Knowledge & Ideas SL.2 Knowledge of Language L.1 Conventions of Standardized English L.5-6	Writing Units of Study Patterns of Power (\$44/teacher)	\$440
Response Small Group Writing Structures	Writing Standards W.1-9 Presentation of Knowledge & Ideas SL.2 Knowledge of Language L.1 Conventions of Standardized English L.5-6	n/a	

Leveled Bookroom Purchase

Text Level	Recommended Number of Titles				Quantity to Purchase			Cost
	Kindergarten	First Grade	Second Grade	TARGET	LFP - K (\$2,850)	LFP - 1 (\$3,750)	LFP - 2 (\$2,550)	
A	20	10		30	36	8		\$8,235
B	40	10		40	16	12		
C	25	10		30	16	18		
D	10	18		18	16	19		
E	10	18		18	10	16		
F		16	20	20	5	12	6	
G		16	20	20		12	13	
H		16	20	20		10	10	
I		16	20	20		11	10	
J		10	24	24		8	10	
K			24	24		4	11	
L			24	24			10	
M			24	24			13	
N			24				7	
O			10					

Overview of SDM Literacy Plan



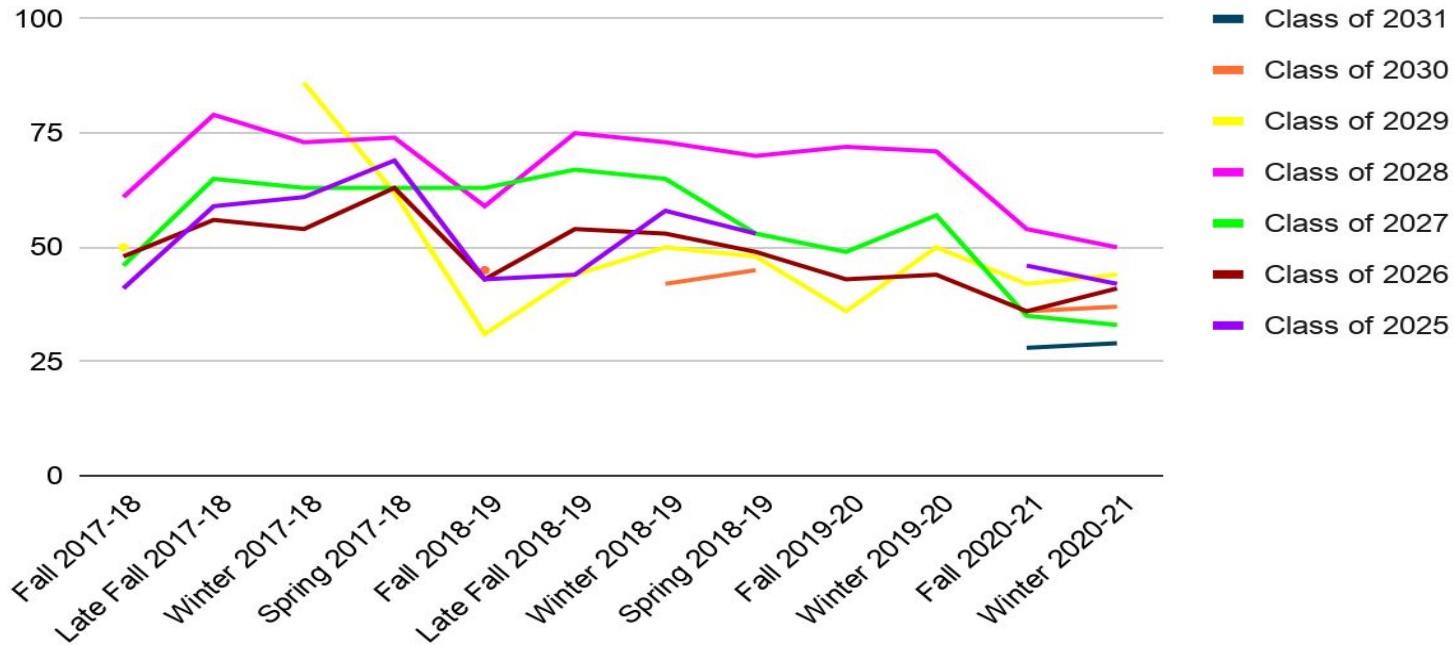
By: Jacquelyn Sernau
District Reading Specialist

A Quick Look at Data

Target: 80%+ students at or above benchmark demonstrates that tier one instruction is effective.

This chart shows the performance level of our students separated out by grade level across the past four years.

Percent of Students At or Above Benchmark - STAR Reading



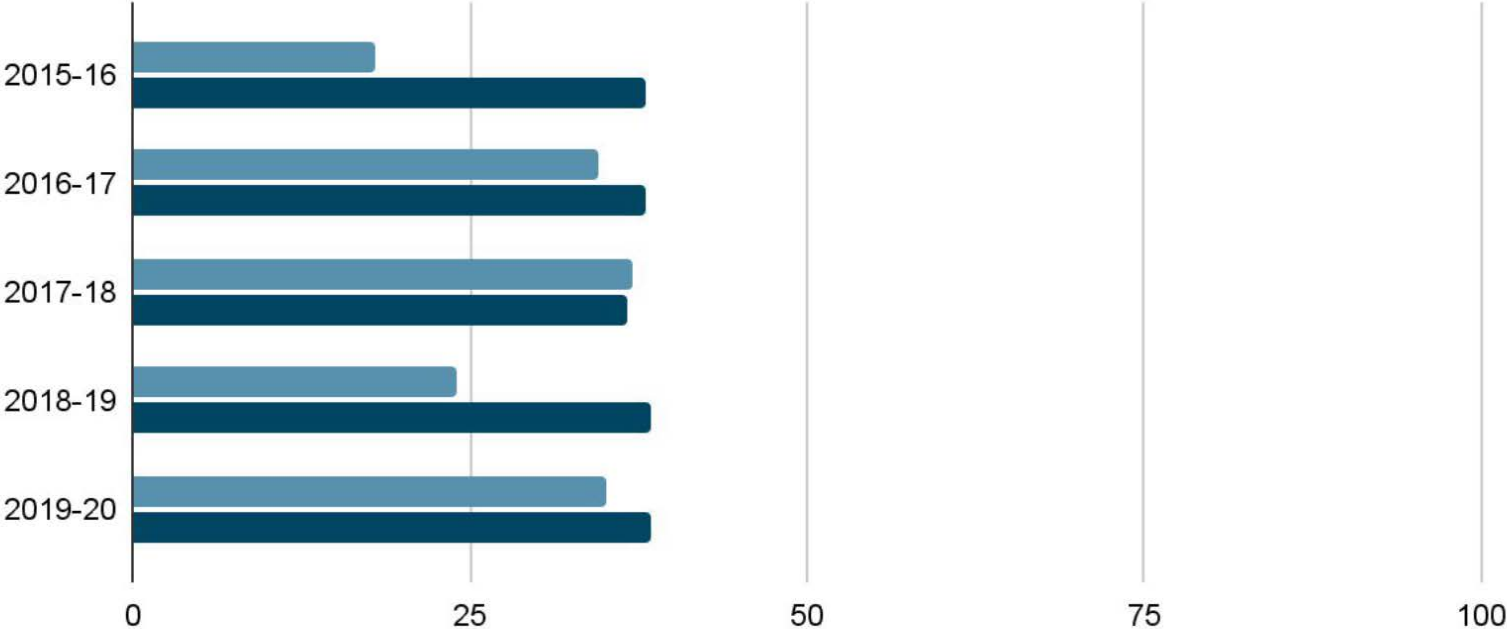
Students at or above benchmark on Fountas and Pinnell Running Records

Grade Level	Winter 2019-2020	Fall 2020-2021	Winter 2020-2021
K	13%		13%
1	78%	19%	35%
2	77%	50%	60%
3	79%	47%	
4	85%	57%	63%
5	79%	63%	77%

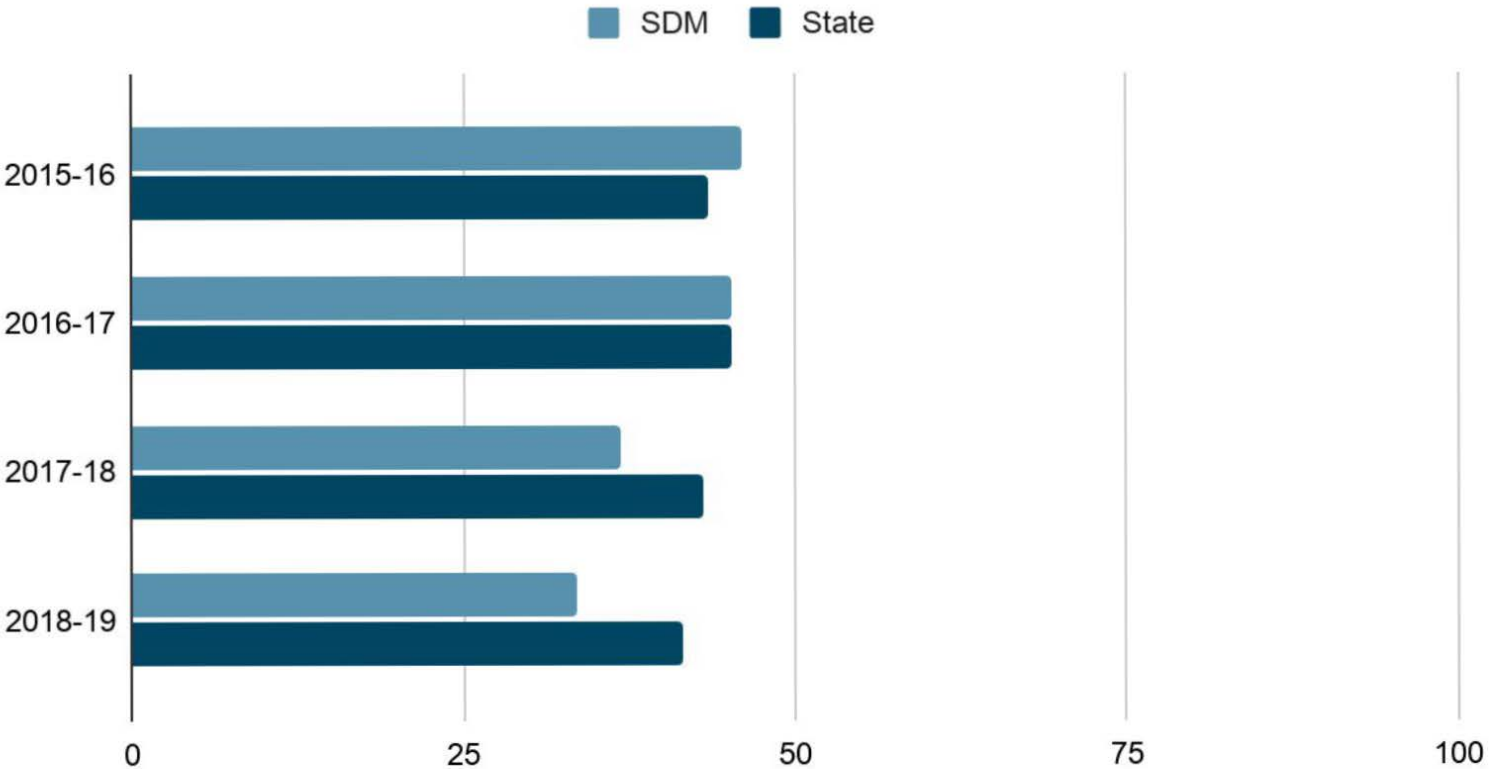


ACT Percent Meeting ACT Benchmarks in Reading - College Ready Based on ACT Benchmarks

SDM State



Forward and DLM Percent Proficient in ELA



What does this mean?

*We know, by looking at all district data, that we are not trending in the right direction

*We need a change of focus and implementation of pieces that are missing in instruction

*We need more resources so students have more books in their hands

*We need a team of stakeholders who are willing and passionate about making instructional changes

*We need to progress monitor our changes to see if they are making a difference in student achievement



Contents of the literacy Plan

- A look at the current state of balanced literacy at the elementary school and templates to use for the same audit at the middle and high school levels
- Up-to-date district literacy data
- Needs Assessment of the Instructional Contexts (components of balanced literacy) at the Elementary School
- 5-year plan for Implementation Goals at the Elementary School
- Specific goals and suggested professional development for the 2021-2022 school year focus areas
- Material Resource list (with price quotes) for each instructional context
- Analysis of current book room status with a recommended number of titles needed for purchase
- Resources to do a Classroom Library Audit for grades K-12
- Literacy Plan Working Document



2021-2022 Goals

At the Elementary School:

- *Work on vertical alignment of standards, creating learning targets, making pacing guides, and creating common assessments
- *Focus on K-2 Word Study and Phonics- Make it a priority and Get Training for better implementation
- *Incorporate (with coaching support) Interactive Read Alouds at all grade levels
- *Continued increased focus with independent reading and independent writing
- *Middle School and High School will be determined by audit and DLT



Next Steps

March:

Establish a District Literacy Team (DLT)

Survey teachers of literacy to gain their perspective on teaching practices

Finish work time with Kathy Schmitt- CESA 6 literacy consultant

Share District Literacy Plan with Curriculum Committee

Share District Literacy Plan with School Board

Organize Summer Sponsored Workshop options

Order suggested materials for elementary school for the 2021-2022 school year

April:

DLT meets to review literacy goals for 2021-2022 for elementary school

DLT sets goals for 2021-2022 for middle school and high school

May:

Meet with DLT and review what is offered for Summer Sponsored Workshops

Make sure we are clear on our steps for improvement in the fall



Any Questions?





ADVENTURE 2021

Program Guide

The School District of Manawa Summer Enrichment Program

"Every Adventure Requires a First Step"

Join us for a summer of adventures
and endless possibilities

June 7th-June 25th

Registration will take place online April 1st-9th

PROGRAM INFORMATION

WHO:

- Students entering grades Pre-Kindergarten – 12th grade

WHAT:

- Introduction to 4K (Your child must be 4 by September 1, 2021)
- Camp Kindergarten (2021-2022 Kindergarteners)
- Remedial courses: reading, writing, and mathematics (grades 1-12)
- Enrichment courses: cooking, science, computers, outdoor adventures, dancing, tumbling, fitness, and more (grades 1-8)
- Skills courses: volleyball, wrestling, football, basketball, hunter safety
- Swimming Lessons: Iola-Scandinavia Fitness & Aquatic Center (grades 1-6)

WHEN:

- Summer Adventures: June 7th-25th 8:00-12:00
- Swimming and skills courses see specific course dates & times

WHERE:

- Programming will be held at the Elementary School for Grades 4K- 8 and the High School for Grades 9-12

WHY:

- “*Summer Adventure*” participants will find a number of interesting and exciting learning opportunities again this summer
- Remediation
- Fun
- Skill Development

HOW:

- Complete registration and medical emergency form attached ‘
- Complete online forms found at (put link here)
- Request a copy of printed forms from the school offices

CONTACTS:

- **Jackie Sernau**- 920- 596-5738 or summerschool@manawaschools.org
- **Mary Eck**-920-596-5804 or summerschool@manawaschools.org
- **Manawa Elementary School Office** – 920-596-5700
- **Little Wolf Junior/Senior High Office** – 920-596-5801

COVID Mitigation Strategies:

All students and staff will be required to wear masks during summer school. There will be enhanced cleaning practices as is done during the regular school year. We will follow all mitigation strategies as are listed in the SDM school board approved plan. *Subject to change based on CDC and DHS recommendations.

FREQUENTLY ASKED QUESTIONS

Q: What does a student's daily schedule look like?

A: "Summer Adventure" Daily Schedule

Session 1	8:00-9:00
Session 2	9:00-10:00
Session 3	10:00-11:00
Session 4	11:00-12:00

Q: Who will be teaching the classes?

A: Teaching staff will include the best possible *certified* teachers available. Teaching assistants will also be working for the program to assist our certified staff with daily activities.

Q: What happens if my child selects a course that is filled?

A: An alternative course will be assigned based on the child's grade level and interest. **Please make sure an alternative course is listed to aid the scheduling process.**

NOTE: *Course enrollment will be on a first come, first served basis.* Some courses may be eliminated if there are an insufficient number of students enrolled, or if there are not qualified teachers available to teach them. Parents will be notified as soon as possible of any changes.

Q: When will I know what my child's summer school schedule is?

A: A copy of your child's schedule will be sent home at least two-weeks prior to the start of summer school.

Q: Can my child who is entering 4K Kindergarten and 5 year old Kindergarten attend?

A: Yes! Students can enroll in our 4K and Camp Kindergarten. Students will use skills that will prepare them for a successful Kindergarten experience. Activities will include stories, music, plays, manipulatives, arts and crafts, and fun.

Q: Can out-of-district children enroll in Summer Adventure?

A: Yes! There is a tuition fee of \$75.00 per child. An out-of-district student is any student who currently resides outside the School District of Manawa. If a student, (ex: grandchild), is staying with a district resident this summer 2021, the in-district requirements are met.

Q: Will transportation be available for students to get to & from summer school?

A: Yes! The school district will be offering transportation to and from summer school. Designated pick-up points, drop-off points, and times will be established for surrounding communities. Parents will be responsible for making sure students are at those locations at the scheduled times in order to accommodate the summer school schedule. **Please note, after the initial registration, it will be decided if numbers are adequate to offer this service. Locations and times will be sent out after registration.**

FREQUENTLY ASKED QUESTIONS

Q: What are the attendance procedures and policies?

A: All students enrolled are asked to attend summer school on a regular basis. Emergencies and illness should call the school offices and make us aware of the situation by at least 9:00 a.m. daily if at all possible. Elementary School Office (920) 596-5700 High School Office (920) 596-5800

Q: Does my student need to bring school supplies?

A: Most supplies will be furnished by the School District of Manawa. In the event special supplies are needed or there are additional fees, it will be noted in the description of the coursework. Students should **NOT** bring items such as toys, video games, etc. to summer school.

Q: What should my student wear to summer school/is there a dress code?

A: We understand that the weather will likely be warm in June and July; therefore we expect that our students come to summer school dressed casually and comfortably. However, all students are required to dress per school district dress code. Students will be required to wear shoes at all times. Hats will not be allowed inside the buildings, but may be worn for outside activities. Please note that some courses and, or activities may require students to dress in a particular fashion. You will be notified in advance if this applies (i.e. – Outdoor Adventure in the woods, swimming, etc.).

Q: Is there a student code of conduct? Can my student be removed from summer school?

A: Yes! The same rules and regulations regarding student conduct for the regular school year will apply for summer school as well. Students who misbehave will be disciplined in a reasonable manner and parents will be notified. Students who cause excessive disciplinary problems may not be invited back to summer school in extreme circumstances. Refunds will not be granted in these circumstances.

Q: Will the Sturm Memorial Public Library Summer Reading Program be affiliated with summer school?

A: Yes! Students are strongly encouraged to visit the public library and participate in summer programming. For more information please contact Lyn Hokenstad at 596-2252.



*****PENDING APPROVAL FROM DHS*****

SWIMMING PROGRAM

IOLA-SCANDINAVIA FITNESS & AQUATIC CENTER

&

The Manawa Summer School Program

SWIMMING SESSION: June 7th-June 23rd, 2021, Monday & Wednesday, Six day lesson schedule.

BUSSING: There will be central pickup points at specific community locations. Approximate times will be established so students will be able to take lessons at the pool from 8:00 A.M. – 8:45 A.M. during any of the sessions.

A qualified teacher will accompany the students to the pool. Certified swimming instructors hired by the Iola Aquatic Center will provide the instruction. Students will still be able to return to the elementary for the remainder of their Summer School Programming on lesson days.

Please keep in mind, adequate participation will still determine course offering. There will be no cost for the swimming instruction and transportation. The school district will recover the cost through state aid membership participation. **We will however require a student who signs up for instruction to attend all the sessions.** An Iola Fitness and Aquatic form and parental signatures must be filled out before or on the day of registration. Schedule of pickup times and return times are below.

Option 1 Students will be picked up at a central location at the listed approximate times. Parents are required to provide transportation to the pick-up site. Students will be returned to the central location and it is the responsibility of the parent/guardian to pick them up in a timely fashion. Please arrive a little earlier to make sure we keep our schedule as planned.

Pickup Time

Return Time

Royalton	7:00	Congregational Church	9:50
Manawa	7:10	Elementary School	9:40
Symco	7:25	St. Mark's	9:25
Ogdensburg	7:45	First Lutheran Church	9:10

All times listed are approximate.

Pool Arrival Time: 7:55 A.M. Departure Time: 9:00 A.M.

Option 2 Students will be picked up at a central location at the listed times. Parents are required to provide transportation to the pick-up site. **Students may choose to get off at the Elementary School and continue with other Summer School options.** It would then be the parent/guardian responsibility to pick up their children from school after their course choices.

COURSE DESCRIPTIONS + GRADE LEVELS

Offerings for Grades 4K to 5/6

Introduction to Four Year Old Kindergarten

15 days

2 hours/day

Is your child eligible for 4 year old kindergarten in the school year 2021? (Must be four years old by September 1, 2021) This class will be a fun introduction to the 4K environment. Students will have stories, songs, art, games, music, movement, and lots of play! This will be a fun way to introduce your child to our 4K program.

Camp Kindergarten (Students entering 5 year old Kindergarten)

15 days

4 hours/day

Students will acquire skills for a successful Kindergarten experience. Colors, shapes, alphabet, and counting will be promoted using play, music, stories, movement, manipulatives, and fun!

Characters and Crafts

Grades K-2

15 days

1 hour/day

In this course, we will focus on different characters of some of our most beloved stories. We will bring these characters to life through crafts! This course will allow students to explore their talents and create art in a variety of ways. Bring your creative minds and be ready to get messy!

Games Galore

Grades 2-3

15 days

1 hour/day

Let the board /card games begin! Students will practice learning, social, and communication skills while playing games! The games *may* include: Sequence, Clue, Yahtzee, Uno, Phase 10, Garbage, etc. The games will help kids acquire logic and reasoning skills as well as boost critical thinking skills! Don't miss this Old Fashioned Fun!

Games Galore

Grades 4-5

15 days

1 hour/day

Let the board /card games begin! Students will practice learning, social, and communication skills while playing games! The games *may* include: Sequence, Clue, Yahtzee, Uno, Phase 10, Garbage, etc. The games will help kids acquire logic and reasoning skills as well as boost critical thinking skills! Don't miss this Old Fashioned Fun!

Reading Ready (By invitation only)

Grades K-2

15 days

1 hr/day

Work on reading skills necessary to be successful in your next grade! This course is designed to encourage reading throughout the summer. Instruction will be delivered through independent, partner, and small group reading. Students will work on reading fluency, phonics, vocabulary, and comprehension through a variety of appropriately leveled books.

Mad Summer Scientist

Grades 1-2

15 days

1 hour/day

Become a mad scientist this summer! Learn about magic and the mystery of science through literacy while having fun doing experiments. As a class we will research, form hypotheses and perform experiments to answer questions and more.

Mad Summer Scientist

Grades 3-5

15 days

1 hour/day

Become a mad scientist this summer! Learn about magic and the mystery of science through literacy while having fun doing experiments. As a class we will research, form hypotheses and perform experiments to answer questions and more.

Bookin' and Cookin'

Grades 2-4

15 days

1 hour/day

Do you like to cook? Do you like books? Then this class is for you! We will read a fun book and prepare a snack to go along with the story. We will also write and illustrate our favorite part of the story. Students will take home their recipe book at the end of our summer session. Allergy warning: We will cook with gluten, eggs, peanuts, and dairy.

The Wizarding World of Harry Potter

Grades 4-6

15 days

2 hours/day

Have you been waiting impatiently for your letter from Hogwarts? Then here is your chance to join us in the magical world of Harry Potter! This summer we start from the beginning and read our way through Harry Potter and the Sorcerer's Stone while engaging in a wide variety of activities based around the book. Participants will be sorted into their Hogwarts houses, enjoy a game of Quidditch, try their hand at Potions, and learn about the beasts that roam the Forbidden Forest. You may even have the chance to taste some of the delicious treats that are specific to the wizarding world! Are you a Slytherin or Gryffindor? What Hogwarts class would be your favorite? Are you brave enough to try Bertie Bott's Every Flavored Beans? Come join us in the Wizard World of Harry Potter and find out!

Aventuras de Mexico

Grades K-1

15 days

1 hour/day

Sing, Dance, Play and Learn Spanish! Students will experience Mexican Fiestas firsthand through daily fun activities.

Animalia Adventures

Grades 2-4

15 days

1 hour/day

Sign up if you love animals and want to learn to sew! You will create your own little zoo! We will learn some simple sewing techniques that you practice by making felt animals.

Math Puzzle Adventures

Grades 4-5

15 days

1 hour/day

Students will have opportunities to solve an assortment of different math puzzles while practicing their math skills. Puzzles will include: riddles, crosswords, KenKen, Kakuro, brain teasers, magic squares, magic triangles, and Sudoku.

Math Madness (By invitation only)

Grade 1

15 days

1 hour/day

For students entering first grade in the fall, we will focus on number identification and addition/subtraction with numbers 1-10.

Math Madness (By invitation only)

Grades 2-3

15 days

1 hour/day

For students entering grades 2-3 in the fall, we will focus on addition and subtraction.

Math Madness (By invitation only)

Grades 4-5

15 days

1 hour/day

For students entering grades 4-5 in the fall, our games may include addition, subtraction, multiplication, and division.

Creative Writing:

Grades 3-5

15 days

1 hour/day

Designed for students who enjoy writing as a form of art and personal expression, we will explore many different genres of writing. Through writing and thinking, students will learn to become better readers, writers, and thinkers. The skills focused on in this course will help students in other courses as well, especially Language Arts. Writing genres include but not limited to autobiographies, nonfiction, fairy tales, fantasies, mysteries, and short stories.

PBL/Genius Hour:

Grades 4-5

15 Days

1 hour/day

Come and do some fun hands-on learning and exploring through research, planning, and design of a teacher chosen Project Based Learning experience in the first half of this course. Then you will get to test your new skills through your own chosen topic that you are passionate about. Space? Writing poetry? Cooking? Animals? Pod casting?...the sky's the limit for what you can choose to dive into and learn more about! You will present your project during our last few sessions!

Adventures in Computers

Grades 1-2

15 days

1 hour/day

Students will work through a variety of computer applications to increase their knowledge of not only basic keyboarding skills, but various software (Google and Seesaw) and online educational games. They will create fun-filled projects using different computer applications.

Adventures in Computers

Grades 3-4

15 days

1 hour/day

Students will work through a variety of computer applications to increase their knowledge of not only basic keyboarding skills, but various software (Google and Seesaw) and online educational games. They will create fun-filled projects using different computer applications.

Dancing and Tumbling

Grades 4-5

15 days

1 hour/day

Rhythm, flexibility and a little creativity will be needed in this class where students are given the opportunity to explore their dance and tumbling abilities. Basic tumbling skills, jumps and balances will be taught, along with the concept of 8-count dance. Students will be given multiple practice opportunities to work on skills they have already perfected and a chance to try tougher skills with an educated spotter. As the course progresses, participants will divide up into small groups to choreograph a dance set to self-selected music. They will also learn a dance with the entire class. At the completion of the course, students will perform their group and class dances in front of an audience.

Sports/Leisure

Grades 3-5

15 days

1 hour/day

Students will be engaged in a variety of activities that will promote a healthy lifestyle. Activities will include lifetime sports that will include Frisbee Golf, Hockey, Bowling, Golf, and basic skills of Basketball, Volleyball, Soccer, and more.

Running Club

Grades 4-6

15 days

1 hour/day

Let's run together. This fun course will introduce the benefits of running. Participants will work on running form, building endurance, increasing core strength, and flexibility. Methods will be demonstrated through both run days and cooperative game days that promote a healthy life long activity. Mentors will run with a group based on time/age/ and ability.

The Great Escape

Grades: 5-6

15 days

1 hour/Day

Escape rooms are currently all the rage. With puzzles, riddles and a little bit of excitement, people everywhere have found the joy and thrill of those 60-minute adventures. In this class, students will have the opportunity to explore the basic idea of an escape room. They will solve puzzles, play Breakout EDU games and visit online escape rooms. Ultimately, in small groups, students will design their own escape room for the rest of the students in the class to attempt. Participants should enjoy brainteasers, logic puzzles, and a little bit of mystery. Do you have what it takes to succeed at The Great Escape?

Outdoor Exploration

Grades 4-9

15 days

2 hours/day

This unique class offering will explore outdoor activities and incorporate environmental education, wellness, outdoor recreation, and many others. This class will provide leadership skills through cooperative activities through all these events. Take the challenge of seeing how well you know the outdoors.

Wishtree Book Club Cost: (Book is currently \$11.15 on Amazon)

Grades 3-5

15 days

1 hour/day

Red is an oak tree who is many rings old. Red is the neighborhood “wishtree” - people write their wishes on pieces of cloth and tie them to Red’s branches. Along with a crow named Bongo and other animals who seek refuge in Red’s hollows, this wishtree watches over the neighborhood. You might say Red has seen it all. Until a new family moves in. Not everyone is welcoming, and Red’s experiences as a wishtree are more important than ever. *Wishtree* by Katherine Applegate is the inspiring story of a community coming together to welcome people who are different from them. Come be part of the “All are Welcome Here” program by participating in the Wishtree Book Club where we will read, discuss, learn and create around the themes found in the book.

Beginning Piano

Grades 2-5

15 days

1 hour/day

BEGINNING piano class. Students will learn the basics of the piano keyboard structure. Music will be provided. The class will entail learning correct finger patterns as well as reading notation and playing with both hands. It is recommended that students have a piano or keyboard at home for practice.

Beginning Guitar

Grades 3-5

15 days

1 hour/day

Students will learn basic finger plucking, notation, rhythm, strumming and three basic chords (Tonic, Dominant, Subdominant) as well as how to tune the guitar. An acoustic guitar (from school) will be provided. A small presentation will be given at the end of the three weeks for parents/family for students to showcase their music.

Scrapbook Journaling

Grades 3-5

15 days

1 hour/day

Students will learn the basics of scrapbooking and will create a scrapbook which represents themselves. Students will explore emotions and events in their lives and harness their creativity.

Swimming

Grades 1-6

@ Iola Fitness and Aquatic Center

This program is for children seeking to learn the fundamentals of swimming by trained and certified instructors. Lessons are provided Mondays and Wednesdays for the three week session, equal to 6 days of lessons. There will be one session consisting of six lessons. If interested in signing your child up for swimming lessons, please fill out the necessary swimming forms,

Back to School Boot Camp (Invitation Only) August dates to be determined

Offerings for Grades 6-12

Counting by 7s Book Club Cost: (Book is currently \$6.69 on Amazon)

Grades 6-8

15 days

1 hour/day

Willow Chance is a twelve-year-old genius, obsessed with nature and diagnosing medical conditions, who finds it comforting to count by 7s. It has never been easy for her to connect with anyone other than her adoptive parents, but that hasn't kept her from leading a quietly happy life . . . until now. Suddenly Willow's world is tragically changed when her parents both die in a car crash, leaving her alone in a baffling world. The triumph of this book is that it is not a tragedy. This extraordinarily odd, but extraordinarily endearing, girl manages to push through her grief. Her journey to find a fascinatingly diverse and fully believable surrogate family is a joy and a revelation to read. As part of the Counting by 7s Book Club we will read, discuss and explore the themes of being an outsider, coping with loss, and discovering the true meaning of family.

Dear Martin Book Club (Book is currently \$4.35 on First Book Marketplace)

Grades 9-12

15 days

1 hour/day

Justyce McAllister is a good kid, an honor student, and always there to help a friend—but none of that matters to the police officer who just put him in handcuffs. Despite leaving his rough neighborhood behind, he can't escape the scorn of his former peers or the ridicule of his new classmates. Justyce looks to the teachings of Dr. Martin Luther King Jr. for answers. But do they hold up anymore? He starts a journal to Dr. King to find out. Then comes the day Justyce goes driving with his best friend, Manny, windows rolled down, music turned up—way up, sparking the fury of a white off-duty cop beside them. Words fly. Shots are fired. Justyce and Manny are caught in the crosshairs. In the media fallout, it's Justyce who is under attack. Join us as we explore *Dear Martin* and its connection to what is happening in the world today. During the Dear Martin Book Club we will read, discuss, and explore the importance of social justice.

Creative Writing:

Grades 6-8

15 days

1 hour/day

Designed for students who enjoy writing as a form of art and personal expression, we will explore many different genres of writing. Through writing and thinking, students will learn to become better readers, writers, and thinkers. The skills focused on in this course will help students in other courses as well, especially Language Arts. Writing genres include but not limited to memoirs, nonfiction, fantasies, science fiction, short stories, and journalism.

Bon Appetit!! Cooking Made Easy

Grades 5-8

15 days

2 hours /day

Students will be learning the skills and art of cooking easily and safely. The class will explore fun and easy things to make for a meal or a snack. Anyone in grades 5-8 interested in learning their way around the kitchen, this class is for you! **Fee: \$15.00** (Held at Little Wolf High School)

Robotics:

Grades 6-8

15 days

2 hour/day

Designed for students who enjoy engineering, constructing, and programming robots. Using Mindstorm Legos, students will use critical thinking to design robots to perform specific tasks. Students will explore various motors and sensors while using block programming to allow the robots to perform hands-free.

The Great Escape

Grades: 5-6

15 days

1 hour/Day

Escape rooms are currently all the rage. With puzzles, riddles and a little bit of excitement, people everywhere have found the joy and thrill of those 60-minute adventures. In this class, students will have the opportunity to explore the basic idea of an escape room. They will solve puzzles, play Breakout EDU games and visit online escape rooms. Ultimately, in small groups, students will design their own escape room for the rest of the students in the class to attempt. Participants should enjoy brainteasers, logic puzzles, and a little bit of mystery. Do you have what it takes to succeed at The Great Escape?

Math Logic and Problem Solving

Grades 6-8

15 Days

1 hour/day

This fun filled course will be filled with challenging logic puzzles, story problems, number problems, word problems, and the learning strategies to solve such problems. Class will include team and individual challenges, paper and computer challenges.

Spanish-One Dominance

Grades 9-12

15 days

1 hour/day

This class is intended for students entering High School who need Spanish and a strong GPA for college. Students will get a head start with the most difficult aspects of learning Spanish without jeopardizing their grade point average.

Beginning Guitar

Grades 6-12

15 days

1 hour/day

Students will learn basic finger plucking, notation, rhythm, strumming and three basic chords (Tonic, Dominant, Subdominant) as well as how to tune the guitar. An acoustic guitar (from school) will be provided. A small presentation will be given at the end of the three weeks for parents/family for students to showcase their music.

Beginning Piano

Grades 6-12

15 days

1 hour/day

BEGINNING piano class. Students will learn the basics of the piano keyboard structure. Music will be provided. The class will entail learning correct finger patterns as well as reading notation and playing with both hands. It is recommended that students have a piano or keyboard at home for practice.

Sports/Leisure

Grades 6-8

15 days

1 hour/day

Students will be engaged in a variety of activities that will promote a healthy lifestyle. Activities will include lifetime sports that will include Frisbee Golf, Hockey, Bowling, Golf, and basic skills of Basketball, Volleyball, Soccer, and more.

Outdoor Exploration

Grades 4-9

15 days

2 hours/day

This unique class offering will explore outdoor activities and incorporate environmental education, wellness, outdoor recreation, and many others. This class will provide leadership skills through cooperative activities through all these events. Take the challenge of seeing how well you know the outdoors.

Football Fundamentals

Grades 5-8

15 days

1 hr/day

Learn the ins and outs of everything you need to know for football. Learn about positions, schemes, and techniques. We will not stop there! We will learn basic rules and concepts to help you learn the game and increase your overall football knowledge.

Introduction to the Fitness Center

Grades 6-12

15 days

1 hour/day

Get to know our beautiful new fitness center. Become more familiar with the machines and set yourself up with a workout routine that will aid in lifetime health.

Stress Busters

Grades 6-8

15 days

2 hours/day

Middle School can be a time of great stress as students navigate changing classes, new friendships, new activities, and new workloads. Students will gain insight into why fighting stress is an important life school as they explore a bunch of different coping strategies to combat stress. Strategies will include physical exercise, meditation, games, laughter, thought restructuring, cooking, reading, music, movies, and more!

Stress Busting Skills for High School Students

Grades 9-12

15 days

2 hours/day

High School can be a time of great stress as students navigate tougher classes, increased workload, jobs, activities, friends, new relationships, and future planning. High School students will learn why fighting stress is important to learn for a lifetime! Strategies explored include physical exercise, meditation, games, comedy, cognitive exercises, hobbies, reading, music, movies, and more!

Transition to Middle School

Grade 6

August 23rd- 25th

8-10am OR 12-2pm

Students will have an opportunity to practice opening their lockers with combinations, finding their classes, and discussing organizational skills for middle school. These classes will take place in 2 hour sessions, and students need to only register for one session.

New Student Orientation for High School and Incoming St. Paul's 9th Graders

Grade 9

Thursday, August 26th

8-10am OR 12-2pm

Students will have an opportunity to practice opening their lockers with combinations, finding their classes, and discussing organizational skills for high school success. These classes will take place in 2 hour sessions, and students need to only register for one session.

Speech and Debate

Grades 9-12

15 days

1 hr/day

This is a competitive performance class. Debate teaches students how to participate in the rational exchange of ideas and arguments as they relate to significant social issues and some irrelevant nonsense. Students will initially learn about and practice structured extemporaneous speeches with emphasis on verbal and nonverbal delivery skills (organization, projection, inflection, eye-contact, hand gestures, and more). Students will then build a foundation for effective argumentation and advocacy (claim/warrant/evidence) by participating in debates and ultimately presenting one research-based persuasive speech. Special emphasis will be placed on critical thinking and listening skills as well as argument resolution. This class is ultimately for students who want to explore debate in a noncompetitive environment but may choose to participate in the debate team next school year or later in their high school experience. Or for students who simply want to become more comfortable in front of an audience. Speech events sharpen speaking and/or acting skills. Students are required to perform in class and be willing to publicly speak.

World War II

Grades 9-12

15 days

4 hr/day

This course will cover the causes, events, and lasting effects of World War II on the world. We will look at military, political, and social events connected to the war. Activities will include class discussion and presentations, film and document analysis. Heavy emphasis will be placed on analysis of information and class participation. **Students will earn ½ credit for the work when completed.**

Health

Grades 8/9

15 days

4 hrs/day

This course is designed to reinforce positive health attitudes and skills previously developed. It will also allow young people to assess lifestyle decisions that contribute to wellness. **Students will earn ½ credit for the work when completed.**

SAE- Supervised Agricultural Education for credit

Grades 9-12

Hours may vary

This course is a mix of synchronous, asynchronous and in-person learning. Students must log a minimum of 75 hours on their independent projects and meet with the instructor at least 4 times to review progress on instructional goals in addition to weekly journaling and on-line sessions. Students who successfully complete this program are able to **earn ½ credit based on a pass/fail grade**. Categories include: Placement/Internship Ownership/Entrepreneurship, Research, Service-Learning.

SAE- Supervised Agricultural Education- enrichment only

Grades 9-12

Hours may vary

This course is a mix of synchronous, asynchronous and in-person learning. Categories include: Placement/Internship Ownership/Entrepreneurship, Research, Service-Learning.

Drivers' Education

HS students

15 days

2 hr/day

Students will be participating in the classroom portion required to obtain a drivers' license. There is a MANDATORY attendance requirement. No exceptions. 30 hours of instruction are required by the Department of Transportation. **Students must be 15 by October 1, 2021** in order to be eligible for this course.

Additional Opportunities

Sports Skills and Fundamentals DATES AND TIMES TO BE DETERMINED

These programs are for students who are interested in acquiring volleyball, basketball, football, and wrestling fitness skills. Students will be actively engaged through conditioning techniques, sports basics, and team leadership practices.

Volleyball	Registration forms and dates will be available in school offices.	
Basketball	Registration forms and dates will be available in school offices.	
Football	Grades 2-12	Manawa Football Field
Wrestling	Grades K-12	Little Wolf High School

MARCHING BAND 6-12 (All of these events are pending DHS Consultation)

June 30-July 1 Rodeo Camp

10:00-11:00 Color Guard/Drumline

11:00-1:00 All

5th Grade Beginning Band Students will have an introduction to various instruments and the art of a band performance.

10:00-3:00

August 23-26 HS Marching Camp

12:00-4:00 All

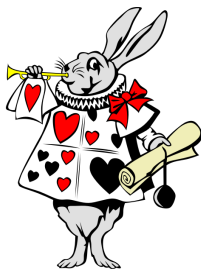
Department of Natural Resources - Hunter Safety DATES TO BE DETERMINED

9:00-12:00 3hrs /day

(Recommended Age 12 by hunting season to adult)

This Hunter's Education course will instill in students the knowledge, skill and attitude to be a responsible and safe hunter. Students will learn how hunting accidents are caused and how they can be prevented. Hunter responsibility and safety are stressed throughout the classes, which consist of lectures, demonstrations, group discussions, practical exercises, and individual study and activity assignments. This course will be taught by DNR certified instructors. This course will cover state hunter safety requirements and is a requirement for hunting license purchasing. Certification will be issued after the satisfactory completion of this course.

Fee: \$10.00 (collected first day of class). Students younger than 12 may take the class. Those that meet the course requirements will receive a safety education completion certificate. However, it should be noted that persons younger than 12 may lose some of the benefits of the certification (small game hunting privilege, authorization to shoot an antlerless deer during the first gun deer season after graduation) if they take the class sooner than age 12. The DNR encourages people to wait until they turn 12 within 6 months of completion of the course before taking it.



All-District Musical Theater
All grades
12:30-3:30 M-F
15 Days

“Follow That Rabbit”- An Adaption of the Beloved Production ***“Alice in Wonderland”***

This class will consist of rehearsals for and presentation of a musical theater production. Students will learn the basics of set design/execution, prop schematics and construction, make up for theater, basic light design, choreography for theater, and acting. They will learn the parts of a stage, stage direction, and blocking for the state. Body microphones will be used on the major speaking/singing roles.

Grades K-12 **No one will be cut! Everyone who signs up will be involved.**

Auditions for lead roles will take place BEFORE the classes begin. Students who do not audition will be given smaller parts and/or parts in the ensemble/chorus of the show.

Opportunities:

Ensemble/Chorus- little speaking/sing in groups.

Secondary- some speaking/sing in groups or solo

Major- heavy line load/solo and group sing

Crew-offstage-- lighting, sets, props, makeup,etc.

REGISTRATION FORM (Or Choose Online Option)

STUDENT NAME _____ GRADE FALL 2021 _____ BIRTHDATE __/__/__

PARENT/GUARDIAN NAMES _____

STREET ADDRESS _____ CITY _____ ZIP _____

SCHOOL ATTENDED 2020-2021:

__ MANAWA ELEMENTARY __ LITTLE WOLF JR/SR HIGH __ ST. PAUL'S __ OTHER: _____

Choose your own adventure: List the classes you are interested in taking

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

We will do our best to honor the choices you make

CLASS FEES DUE: __ NO __ YES-\$_____ PAID: Cash__ Check #_____ OWES__

TRANSPORTATION TO SUMMER SCHOOL:

__ PARENT/FAMILY/FRIEND WILL DROP OFF

__ BUS PICK UP: __ LITTLE LAMBS __ OGDENSBURG __ SYMCO __ ROYALTON

TRANSPORTATION HOME FROM SUMMER SCHOOL:

__ PARENT/FAMILY/FRIEND WILL PICK UP

__ BUS DROP OFF: __ LITTLE LAMBS __ OGDENSBURG __ SYMCO __ ROYALTON

SWIMMING

__ NO __ YES: Swim Level: _____

Session June 10-26, 2019: Monday and Wednesday

PICK-UP AT: __ MANAWA ELEMENTARY __ LITTLE LAMBS __ OGDENSBURG __ SYMCO __ ROYALTON

RETURN TO: __ MANAWA ELEMENTARY __ LITTLE LAMBS __ OGDENSBURG __ SYMCO __ ROYALTON

HUNTER SAFETY (July 8-11, 800-1100 & July 13; 9am-12pm)

__ NO __ YES (FEE=\$10 collected on the first day of class)

OTHER CLASS (ES): _____

MEDICAL & EMERGENCY CONTACT INFORMATION

(only needs to be completed if student does not attend MES, MMS, or LWHS)

STUDENT'S NAME: Last _____ First _____ M.I. _____

Mother/Guardian _____	May we contact you at work? Yes / No	
Home Address:		
_____	_____	_____
(Street Name & #)	(city)	(state)
Home Phone # _____	Cell Phone # _____	Work Phone # _____
Work Address:		
_____	_____	_____
(Street Name & #)	(city)	(state)

Father/Guardian _____	May we contact you at work? Yes / No	
Home Address:		
_____	_____	_____
(Street Name & #)	(city)	(state)
Home Phone # _____	Cell Phone # _____	Work Phone # _____
Work Address:		
_____	_____	_____
(Street Name & #)	(city)	(state)

If school cannot contact parent(s), name a friend or relative in the area who may be called for illness or emergency.

1st Choice: _____
(name) (relationship) (phone)

2nd Choice: _____
(name) (relationship) (phone)

Health Alert: ___ Asthma (carries inhaler) ___ Seizure Disorder ___ Diabetic ___ Other _____

Date of last Tetanus Shot ___ **List any current medications:** _____

Pre-existing medical conditions? _____ **Allergies of any kind?** _____

In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my (son / daughter) _____ as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff, and hospital and will remain in effect until revoked in writing by the undersigned. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities will prevail. Anytime the above information changed, I will notify school.

Signature of Parent or Guardian _____

Sturm Memorial Library Proudly Presents:



Summer Library Program

June 7- July 30, 2021

We designed our Summer Library Program to engage all age groups in exploring new ideas, books, and activities in fun ways. This year's theme is "Tails & Tales," featuring stories about our animal friends. Our program is free, and there are no fees for any of the events or activities. As you read books and engage in activities, you can earn badges, books, and drawing entries.

Beginning June 7, 2021, you can start recording your reading time and participate in activities using the Beanstack app or website. (We will provide paper records for our patrons that do not have access to Beanstack.)

Every week the Library will have new small prizes (while supplies last) and Take & Make bags of crafts, stem projects, and other fun surprises.

There's always something fun to do at the Library!



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

TO: SDM Finance Committee
CC: Dr. Oppor, Ms. O'Brien
FROM: Bryant Cobarrubias
DATE: March 2, 2021
SUBJECT: eRate Aruba Switch Purchase - Summer 2021

The purpose of this memo is to recommend the attached quote for purchase in the 2021-2022 school year.

The attached quote from Skyward includes the materials required to replace three core switches in the main high school data closet. 70% of this cost will be recovered through the federal e-rate fund. The remainder of the purchase will be covered by the Wisconsin TEACH grant.

The current switches were installed in 2016 and are nearing their end of life. The replacement of these switches are consistent with our five year technology infrastructure rotation plan.

This quote has been through the bid process required to comply with federal e-rate laws. Acceptance of the board is requested at this time to proceed with required e-rate filings.

School District of Manawa

800 Beech Street
Manawa, WI 54949

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Fax: (920) 596-5308

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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

ManawaSchools.org

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Manawa School District, WI

Aruba erate 2021

Proposal # 9951 tk

Date: 1/12/2021

Presented To: Bryant Cobarrubias



Aruba Erate 2021

3	ARUBA 6300M 48G CL4 POE 4SFP56 SWCH	13832598	\$4,613.98	\$13,841.94
6	ARUBA X372 54VDC 680W PS	11964091	\$293.52	\$1,761.12
6	INCLUDED: Power Cord - U.S. localization Cords		\$0.00	\$0.00
4	ARUBA 10G SFP+ LC SR 300M MMF XCVR	13003948	\$269.35	\$1,077.40
2	ARUBA 10G SFP+ LC LR 10KM SMF XCVR	13567910	\$754.16	\$1,508.32
3	ARUBA 10G SFP+ TO SFP+ 3M DAC CBL	13003938	\$59.14	\$177.42

Sub-Total: \$18,366.20

Purchase Order to: Skyward

Aruba Erate 2021 \$18,366.20

Total: **\$18,366.20**

Payment terms are NET 15

Skyward | 2601 Skyward Drive | Stevens Point, WI 54482

Purchase Orders can be emailed to tomke@skyward.com or loris@skyward.com, or faxed to 715.341.1370

Manawa School District
Terms and Conditions -IT Services Agreement
Proposal Number: 9951
1/12/2021

All proposals are valid for 30 days from date of proposal.

The services described in this Proposal are being purchased in connection with the Universal Service for Schools and Libraries E-Rate Program currently administered by the Universal Service Administrative Company (the "Fund Administrator"). The undersigned, as an authorized representative of Manawa School District by signing this Proposal, does hereby certify to Skyward, Inc. that the following is true and correct:

-
1. That the services described in this Proposal are eligible for universal service support and that all required filings have been made to the Fund Administrator and the Fund Administrator has granted approval of the same.
 2. That this Proposal does not contain any charges previously invoiced to the Fund Administrator for which the Fund Administrator has not yet issued a reimbursement decision.
 3. That if this Proposal contains discounts for products or services that contain both eligible and ineligible components, they shall be properly allocated as required by 47 CFR § 54.504(e)(1) and (2).
 4. That no non-discount portion of the costs for eligible services have been waived, paid, or promised to be paid by Skyward, Inc. and that no supported service, free service or products unrelated to the supported service or product has been offered or received.
 5. That no kickbacks, as defined in 41 U.S.C. § 8701, or gifts, gratuities, favors, entertainment, loans or any other thing of value, were offered by, or received from, Skyward, Inc., or anyone else in connection with the Universal Schools and Libraries E-Rate Program.
 6. That if the Fund Administrator requests additional supporting information, all documents requested will be made available to the Fund Administrator as required by 47 CFR § 54.516(b).
 7. That the following records and information will be retained for a period of at least ten (10) years, per Order 262-264, after the day of delivery of services and will be made available to in the event an audit pursuant to 47 CFR § 54.516(c): (i) any and all records that were relied upon in connection with completing this certification; and (ii) all documents necessary to demonstrate compliance with the statutory or regulatory requirements for the Universal Schools and Libraries E-Rate Program as required by 47 CFR § 54.516(a)(2).
-

SKYWARD® STANDARD TERMS AND CONDITIONS

(IT Services)

1. Binding Agreement. These Skyward® Standard Terms and Conditions (these “**Terms**”) constitute a binding agreement between you as “**Customer**” and Skyward, Inc., a Wisconsin corporation (“**Skyward**”). By accepting the proposal to which these Terms are attached (the “**Proposal**”) or otherwise using, applying for, or accepting any of the Services (defined below), Customer acknowledges that it has read these Terms and that Customer understands, accepts, and agrees to these Terms. Skyward and Customer may be collectively referred to herein as the “**parties**” or individually as a “**party**” to these Terms.

2. Services. Subject to these Terms, Skyward will perform certain services purchased by Customer as described in the Proposal, or otherwise agreed to by Skyward and Customer in writing (the “**Services**”). In the event any Services to be provided by Skyward to Customer contemplate the creation of object code, such object code shall be referred to herein as a “**Deliverable**.”

3. Support, Training or Installation. If the Services include support, training or installation services, the following shall apply:

(a) On-Site Training. The cost of all on-site training described in the Proposal is based on Customer having training facilities available. Each on-site training day described in the Proposal consists of a six (6) hour training day and a maximum of number of individuals that may attend is stated in the Proposal. In the event the number of attendees exceeds the permitted number, then Customer will be charged an additional \$200.00 for each additional attendee.

(b) Web Enabled Training. The cost of all web enabled training described in the Proposal is based on Customer having training facilities available to support the broadcast of the web enabled training. Web enabled training described in the Proposal consists of up to six (6) hour in a training day and the maximum number of individuals that may attend, as identified in the Proposal. In the event the number of attendees exceeds the permitted number, then Customer will be charged an additional \$200.00 for each additional attendee.

(c) Cancellation or Expiration. Any scheduled service days may be cancelled by Customer up to forty-eight (48) hours in advance. If the scheduled service day is cancelled by Customer with less than forty-eight (48) hours advance notice to Skyward, at the discretion of Skyward, Customer will be responsible for the full amount of the scheduled service. All service days described in the Proposal may be utilized by Customer for a period of up to twelve (12) months. Any service days that are not utilized by Customer within the time provided will expire and are non-refundable.

4. Technical Support. If the Services include technical support hours, the following shall apply: (a) Skyward personnel shall be normally available either via phone or via email Monday through Friday, 7:00 a.m. to 5:00 p.m., central time, except for holidays observed by Skyward; (b) all technical support hours must be used within twenty-four (24) months following purchase or they will be forfeited; and (c) all technical support hours are non-refundable.

5. Security Assessments. If the Services to be provided by Skyward to Customer include information technology network security assessments, Customer acknowledges and agrees that: (a) the Services serve only as a passive conduit to provide the assessment and recommend fixes and are not intended to fix, remedy, prevent, or eliminate any vulnerabilities or insecurities; (b)

Customer is solely responsible for the security and protection of its system; and (c) the Services scan for major known vulnerabilities and a successful assessment does not guarantee or ensure that Customer’s system is free of all vulnerabilities or insecurities.

6. Third Party Products and Services. Any information or proposals for third party products or services provided by Skyward to Customer are for informational purposes only and it is the sole responsibility of Customer to independently verify any terms, conditions, fees and expenses associated with any such third party products or services. Customer further acknowledges that any such information or proposals provided by Skyward were based on information provided by Customer and that Skyward did not perform an independent technology analysis, unless requested by Customer to do so. In the event Skyward provides any third party products or services, Customer agrees that it will be bound by and will comply with the terms and conditions of any end user license agreement or other restrictions of use required by such third parties in association with the use of their products or services.

7. Fees and Payment. Unless otherwise provided in the Proposal, Customer shall pay all fees due Skyward in association with the Services within fifteen (15) days after the date of invoice. Interest on all past due amounts will be charged at the maximum rate permitted by law. If the Services are not commenced within one hundred eighty (180) days from the date of the Proposal, then the applicable fees shall be adjusted to Skyward’s then current rates and fees for such Services. Customer shall reimburse Skyward for all reasonable costs and expenses incurred by Skyward in its performance of the Services in accordance with Skyward’s then current business expense policy. If any authority imposes a duty, tax, levy or fee, excluding those based on Skyward’s net income, upon the Services, then Customer agrees to pay the amount specified.

8. Obligations of Customer.

(a) Customer will make available in a timely manner for Skyward’s use, at no charge to Skyward, all technical data, computer facilities, programs, files, documentation, test data, sample output, or other information, resources, and personnel required by Skyward to perform the Services. Customer will be responsible for, and assumes the risk of any issues or problems resulting from the content, accuracy, completeness, competence, or consistency of all Customer computer facilities, programs, files, documentation, test data, sample output, or other information, resources, and personnel supplied by Customer. Any Skyward products will be installed by an authorized Skyward customer service representative. In the event Customer is currently utilizing a network installed by a third party, Customer agrees to provide an authorized technical support representative on-site to provide any necessary assistance during the installation process.

(b) Customer acknowledges that meeting any dates agreed to by the parties are contingent upon timely completion of activities by Customer as contemplated by the parties under these Terms, including but not limited to, those activities designated to Customer in Section 8(a) above (a “**Customer Obligation**”). Customer will immediately advise Skyward in writing as soon as it becomes aware of any developments that may delay completion of the Services or a scheduled Deliverable including, without limitation, Customer’s failure or inability to perform a Customer Obligation. Any dates agreed to by the parties will be equitably adjusted by the parties (but in no event less than a day- for-day

adjustment) in writing in the event of: (i) any delay caused by Customer's failure or inability to perform a Customer Obligation; (ii) any delay due to Customer's request for changes; (iii) any delay due to a third party's act, failure to act or delay in performing any obligation whatsoever; or (iv) any other delay incurred as a result of Customer's action(s) or omission(s). No such delay will relieve or suspend Customer's obligation to pay Skyward under Section 7 above and, in addition to such payment obligations, Customer will pay for any and all costs and expenses incurred by Skyward relating to re-staffing as a result of any delay caused by Customer.

9. Proprietary Rights.

(a) Rights of Skyward. Subject to Customer's rights described below, Skyward shall own all rights, title and interest in and to any software programs or tools, utilities, technology, processes, inventions, devices, methodologies, specifications, documentation, techniques and materials of any kind used or generated by Skyward in connection with performing the Services, including all intellectual property rights therein. Nothing contained herein will be construed so as to restrict or limit Skyward's right to perform similar services for any other party or to assign any employees or subcontracts to perform similar services for any other party, provided that Skyward complies with its confidentiality obligations hereunder. Skyward shall have a royalty-free, worldwide, transferable, sublicensable, irrevocable, perpetual license to use, copy, modify, or distribute, including by incorporating into any product or service owned by Skyward, any suggestions, enhancement requests, recommendations or other feedback provided by Customer and any of its employees, agents or users, relating to any product or service owned or provided by Skyward.

(b) Rights of Customer. Subject to these Terms and Customer's payment in full of all fees due Skyward hereunder, Skyward grants Customer a limited, non-transferrable, non-sublicensable, nonexclusive right (exclusive of any rights to use the Skyward products) to use and reproduce any Deliverables solely for Customer's internal use in conjunction with Customer's use of Skyward products as authorized by Skyward in writing and solely for so long as Customer is authorized to use said Skyward products.

(c) Use Restrictions. Customer shall not itself, or through any affiliate, agent, or third party: (i) decompile, disassemble, reverse engineer, or otherwise attempt to derive source code or underlying ideas, algorithms, structure or organization from the Deliverables or defeat, avoid, bypass, remove, deactivate or otherwise circumvent any software protection mechanisms in the Deliverables, including without limitation any such mechanism used to restrict or control the functionality of the Deliverables (except that the foregoing provision shall not apply to the extent that such activities may not be prohibited under applicable law); (ii) sell, lease, license, sublicense, distribute or otherwise provide to any third party or any other person the Deliverables, in whole or in part; (iii) modify or create derivative works of the Deliverables; (iv) use or reproduce the Deliverables, except as specifically permitted under these Term; or (v) use the Deliverables to provide processing services to any third party or otherwise use the Deliverables on a service bureau basis. Customer shall promptly notify Skyward of any unauthorized use, disclosure, reproduction, or distribution of the Deliverables,

which comes to Customer's attention, or which Customer reasonably suspects. Customer is solely responsible for obtaining all equipment, and the compatibility thereof with the Deliverables, and for paying all fees including, without limitation, all taxes and any related costs or fees, necessary to use the Deliverables.

10. Limited Warranty.

(a) Skyward warrants to Customer that the Services provided hereunder will be performed in a professional manner and in accordance with good usage and accepted practices as established in the community in which such Services are performed. If Services prove to be not so performed and if Customer notifies Skyward within thirty (30) days from the date of completion of the Services, Skyward will, at its sole discretion, either correct any defects and deficiencies for which it is responsible or render a full or prorated refund or credit based on the original charge for the non-conforming Services.

(b) With respect to any Deliverable, Skyward warrants to Customer that, for a period of thirty (30) calendar days after the date of delivery of such Deliverable to Customer, such Deliverable will substantially conform to any applicable functional specifications for such Deliverable that are described in the applicable Proposal. If any Deliverable does not perform as expressly warranted in this section, Customer will notify Skyward in writing and Skyward will, at its sole option and expense: (i) replace or modify such Deliverable with a Deliverable that performs as expressly warranted in this section; or (ii) if Skyward determines that the foregoing is not commercially reasonable, accept return of such Deliverable (if applicable) and refund to Customer the fees paid by Customer associated with such Deliverable. The foregoing limited warranty does not cover repair or replacement of or refunds for any Deliverable if the nonconformity to such limited warranty is caused, in whole or in part, by: (A) alteration, modification or correction other than by Skyward; (B) software, hardware or interfacing not provided or specified in the applicable Proposal; (C) abuse, misuse or improper installation; or (D) a change to Customer's computing environment that would affect the specific Deliverable.

(c) EXCEPT AS SPECIFIED IN THIS LIMITED WARRANTY, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW.

11. Limitation of Liability. The liability of Skyward to Customer for any claim whatsoever related to any Services and/or Deliverable, including any cause of action arising in contract, tort, or strict liability, shall not exceed the total amount of all payments made by Customer to Skyward with respect to such Service and/or Deliverable during the 365 days preceding the cause of action. IN NO EVENT WILL SKYWARD BE LIABLE FOR ANY LOST REVENUE, PROFIT, OR DATA, OR FOR SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL, OR PUNITIVE DAMAGES HOWEVER CAUSED AND REGARDLESS OF THE THEORY OF LIABILITY ARISING OUT OF THE USE OF OR INABILITY TO USE THE SERVICES OR A

DELIVERABLE EVEN IF SKYWARD HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

12. Term and Termination. These Terms shall be effective from the date of acceptance by Customer as provided in Section 1 above and shall continue thereafter until terminated by Skyward or Customer as provided herein. Either party may terminate the Services and these Terms associated therewith, by providing the other party with written notice. Customer shall immediately cease using the Services upon termination and shall pay Skyward all amounts due Skyward through the date of termination, pursuant to Section 7 above. Unless otherwise provided in the Proposal, any prepaid fees will not be refundable in the event of a termination by Customer.

13. Confidentiality. All personally identifiable information and data relating to Customer's students and/or employees provided to Skyward by Customer in association with the Services shall: (a) at all times be treated as confidential by Skyward and will not be copied, used or disclosed by Skyward for any purpose other than for which such information was disclosed; and (b) be subject to the terms and conditions of any data privacy or other similar agreement agreed to by the parties in writing.

14. Force Majeure. Except for the obligation to make payments, neither party will be liable for any failure or delay in its performance under these Terms due to any cause beyond its reasonable control, including but not limited to, acts of war, acts of God, acts of terrorism, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, governmental act, provided that the delayed part: (a) gives the other party prompt notice of such cause, and (b) uses commercially reasonable efforts to promptly correct such failure or delay in performance.

15. Entire Agreement. These Terms shall be governed by the laws of the State of Wisconsin and contain the entire understanding and full and complete agreement of the parties, and supersedes and replaces any prior understandings and agreements among the parties, with respect to the subject matter hereof. These Terms may be altered, amended or modified only in writing, signed by both of the parties hereto. Headings are for convenience only and are not intended to limit or expand the rights of the parties hereto. References to Sections herein shall mean sections of the text of these Terms, unless otherwise indicated.

16. Severability. If any court of competent jurisdiction determines that any provision of these Terms is invalid or unenforceable, such invalidity or unenforceability shall have no effect on the other provisions hereof, which shall remain valid, binding and enforceable and in full force and effect, and such invalid or unenforceable provision shall be construed in a manner so as to give the maximum valid and enforceable effect of the intent of the parties expressed herein.

17. Waiver. No waiver of a breach of any term of these Terms will be effective unless in writing and duly executed by the waiving party. No such waiver will constitute a waiver of any subsequent breach of the same or any other term of these Terms. No failure on the part of a party to exercise, and no delay in exercising, any of its rights hereunder will operate as a waiver thereof, nor will any single or partial exercise by a party of any right preclude any other exercise by a party of any right preclude any other or future

exercise thereof or the exercise of any other right. No course of dealing between the parties will be deemed effective to modify, amend or discharge any part of these Terms or the rights or obligations of any party hereunder.

18. Survival. The provisions contained in Sections 7, 9, 10, 11, 13, this Section, and any other provisions of these Terms which by their very nature are intended to survive the termination or expiration of these Terms will survive the termination or expiration of these Terms and will inure to the benefit of and be binding upon the parties hereto.

19. Assignment. Neither party may, voluntarily or involuntarily, sublicense, sell, assign or otherwise transfer the Proposal and these Terms without the other party's prior written consent. Notwithstanding the foregoing, the transfer of all or substantially all of the Skyward's capital stock or assets to a third party through a sale, merger or other transaction or proceeding shall not be deemed an assignment. Subject to the foregoing, these Terms shall inure to the benefit of and be binding on the parties and their respective successors, affiliates, legal representatives and permitted assigns

20. Counterparts and Signatures. The individual executing the Proposal on behalf of Customer warrants and represents that they have the legal authority to execute and deliver the Proposal and these Terms on behalf of Customer. The Proposal and these Terms may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one agreement. The parties agree that original signatures of a party transmitted by facsimile or in portable document format (pdf) or electronic signatures affixed to the Proposal shall be as valid as an original signature of such party. If this document is executed by electronic signature, both parties agree that their electronic signature is legally binding and shall have the same validity and meaning as a hand written signature and neither party will contest the validity of their respective electronic signature, or claim that it is not legally binding.

Customer Name

Signature

Date



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Board of Education
From: Carmen O'Brien
cc: Dr. Melanie Oppor
Date: 3/3/2021
Re: Recommendation for Professional Auditing Services

Recommendation:

I recommend contracting with WIPFLI for the next three years for professional auditing services.

Rationale:

In May of 2020, the former district auditor abruptly informed me that they would not be able to do the School District of Manawa audit. At that time, I called every auditing firm I could find that does school district audits. I only found two auditors that could possibly complete our 2020 audit and WIPFLI was the less expensive of the two.

WIPFLI was very easy to work with. They did much of the audit remotely and I was able to give them "view access only" to our Skyward system so that they could create their own reports as they needed them. This saved time for our entire office. Brian was wonderful to work with. He has continued to answer my questions throughout the year, unlike our last auditing firm. I would like to stay with WIPFLI to continue to better our practices within the District and make the auditing process go as smoothly as possible.

The cost for 2021 is the same that was charged for the 2020 audit. They include a modest increase of \$300 per year for each year for the next two years.

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ManawaSchools.org



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COST PROPOSAL

A proposal for Professional Auditing Services

School District of Manawa

Manawa, Wisconsin

February 8, 2021

WIPFLI

Rob Ganschow, CPA, CFE
Partner
715.858.6642
RGanschow@wipfli.com

Brian Anderson, CPA
Senior Manager
608.274.1980
BAnderson@wipfli.com

2501 West Beltline Highway, Suite 401
Madison, WI 53713
608.274.1980
Fax 608.274.8085
www.wipfli.com

Dollar Cost Bid

1. Compensation

(All-inclusive fee per year. We will not charge any additional fees for travel expenses, other consumables, etc.)

	2021	2022	2023
Financial Audit, including a State Single Audit	\$18,000	\$18,300	\$18,600
Federal Single Audit, if required	\$2,000	\$2,000	\$2,000
Membership Audit, if required	\$3,000	\$3,000	\$3,000

2. Circumstances for increase in fees shown above/services outside the scope

We do not charge any additional fees for routine consultation during the year. The above fee estimates are based upon conducting a “normal” audit of the School District. Should we encounter problems which would affect these fees materially, such as fraud or incomplete records, or should new auditing standards be placed upon us that were not in existence at the time this proposal was written, we would fully discuss the circumstances and potential fee increase with management before proceeding.

3. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the agreement and out-of-pocket expenses incurred in accordance with the firm’s dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld pending delivery of the firm’s final reports.



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Grandstands • Bleachers • Stadiums

MANAWA HIGH SCHOOL
ATTN: MELANIE OPPOR
800 BEECH ST.
MANAWA, WI 54949
920.596.5300
moppor@manawaschools.org

DATE: 2-18-2021

****BIDDING STANDARD SOUTHERN
BLEACHER COMPANY PRODUCT,
SPECIFICATIONS & FINISHES ONLY****

OPTION A – 750 SEATS

PROVIDE 10 ROWS SOUTHERN BLEACHER COMPANY SILVER EDITION ANGLE FRAME BLEACHER

- 8" rise x 24" tread of FULL DECK aluminum decking system
- 750 net seats
- Elevated front walkway
- All applications ADA & Wisconsin Dept. of Commerce code compliant.

TOTAL COST: \$92,500.00

FOR DUR-KYN PAINTED RISERS, ADD: \$1,775.00

OPTION B – 1,000 SEATS

PROVIDE 10 ROWS SOUTHERN BLEACHER COMPANY SILVER EDITION ANGLE FRAME BLEACHER

- 8" rise x 24" tread of FULL DECK aluminum decking system
- 1,000 net seats
- Elevated front walkway
- All applications ADA & Wisconsin Dept. of Commerce code compliant.

TOTAL COST: \$121,750.00

FOR DUR-KYN PAINTED RISERS, ADD: \$2,450.00

Each unit includes:

- Galvanized steel angle frames
- Anodized aluminum seat (2 x 10) & riser board (1 x 6.5) on each row
- Mill finish aluminum treads (2 - 2 x 11) on each row
- Anodized aluminum rail and chain-link fence on sides and back of bleacher
- Mid-aisle handrails with contrasting aisle nosing at each aisle
- Installation
- Freight

Excludes:

- Concrete foundation &/or flatwork
- Any state or local sales taxes, permits, fees, etc...
- Any state or local inspections and/or notifications
- Seat Numbers
- Allowances
- Any item not listed in above inclusions

*****ADEQUATE ACCESS TO THE SITE FOR CONSTRUCTION OF THE BLEACHERS MUST BE PROVIDED-**

*****OWNER IS RESPONSIBLE FOR IDENTIFYING BLEACHER LOCATION ON SITE AND CLEARLY MARKING-**

*****MILL FINISHED ALUMINUM SURFACES WILL WEATHER TO UNIFORM FINISH WITHIN 12 – 24 MONTHS-**

*****OWNER IS RESPONSIBLE FOR ALL LOCAL PERMITTING, INSPECTIONS AND SUBSEQUENT FEES-**

QUESTIONS: STEVE HARRINGTON @ (262) 248-1485

*PRICES QUOTED ARE BASED ON FURNISHING THE ABOVE DESCRIBED EQUIPMENT IN ACCORDANCE WITH THE MANUFACTURER'S PUBLISHED STANDARD CONSTRUCTION SPECIFICATIONS (UNLESS OTHERWISE NOTED) AND SPECIFICALLY EXCLUDES FURNISHING PRODUCTS BY ANY OTHER MANUFACTURER OR TO ANY OTHER SPECIFICATION. PRICES QUOTED ARE VALID FOR **30 DAYS** AND ARE BASED ON DELIVERY AND INSTALLATION OF THE EQUIPMENT **90-120 DAYS** AFTER ALL APPROVALS.*

**Represented by NORTHSTAR EQUIPMENT, LLC
3073 S. CHASE AVENUE – SUITE 330 – MILWAUKEE, WI 53207 – (262) 248-1485**





E5750 Hwy 54
 Weyauwega WI 54983
 Office: 920.596.2610
 Scott Spiegelberg: 920.538.0642
 Jordan Spiegelberg: 920.538.0392
www.spiegelberginc.com

Date: 2/22/2021 Project: Concrete Bleacher Pad
 Customer: Manawa High School Description: 35' x 154' Concrete Slab With 2- 20' x 8' Pads
 Contact: Melanie Oppor Location: Manawa High School

Qty	Finished Concrete Work	Cost	Total
0	Sq. ft. of 4" Interior Flatwork, cost to pour and power Trowel Finish		
5710	Sq. ft. of 4" Exterior Flatwork, cost to pour and Broom Finish		
0	Sq. ft. of 4" Exterior Flatwork, cost to pour and Broom Finish (Sidewalk)		
0	Sq.ft. of 4" Exterior Flatwork, cost to pour and Stamped Concrete		
79	Cost per yard of concrete (#4000 PSI) for flatwork		
0	Cost per yard of concrete (#4000 PSI Special Finishing Mix)		
0	Color for Concrete allowance (\$15 - \$ 100 yard)		
0	Cost per Cement Truck to wash out from colored concrete.		
79	Concrete Pump Allowance Per Yard		
0	Concrete Power Buggy Allowance		
0	Ft. of 10" x 20" Perimeter Grade Beam with Continuous Runs of #4 Rebar		
0	Ft. of 8" x 4' Frost Wall and Footing		
	Extras:		
0	4" x 6' Galvanized Guard Post Installed		
0	6 5/8" x 6'8" Steel Guard Post Installed and Filled With Concrete		
0	Sq. Ft. of TK AS-1 Cure and Seal, Interior Sealer Installed		
5710	Sq. Ft. of TK 26UV Cure and Seal, Exterior Sealer Installed		
0	Sheets of 2" Foam Insulation for under Floor (by)		
0	Sheets of 2" Foam Insulation for Perimeter of Foundation (by)		
0	Sq. Ft. of Vapor Barrier Installed		
0	Lf. Ft. of Expansion Joint		
0	Ft. of Polymar Trench Drain Allowance (Plumbing by Plumber)		
0	Excavation Work Allowance		
1	Asphalt Disposal / Hauling Allowance		
0	Gravel Allowance (by)		
1	Job Setup / Travel		
	Reinforcement Options:		
0	Cost per sq. ft. for 10 Gauge Wire Mesh		
0	Cost per sq. ft. for 6 gauge Wire Mesh sheets		
0	Cost per sq. ft. for #4 rebar 36" OC tied		
0	Cost per sq. ft. for #3 rebar 24" OC tied		
0	Cost per sq. ft. for #4 rebar 24" OC tied		
0	Cost per sq. ft. for #4 rebar 18" OC tied		
79	Cost per yard for 1.5 lbs. Forta Fiber		
0	Cost per yard for 3 lbs. Forta Fiber		
0	Cost per yard for 5 lbs. Forta Fiber		
880	Cost per ft of extra rebar installed		
	Project Total		\$ 30,017.98

Note:

Owner is responsible for all excavation, digging, backfilling and fill compacted in place
 There must be a accessible driveway for concrete pump and trucks for pouring.
 Our Proposal Includes Fine Grading The Site To Ensure Uniform and Consistent Concrete Thickness

For A Job Done Right!



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor, Manawa Board of Education
Fr: Dan Wolfgram
Date: 3/9/2021
Re: 2021 Spring Events High-Level Proposal

The purpose of this memo is to provide information and request permission to move forward with formalizing dates for Little Wolf High School 2021 Spring Events. Formal Covid-19 mitigation strategies and proposals will be forwarded for approval once finalized. This proposal is for the BOE to approve the dates and concepts thus far.

1. 2021 Prom - Saturday, May 1, 2021, from 8:00 PM until 11:00 PM

Location is still in discussion and will be held at either:

- 1. Union Threshere Grounds in Symco**
- 2. Little Wolf High School Parking Lot**

Mr. Wolfgram will be meeting with representatives of the junior and senior classes to discuss the student's wishes. Tent prices have been acquired should the venue of choice be the Little Wolf High School parking lot. In either location, the following is recommended:

- Open-air event - the desired location is outside.
- Masks will be mandatory for all persons.
- There will not be a post-prom event associated with the dance.
- The event is for Manawa students in grades 9-12 grade - no visiting students allowed.

2. In-Person Senior Recognition Night - Sunday, May 2, 2021, at 6:30 PM

Location: Little Wolf High School Commons/Stage

A full Covid-19 Mitigation Plan will be submitted closer to the actual date. Currently, the following parameters will be adhered to:

- All DHS COVID-19 recommendations pertaining to social distancing and masking will be adhered to.
- Reduced crowd capacity. Limit of 2 guests per graduating senior.
- The meal portion will be eliminated this year to assist with social distancing measures. Instead, a specialty cookie or treat will be made available to all patrons compliments of the Manawa Lion's Club
- This event can be live-streamed (free) so those who cannot attend in person will be able to watch via the School District of Manawa YouTube Channel.

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- 3. Little Wolf High School In-Person Graduation - Saturday, May 29, 2021, 11:00 AM**
Rain Date: Sunday, May 30, 2021, 1:00 PM
Location: Football Field (MAC)

A full Covid-19 Mitigation Plan will be submitted closer to the actual date. Currently, the following parameters will be adhered to:

- Open-air event - the desired location is outside.
- All DHS COVID-19 recommendations on social distancing and masking will be adhered to.
- Reduced crowd capacity.
- This event can be live-streamed (free) so those who cannot attend in person will be able to watch via the School District of Manawa YouTube Channel.

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To: Dr. Melanie Oppor, Manawa Board of Education
From: Dan Wolfgram
Date: 2/24/2021
Re: Instrumental In-Person Performances with Limited Audience - Sunday, March 21

The purpose of this memo is to provide information and recommendations regarding in-person audience attendance at three (3) live musical performances. The performances would occur Sunday, March 21, 2021, for three (3) academic courses, 6th-grade band, 7th and 8th grade combined band, and high school band.

The guiding principles that shape this recommendation include:

1. Providing for the safety of our student performers and directors.
2. Limiting total exposure via a reduced capacity of the audience.
3. Honoring the wishes of the Manwa community to take necessary precautions to enable students to continue with in-person academic instruction.

Background information: The Little Wolf High School Commons will hold a maximum capacity of 400 patrons. Due to the COVID-19 pandemic, the recommendation from the Waupaca County Department of Health is not to exceed 25% of capacity. Overall attendance shall not exceed a maximum capacity while still maintaining a minimum of 6-ft. separation spacing for individuals and/or family groups). This would equate to 100 patrons.

Three academic performances, each 20 to 30 minutes in duration, spaced an hour apart to provide 30 minutes for proper sanitization protocol prior to the doors opening for the following concert.

Tickets

- Indoor events - (concerts, plays, and musicals) Taking into account the number of students and directors results in each performer 2 tickets to distribute. The student or director may distribute their tickets to family members or SDM students. A single parent may bring a child using the available ticket, can comply with the face-covering requirement, and remain seated in the family group.
- 10 individuals from the SDM will be allowed to attend. These individuals can consist of staff members, administrators, or Board members. *(It is expected that staff members from that pool will be available for any assistance associated with contest management.)*

Potential Maximum Persons:

- HS Band Concert: 30 instrumentalists + 60 fans + 1 Director, + 10 SDM staff = 101 Total persons
- 6th grade Band: 26 instrumentalists + 52 fans + 1 Director + 10 SDM staff = 89 Total persons
- 7th and 8th Grade Band: 36 instrumentalists + 72 Fans + 1 Director + 10 SDM staff = 119 Total persons

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Additional Considerations:

- All DHS COVID-19 recommendations on social distancing and masking will be adhered to. If a person has forgotten a mask, some will be provided at no cost. Anyone unwilling or unable to wear a mask will not be permitted to attend this event for health and safety reasons to minimize the risks of community spread.
- The Concerts will be live-streamed via the District's Youtube Channel, for those who are unable to attend.
- The Concert will be voluntary for students in the synchronous learning platform and will be graded on their virtual submission to the instructor.
- There will be no concessions sold and carry-ins will not be allowed.
- All persons regardless of age will need to have an issued ticket.
- Audience members will be escorted by docents to assigned seats which will be socially distanced.
- All students on stage will be masked and socially distanced.
- Instrumentalists will have bell covers on all wind instruments.
- Instrumentalists will enter, exit, and perform separated into cohort groups. (woodwinds, brass, percussion).
- Audience members will not be allowed into the performance venue until 15 minutes before the start of the performance. Audience members will also be dismissed after the concert via their assigned seats. Family members and students will not be allowed to mingle after the concert.

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To: Dr. Melanie Oppor, Manawa Board of Education
From: Dan Wolfgram
Date: 2/22/2021
Re: Visual Arts Classic - Art Team Hybrid Competition

The purpose of this memo is to provide information and recommendations regarding student in-person attendance at this year's Visual Arts Classic competition. The event would occur Saturday, March 20, 2021, in the Little Wolf High School Art Room.

Background information: The Little Wolf High School Art Team competed virtually in 2020. The 2021 Visual Art Classic is proposing that Art Teams from across the state compete virtually in a "one and done" format as opposed to a Regional and State competition. Participating schools are encouraged to meet as they are able in their respective schools to minimize the impact of poor internet connectivity, and to provide a sense of teamwork and collaboration.

Proposal:

- 16 Little Wolf HS Art Team members would report to the High School Art Room on Saturday, March 20 between the hours of 9:00 a.m. - 3:00 p.m.
- SDM staff members Mrs. Nancy Zabler and Mrs. Coleen Phelan would be the supervising adults.
- No visitors will be allowed.
- All DHS COVID-19 mitigation strategies will be required of participants. If a person has forgotten a mask, some will be provided at no cost. Anyone unwilling or unable to wear a mask will not be permitted to attend this event for health and safety reasons to minimize the risks of community spread.
- Students would be responsible for bringing their own lunch to the event.
- The environment of the HS Art Room would provide a controlled environment where students are accustomed to disinfecting procedures.

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Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor, Dan Wolfgram, SDM Policy Committee
From: Janine Connolly, LWHS School Counselor and National Honor Society Advisor
Date: February 24, 2021
Re: National Honor Society Induction Proposal for 4/11/2021

On 2/24/2021, 30 juniors and seniors were invited to apply for induction into the National Honor Society. Students were given an application to complete and return by 3/22/2021. Students will be selected and notified on 3/29/2021. The National Honor Society Induction is scheduled to take place in the High School Commons on Sunday, April 11, 2021 at 6:30pm. In 2020 this event was held virtually due to COVID.

Past numbers indicate that not everyone who is invited to apply for admission completes the paperwork. Also, the committee does carefully review applications for admission, and not every student invited will be inducted.

At past induction ceremonies, the outgoing National Honor Society class was honored. This year, only students participating in the ceremony would attend and current outgoing members will be recognized in the presentation in order to reduce numbers.

Maximum Potential Patrons:

New inductees: 30

Ceremony helpers: Ms. Connolly, Mr. Wolfgram and 4 NHS members (6)

Each inductee allocated 2 guests = 60 maximum

8 slots would be reserved for SDM BOE members and Dr. Oppor

Total potential numbers: 104

The commons including the stage area is able to accommodate 104 persons with social distancing and mask wearing. A dessert reception is usually held following the ceremony, but in lieu of COVID concerns, attendees would be offered individually bagged cookies to take on their way out. In lieu of paper programs, a slide show will be prepared for the ceremony.

All DHS COVID-19 recommendations on social distancing and masking will be adhered to. If a person has forgotten a mask, some will be provided at no cost. Anyone unwilling or unable to wear a mask will not be permitted to attend this event for health and safety reasons to minimize the risks of community spread. If this proposal is denied due to current COVID concerns, this event would be held virtually.

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Students Choosing to Excel, Realizing Their Strengths

To: Dr. Melanie Oppor, Dan Wolfgram, SDM Policy & Human Resources Committee
From: Janine Connolly, LWHS/MMS School Counselor
Date: February 25, 2021
Re: Parent Information Night Proposals for Spring 2021

For the past several years, the LWHS/MMS Guidance Department has held several parent information night sessions in the evenings for junior and senior parents. The fall 2020 event was held virtually, and the 3/24/2021 scheduled event is to be held virtually.

In an effort to increase parent involvement and transparency, several additional parent information sessions are being offered this spring. These are scheduled as follows:

- April 28, 6:30 p.m.--Current Freshman/Sophomore Parent Night--scheduled in the LWHS Commons
- May 12, 6:30 p.m.--Current 8th Grade Parent Night--scheduled in the LWHS Commons
- May 19, 6:30 p.m.--Incoming 6th Grade Parent Night--scheduled in the LWHS Commons

Maximum Potential Patrons:

Attendees--approximately 25. This number is the average of the past 5 years of parent night events

Speaker/Presenter: Ms. Connolly=1

Total Maximum Number of Participants=26, could round up to 30

The commons area is able to accommodate 100 persons with social distancing and mask wearing. Usually, food is served at these events. In lieu of this, attendees will be offered individually wrapped cookies to take on their way out of the session.

All DHS COVID-19 recommendations on social distancing and masking will be adhered to. If a person has forgotten a mask, some will be provided at no cost. Anyone unwilling or unable to wear a mask will not be permitted to attend this event for health and safety reasons to minimize the risks of community spread.

If this proposal is denied due to current COVID concerns, these events would be held virtually.

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School District of Manawa

To: Manawa Board of Education
From: Dr. Melanie J. Oppor
Date: March 10, 2021
Re: Fitness Center Rules & Guidelines Updates

Since the soft opening of the Fitness Center, District Office personnel have been documenting questions that arise as patrons begin to use the facility. The purpose of this memo is to ask for Board of Education clarification on the issues that will then be communicated to the public. Information in red includes recommended or current practices.

1. When can students use the center outside of the school day such as before or after school (much like the open gym concept)? How will this be communicated? **On days or at times when a teacher/coach schedules an open fitness center time, students in grades 6-12 may use the fitness center. These dates/times will be announced to students and/or parents as follows: social media, District webpage, daily announcements, and What's Happening in Manawa.**
2. One fob per family is complimentary however, when additional fobs are requested, the SDM will charge \$10 for a fob. This is a one-time fee. **\$10 would also be the replacement fee for a lost or broken fob.**
3. Are subs considered employees? **On days the person is working for the SDM, they are covered by the SDM's liability policy and considered a temporary employee for the time being worked.**
4. It was asked if the SDM could have a "guest" fee. The rules presently say that no guests are allowed. **Due to COVID-19 mitigation strategies, no guests are allowed at this time.**
5. Will the Fitness Center be available to the public on non-student contact days such as school recesses? How will that change in the schedule be communicated? **Yes, it is anticipated that on some future school recess days the Fitness Center would be available for extended hours. To date, contractors have been using school recess days to do final referendum punch list items and therefore the building in general has been closed to other visitors. Any change in hours will be**

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School District of Manawa

noted on the Fitness Center webpage and will appear in the opening banner of the SDM website when a person logs in.

6. Do BOE members have to pay to be a member of the Fitness Center? **Yes**

7. A staff member asked - How do I know how to go about training on this equipment? Do we have someone on staff that wouldn't mind "coaching" or would have knowledge on how to properly work out? This staff member is telling a trainer at Anytime Fitness what kind of equipment is in the Fitness Center and that trainer is giving them a workout plan. The person is paying for this service but wondered if the SDM could have our own district trainer? **No, this would be a staff and program change and would not be considered an appropriate use of taxpayer dollars. Mr. Murphy is potentially working on some demonstration videos with his students on how to use the fitness equipment that would be made available to both students and the public.**

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School District of Manawa

To: Manawa Board of Education
From: Dr. Melanie J. Oppor
Date: March 10, 2021
Re: Use of District Facilities During a Pandemic

The purpose of this memo is to document the process for use of SDM facilities during the COVID-19 pandemic. Historically, the Facilities Use Form is completed by the person/group requesting the use of the facilities. The form is submitted to the building principal who verifies that the building is available for use. If the space is not in use by school groups, the principal endorses the facilities use form and notes the usage on the school's building use calendar (for internal use). Most SDM facilities are available for short-term use free of charge.

At the onset of the pandemic, two additional requirements were suggested by the District's legal counsel. First, potential facilities users are asked to fill out the Liability Risk Acknowledgement Form. This form reminds the potential user that bringing together groups of people for some types of activities might pose additional risks of exposure to COVID-19.

Secondly, potential facilities users were asked to submit the mitigation plan the group intended to follow while using SDM facilities. It was suggested that potential facilities users refer to county and state Department of Health Services guidelines, CDC guidelines, the WIAA sport-specific guidance, and the SDM's School Reopening Plan as resources when developing the mitigation plan.

Any potential facilities user who submitted the following three components were granted permission to use SDM facilities:

1. Facilities Use Form
2. Liability Risk Acknowledgement Form
3. Mitigation Plan

The Waupaca County Department of Health Services assists in reviewing and endorsing mitigation plans. In a few instances, Waupaca County DHS offered suggestions to enhance the mitigation plan. No mitigation plans were denied outright. Anyone submitting the required three components were supported in plan refinement if needed so that all were granted permission to use SDM facilities.

It is intended that components #2 and #3 will no longer be required once the pandemic is considered "ended" as per the Wisconsin DHS, the CDC, or by some other federally recognized pronouncement.

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School District of Manawa

To: Manawa Board of Education
From: Dr. Melanie J. Oppor
Date: March 10, 2021
Re: Board of Education Funeral/Memorial Commemoration Guidelines

The purpose of this memo is to document the Board of Education's guidelines for commemorating funerals/memorials. The Board of Education recognizes the emotional significance of celebrating the life of those who have passed away with a symbolic gesture. Since the onset of the pandemic, it is not always possible to send the plant/floral arrangement as has been the historical tradition of the School District of Manawa because in many instances an in-person service was not held. For this reason, an alternative option is being suggested.

Who is included in the funeral/memorial commemoration?

- Current staff
- Retired staff
- Spouses of current staff
- Children of current staff
- Parents or in-laws of current staff
- Current board of education members
- Former board of education members
- Spouses of current board members
- Children of current board members

In what manner will the funeral/memorial be commemorated?

- A plant/floral arrangement not to exceed a value of \$25 will be sent to the location of the funeral/memorial.
- OR**
- A book(s) not to exceed a value of \$25 will be placed in one of the school libraries as deemed appropriate by the Library Media Specialist with a commemorative label affixed noting the donation of the book "in memory of ...". The Library Media Specialist will have a list of suggested books for gifting purposes. The District Office will prepare a letter to the family noting the title of the book that was placed in one of the school libraries to commemorate their loved one.

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School District of Manawa

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

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Board of Education Meeting Dates SY2021-2022

3rd Monday unless noted

Meeting Start Time: 7:00 p.m. – Open Session

July 19, 2021

August 16, 2021

September 20, 2021

October 18, 2021

October 25, 2021 – Annual District Meeting – 7:00 p.m.

November 15, 2021

December 20, 2021

January 17, 2022

February 28, 2022 – 4th Monday

March 21, 2022

April 25, 2022 – 4th Monday – BOE Reorganization

May 16, 2022

June 20, 2022