



# School District of Manawa

## Buildings, Grounds, & Finance COMMITTEE MEETING

Manawa School District Office - Board Room  
800 Beech Street, Manawa WI  
(920)596-2525

**Tuesday, July 2, 2024**  
**6:00 A.M.**

*Board of Education MISSION Statement: We Will Represent Our Community while Advocating For Our Stakeholders by Developing Strong Policy and Providing Direction For Our Future.*

### **Board of Education Committee Members: Fietzer (C), Griffin, & Hansen**

*Notice is hereby given that School Board members who are not members of the Buildings, Grounds, and Finance Committee, up to and possibly including all Board members, may attend the above-noticed committee meeting so as to constitute a quorum of the Board. However, the role of any Board member who is not a member of the above-identified committee is limited to information gathering and participation in the committee's discussion. The Board shall take no action as a governmental body as part of the committee meeting.*

#### ❖ **CALL TO ORDER**

#### ❖ **PLEDGE OF ALLEGIANCE**

#### ❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present:*

#### ❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

#### ❖ **AGENDA**

1. Review of current Financial Report(s)
  - a. Cash Receipts Report
  - b. Invoice Report
  - c. Revenues/Expenditures Report
    - i. Language regarding Fund 46 Transfer #
    - ii. Discussion regarding tentative total
  
2. Building & Grounds Maintenance Updates

\* 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. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

\*\*Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.



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3. Capital Improvements List
  - a. Recommendations
    - i. MEMO Parking Lot Project
  - b. Updates - Project Obligation and Tentative Schedule
    - i. Shed Project \$ Summer 2024
    - ii. Restrooms Project Update
  
4. Discussion Topics
  - a. District Van
    - i. Usage Data - 23/24 SY
  - b. PAES Lab Space
  
5. IT Handbook/Plan(s) Review
  - a. Information Technology Plan
  - b. Cyber Incident Response Plan
    - i. After Action Report Template
  - c. Chromebook Program Handbook

### ❖ FUTURE MEETING AGENDA ITEMS



### ❖ ADJOURN

### UPCOMING MEETING(S):

#### **Regular Board of Education Meetings**

- Regular **Board of Education** Meetings take place the 4th Monday every month.

#### **Committee Meeting Dates and Times may be altered (June, July, & August)**

- **Buildings, Grounds & Finance Committee** Meetings scheduled 2nd Wednesday every month.
- **Curriculum Committee** Meetings scheduled 1st Wednesday every month.
- **Policy & Human Resource Committee** Meetings scheduled 1st Wednesday every month.

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Name	Reference	Trans Date	Description	Post Date	Amount
		05/01/2024		05/01/2024	150.00
			Totals for 17125		150.00
		05/01/2024		05/01/2024	440.34
		05/01/2024		05/01/2024	-440.34
		05/01/2024	return of premium for overpay of hra	05/01/2024	440.34
			Totals for 17126		440.34
		05/06/2024	PERSONAL PROPERTY AID - MAY 2024 DISTRIB	05/31/2024	6,810.44
			Totals for 16521		6,810.44
		05/07/2024	25.00 SMITH'S STEAK HOUSE 50.00 EASTLIN	05/07/2024	75.00
			Totals for 17129		75.00
		05/07/2024	REIMBURSEMENT - DONATION FROM WAUPACA FO	05/07/2024	5,505.27
			Totals for 17130		5,505.27
		05/07/2024	CLASS OF 2028	05/07/2024	170.00
			Totals for 17141		170.00
		05/07/2024	CLOSS OF 2029	05/07/2024	230.00
			Totals for 17142		230.00
		05/07/2024	CLASS OF 2030	05/07/2024	420.00
			Totals for 17143		420.00
		05/07/2024	CLASS OF 2025 - PROM TICKET SALES	05/07/2024	2,055.00
			Totals for 17144		2,055.00
		05/07/2024	MUSICAL ADMISSIONS	05/07/2024	542.00
			Totals for 17145		542.00
		05/07/2024	MUSICAL BAKE SALE	05/07/2024	112.00
			Totals for 17146		112.00
		05/07/2024		05/07/2024	792.00
			Totals for 17147		792.00
		05/07/2024	MS TRACK MEET SCHOOL PAY IOLA/STMARY/PAC	05/07/2024	240.00
			Totals for 17148		240.00
		05/07/2024	HS TRACK MEET PAYMENTS - SHAWANO/LENA/WA	05/07/2024	736.00
			Totals for 17149		736.00
		05/07/2024	LWHS POST PROM ADMISSION	05/07/2024	175.05
			Totals for 17150		175.05
		05/07/2024		05/07/2024	720.60
			Totals for 17151		720.60
		05/09/2024		05/09/2024	50.00
			Totals for 17131		50.00
		05/09/2024		05/09/2024	1,145.00
			Totals for 17132		1,145.00
		05/13/2024	TITLE IV CLAIM FOR SY 22-23	05/31/2024	10,000.00
		05/13/2024	TITLE IV CLAIM FOR SY 22-23	05/31/2024	-10,000.00
		05/13/2024	TITLE IV CLAIM FOR SY 23-24 FINAL	05/31/2024	10,000.00
			Totals for 16805		10,000.00
		05/13/2024	KOMPASS CARE REMITTANCE	05/13/2024	4,130.42
			Totals for 17133		4,130.42
		05/13/2024	WI Garn Fee - Dobberstein Law	05/13/2024	15.00
			Totals for 17134		15.00
		05/13/2024		05/13/2024	356.25
			Totals for 17135		356.25
		05/13/2024		05/13/2024	115.00
			Totals for 17136		115.00
		05/13/2024		05/13/2024	130.00
			Totals for 17137		130.00
		05/15/2024		05/15/2024	9,978.00

Name	Reference	Trans Date	Description	Post Date	Amount
		05/15/2024		05/15/2024	-9,978.00
			Totals for 17139		0.00
		05/17/2024		05/17/2024	1,730.00
			Totals for 17140		1,730.00
		05/20/2024	BREAKFAST AID	05/31/2024	5,743.74
			Totals for 14256		5,743.74
		05/20/2024	NATIONAL SCHOOL LUNCH AID	05/31/2024	12,945.01
			Totals for 14257		12,945.01
		05/20/2024	STAR AID PAYMENT NSL FUNDS	05/31/2024	4,524.99
		05/20/2024	STAR AID PAYMENT NSL FUNDS	05/31/2024	-4,524.99
			Totals for 16563		0.00
		05/20/2024	CREDIT BACK FROM WILD VINE	05/20/2024	2.28
			Totals for 17206		2.28
		05/21/2024	STUDENT FEES	05/21/2024	45.00
			Totals for 17152		45.00
		05/21/2024	MES FOOD SERVICE	05/21/2024	333.00
			Totals for 17153		333.00
		05/21/2024	CLASS OF 2032	05/21/2024	30.00
			Totals for 17154		30.00
		05/21/2024	CLASS OF 2036 KINDERGARTEN FIELD TRIP	05/21/2024	180.00
			Totals for 17155		180.00
		05/21/2024	CANDY BAR SALES	05/21/2024	110.00
			Totals for 17177		110.00
		05/21/2024	DEBATE BAKE SALE 5-21	05/21/2024	97.00
			Totals for 17178		97.00
		05/21/2024	TRACK MEET STUD COUN CONCESSIONS 5-21	05/21/2024	558.00
			Totals for 17179		558.00
		05/28/2024		05/28/2024	1,283.20
			Totals for 17158		1,283.20
		05/28/2024	ART CLUB DONATION FROM LINDSAY MACHINERY	05/28/2024	504.00
			Totals for 17180		504.00
		05/28/2024	BAND MARCHING MEMORIAL DAY	05/28/2024	200.00
			Totals for 17181		200.00
		05/28/2024	TRACK MARION AND MENOMINEE PAYMENTS	05/28/2024	200.00
			Totals for 17182		200.00
		05/29/2024	DEPARTMENT OF WORKFORCE DEVELOPMENT BENE	05/29/2024	24,979.82
			Totals for 17159		24,979.82
		05/29/2024	2023 MAC PAYMENT POST TO FUND 10 AS IT I	05/29/2024	8,335.19
			Totals for 17160		8,335.19
		05/29/2024	MOBILE HOME TAXES JAN/FEB/MAR 2024	05/29/2024	1,084.53
			Totals for 17161		1,084.53
		05/29/2024	GRIMM AP LIT TEST	05/29/2024	90.00
			Totals for 17162		90.00
		05/29/2024	PAYMENT FROM BROOKE MOORE FOR REIMBURSEM	05/29/2024	160.00
			Totals for 17163		160.00
		05/29/2024	MS TRACK MEET 4/25 FROM WITTENBERG	05/29/2024	50.00
			Totals for 17164		50.00
		05/29/2024	HS TRACK MEET 5/16 FROM WITTENBERG	05/29/2024	100.00
			Totals for 17165		100.00
		05/29/2024	MS TRACK MEET 4/25 & 5/7 FROM AMHERST	05/29/2024	100.00
			Totals for 17166		100.00
		05/29/2024		05/29/2024	1,080.40
			Totals for 17167		1,080.40

Name	Reference	Trans Date	Description	Post Date	Amount
		05/30/2024	DHS SCHOOL HEALTH CARE WORKER GRANT REIM	05/30/2024	109.65
			Totals for 16511		109.65
		05/30/2024	TO RECORD CARL PERKINS REIMBURSEMENT	05/30/2024	5,153.97
			Totals for 16568		5,153.97
		05/30/2024	WIAA SOFTBALL REGIONALS ADMISSION	05/30/2024	418.00
			Totals for 17183		418.00
		05/30/2024	CESA6 REIMBURSEMENT DUP PAYMENT	05/30/2024	750.00
			Totals for 17204		750.00
		05/30/2024		05/30/2024	325.87
			Totals for 17205		325.87
		05/31/2024	MAGIC WRITER E-FUNDS DEPOSIT	05/31/2024	3,992.10
			Totals for 12850		3,992.10
		05/31/2024	TO RECORD MONTHLY INTEREST FOR STUDENT A	05/31/2024	6.23
			Totals for 13798		6.23
		05/31/2024	MONTHLY INTEREST FOR GENERAL FUND CHECKI	05/31/2024	16,874.61
			Totals for 14032		16,874.61
		05/31/2024	COBRA REPAYMENT FROM UMR	05/31/2024	62.51
			Totals for 15920		62.51
		05/31/2024	STAR AID PAYMENT NSL FUNDS	05/31/2024	1,946.82
		05/31/2024	STAR AID PAYMENT NSL FUNDS	05/31/2024	3,399.78
			Totals for 16563		5,346.60
		05/31/2024	TITLE IIA REIMBURSEMENTS	05/31/2024	26,012.00
		05/31/2024	TITLE IIA REIMBURSEMENTS	05/31/2024	-26,012.00
		05/31/2024	TITLE IIA REIMBURSEMENTS	05/31/2024	26,012.00
			Totals for 16757		26,012.00
		05/31/2024		05/31/2024	460.00
			Totals for 17184		460.00
		05/31/2024		05/31/2024	2,578.17
			Totals for 17203		2,578.17
			Total for Cash Receipts		157,146.25

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	62.51	102,410.42	5,667.55	108,140.48
21	Special Revenue Trust Fund	0.00	5,864.28	0.00	5,864.28
27	SPECIAL EDUCATION FUND	0.00	4,130.42	0.00	4,130.42
50	FOOD SERVICE FUND	12,007.55	26,613.52	0.00	38,621.07
80	COMMUNITY SERVICE FUND	0.00	390.00	0.00	390.00
***	Fund Summary Totals ***	12,070.06	139,408.64	5,667.55	157,146.25

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

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85615	AMAZON CAPITAL SERVI	dmap05	05/03/2024	HEALTH ROOM SUPPLIES	10 E 101 411 214200 000	GENERAL FUND/GENERAL SUPPLIES/SCHOOL NURSE	1012400105	87.58
Totals for 85615								87.58
85621	DIVERSIFIED BENEFIT	dmap05	05/03/2024		10 E 800 941 252000 000	GENERAL FUND/DISTRICT FEES / BANKING FEE/FISCAL	0	240.82
Totals for 85621								240.82
85623	HEID MUSIC CO, INC.	dmap05	05/03/2024	Etzwiller - Middle/Sr High vocal	10 E 400 411 125400 000	GENERAL FUND/GENERAL SUPPLIES/VOCAL MUSIC	0	13.75
Totals for 85623								13.75
85624	INTEGRATED SYSTEMS C	dmap05	05/03/2024	HOSTING SERVICE	10 E 800 360 295000 000	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002400011	388.80
Totals for 85624								388.80
85625	KOBUSSEN BUSES LTD	dmap05	05/03/2024	Transportation for regular education, field trips and sporting events	10 E 800 341 256710 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET	0	48,760.48
85625	KOBUSSEN BUSES LTD	dmap05	05/03/2024	Transportation for regular education, field trips and sporting events	10 E 800 341 256740 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS	0	5,238.41
85625	KOBUSSEN BUSES LTD	dmap05	05/03/2024	Transportation for regular education, field trips and sporting events	10 E 400 341 256770 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	2,951.54
85625	KOBUSSEN BUSES LTD	dmap05	05/03/2024	Transportation for regular education, field trips and sporting events	10 E 101 341 256770 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD	0	364.41

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85625	KOBUSSEN BUSES LTD	dmap05	05/03/2024	Transportation for regular education, field trips and sporting events	27 E 800 341 256750 011	TRIPS SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	6,491.32
85625	KOBUSSEN BUSES LTD	dmap05	05/03/2024	Transportation for regular education, field trips and sporting events	80 E 800 343 390000 000	COMMUNITY SERVICE FUND/TRAVEL-CONTRACT ED SERVICE/OTHER COMMUNITY SERVICES	0	1,642.64
Totals for 85625								65,448.80
85630	SOLIANT	dmap05	05/03/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	680.00
Totals for 85630								680.00
85632	THEDACARE AT WORK	dmap05	05/03/2024	Physical for David Maus	10 E 800 310 264500 000	GENERAL FUND/PERSONAL SERVICES/HEALTH SERVICES	0	196.00
Totals for 85632								196.00
85635	WISDAA DISTRICT 5 SP	dmap05	05/03/2024	KONKOL - HS Forensics - State Registration Fees	10 E 400 940 160000 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-CURRICULAR ACTIVITIES	4002400185	165.00
Totals for 85635								165.00
85637	CEDAR SPRINGS GOLF C	dmap05	05/10/2024	Golf Invitational on 04/15/24	10 E 400 940 162004 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	130.00
Totals for 85637								130.00
85638	CESA 6-CONFERENCE RE	dmap05	05/10/2024	PHYSICAL THERAPY	27 E 101 386 218200 019	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	272400066	1,003.20
85638	CESA 6-CONFERENCE RE	dmap05	05/10/2024	PHYSICAL THERAPY	27 E 200 386 218200 019	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	272400066	668.80
Totals for 85638								1,672.00



CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85640	E O JOHNSON CO., INC	dmap05	05/10/2024	MONTHLY COPIER INVOICE	10 E 800 354 260000 000	GENERAL FUND/PRINTING AND BINDING/CENTRAL SERVICES	8002400016	3,552.29
Totals for 85640								3,552.29
85641	GLACIER WOODS GOLF C	dmap05	05/10/2024	Amherst sponsored golf meet	10 E 400 940 162004 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	130.00
Totals for 85641								130.00
85642	GLEN CAIRN GOLF COUR	dmap05	05/10/2024	Golf Invitational on 05/09/24	10 E 400 940 162004 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	130.00
Totals for 85642								130.00
85643	GREEN BOYZ INC	dmap05	05/10/2024	Fertilizing, Thatching and Mowing	10 E 800 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	1,440.00
Totals for 85643								1,440.00
85645	IOLA-SCANDINAVIA HIG	dmap05	05/10/2024	Golf CWC meet	10 E 400 940 162004 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	130.00
Totals for 85645								130.00
85646	JIM'S PLUMBING	dmap05	05/10/2024	service call unplug drain to four urinals	10 E 400 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	327.75
85646	JIM'S PLUMBING	dmap05	05/10/2024	service call unplug drain to four urinals	10 E 200 324 254300 000	GENERAL FUND/REPAIR & MAINTENANCE SERVICES/BUILDINGS	0	247.25
Totals for 85646								575.00
85647	KAUKAUNA HIGH SCHOOL	dmap05	05/10/2024	Middle School Wrestling	80 E 800 940 390000 000	COMMUNITY SERVICE FUND/DUES & FEES MEMBRSHIP/FT FEES/OTHER COMMUNITY SERVICES	0	40.00
Totals for 85647								40.00
85649	NEOLA, INC.	dmap05	05/10/2024	Update Service	10 E 800 360 231100 000	GENERAL FUND/TECH/SOFTWARE SERVIC/BOARD MEMBERS	0	1,375.00
Totals for 85649								1,375.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85651	PITNEY BOWES GLOBAL	dmap05	05/10/2024	Lease Invoice	10 E 800 353 260000 000	GENERAL FUND/POSTAGE/CARTAGE /CENTRAL SERVICES	0	176.19
Totals for 85651								176.19
85652	ROSHOLT SCHOOL DISTR	dmap05	05/10/2024	High School Track Conference Meet	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	150.00
Totals for 85652								150.00
85653	SCHOOL DISTRICT OF I	dmap05	05/10/2024	April Adaptive Swim	27 E 200 341 256750 019	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	88.00
Totals for 85653								88.00
85654	SCHOOL DISTRICT OF M	dmap05	05/10/2024	High School Track Invitational	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	125.00
Totals for 85654								125.00
85655	SCHOOL DISTRICT OF A	dmap05	05/10/2024	High School Track CWC Meet	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	150.00
Totals for 85655								150.00
85656	SCHOOL NURSE SUPPLY,	dmap05	05/10/2024	School Nurse Supply - AED, AED cabinet with Alarm	10 E 800 411 256241 000	GENERAL FUND/GENERAL SUPPLIES/EXC - NOT SPORTS	4002400178	1,840.00
Totals for 85656								1,840.00
85657	SHIOCTON HIGH SCHOOL	dmap05	05/10/2024	middle school wrestling	80 E 800 940 390000 000	COMMUNITY SERVICE FUND/DUES & FEES MEMBRSHIP/FT FEES/OTHER COMMUNITY SERVICES	0	40.00
Totals for 85657								40.00
85658	SOLIANT	dmap05	05/10/2024	Speech Services - Virtual	27 E 101 310 156600 341	SPECIAL EDUCATION FUND/PERSONAL SERVICES/SPEECH/LANG UAGE	8002400035	340.00
Totals for 85658								340.00
85659	TROPHIES & TREASURES	dmap05	05/10/2024	Engraving Name Plate and	10 E 800 411 231000 000	GENERAL	0	65.40

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Plaque		FUND/GENERAL SUPPLIES/BOARD OF EDUCATION		
						Totals for 85659		65.40
85660	WASBO (WI ASSOC OF S	dmap05	05/10/2024	2024-2025 District Professional Membership	10 E 800 310 251000 000	GENERAL FUND/PERSONAL SERVICES/DIRECTION OF BUSINESS	0	275.00
						Totals for 85660		275.00
85661	WAUPACA HIGH SCHOOL	dmap05	05/10/2024	High School Track Meet	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	250.00
						Totals for 85661		250.00
85663	WEYAUWEGA-FREMONT SC	dmap05	05/10/2024	Middle School Wrestling	80 E 800 940 390000 000	COMMUNITY SERVICE FUND/DUES & FEES MEMBRSHIP/FT FEES/OTHER COMMUNITY SERVICES	0	40.00
85663	WEYAUWEGA-FREMONT SC	dmap05	05/10/2024	Golf Meeting on 05/16/24	10 E 400 940 162004 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/COED GOLF	0	135.00
						Totals for 85663		175.00
85664	WITTENBERG-BIRNAMWOO	dmap05	05/10/2024	High School Track Meet	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	150.00
						Totals for 85664		150.00
85665	BEAR LAKE RESORT	jpap05	05/10/2024	Staff Reconig Banquet	10 E 800 415 232100 000	GENERAL FUND/FOOD/OFFICE OF SUPERINTENDENT	0	1,693.06
						Totals for 85665		1,693.06
85666	CENTURY LINK	jpap05	05/10/2024	LONG DISTANCE SERVICE - MONTHLY	10 E 800 355 260000 000	GENERAL FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400018	37.15
						Totals for 85666		37.15
85669	DOBBERSTEIN LAW FIRM	P9	05/15/2024	Payroll accrual	10 L 811680	GENERAL FUND/GARNISHMENT DEDUCTION	0	311.95
						Totals for 85669		311.95

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85670	ABBY VANS INC.	dmap05	05/15/2024	service for student for month of feb.	27 E 101 341 256750 019	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	690.60
						Totals for 85670		690.60
85671	ALLIANT ENERGY	dmap05	05/15/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	9.84
85671	ALLIANT ENERGY	dmap05	05/15/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	7.43
85671	ALLIANT ENERGY	dmap05	05/15/2024	LWHS/MMS GAS BILLS	10 E 200 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	4002400025	1,420.28
85671	ALLIANT ENERGY	dmap05	05/15/2024	GAS AND ELECTRIC FOR PAES LAB	27 E 400 331 253300 341	SPECIAL EDUCATION FUND/GAS FOR HEAT/BUILDINGS	272400032	30.84
85671	ALLIANT ENERGY	dmap05	05/15/2024	GAS AND ELECTRIC FOR PAES LAB	27 E 400 336 253300 341	SPECIAL EDUCATION FUND/ELECTRICITY OTHER THAN HEAT/BUILDINGS	272400032	35.03
85671	ALLIANT ENERGY	dmap05	05/15/2024	MES GAS BILLS	10 E 101 331 253000 000	GENERAL FUND/GAS FOR HEAT/OPERATION	1012400032	1,049.84
85671	ALLIANT ENERGY	dmap05	05/15/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	5,241.25
85671	ALLIANT ENERGY	dmap05	05/15/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	3,953.93
85671	ALLIANT ENERGY	dmap05	05/15/2024	MES ELECTRIC BILLS	10 E 101 336 253000 000	GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	1012400032	5,638.75
85671	ALLIANT ENERGY	dmap05	05/15/2024	LWHS/MMS ELECTRIC BILLS	10 E 400 336 253000 000	GENERAL FUND/ELECTRICITY	4002400024	13.01

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85671	ALLIANT ENERGY	dmap05	05/15/2024	LWHS/MMS ELECTRIC BILLS	10 E 200 336 253000 000	OTHER THAN HEAT/OPERATION GENERAL FUND/ELECTRICITY OTHER THAN HEAT/OPERATION	4002400024	9.81
Totals for 85671								17,410.01
85672	NEW DOCUMENTS & LABE	dmap05	05/15/2024	TIME CARDS & CHECK WINDOW ENVELOPES	10 E 800 411 252000 000	GENERAL FUND/GENERAL SUPPLIES/FISCAL	8002400065	406.00
Totals for 85672								406.00
85673	WASPA (WI ASSOC SCHO	dmap05	05/15/2024	Membership Renewal	10 E 800 940 230000 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/GENERAL ADMINISTRATION	0	1,290.00
Totals for 85673								1,290.00
85674	WCA GROUP HEALTH TRU	dmap05	05/15/2024	June 2024 Health Insurance	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	97,462.44
Totals for 85674								97,462.44
85676	SILVER LAKE LANES	JPAP05	05/15/2024	ATHLETIC BANQUET BASEBALL & SOFTBALL (4 @ 15.00)	10 E 400 942 162000 000	GENERAL FUND/EMPLOYEE DUES AND FEES/GENERAL ATHLETICS	0	60.00
Totals for 85676								60.00
85677	AMHERST HIGH SCHOOL	dmap05	05/24/2024	MS Track meet on 05/13/24	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	100.00
Totals for 85677								100.00
85678	COLLEGE BOARD	dmap05	05/24/2024	AP EXAM FEES	10 E 400 943 213999 000	GENERAL FUND/PUPIL DUES AND FEES/GUIDANCE-STUDEN T \$	0	5,483.00
Totals for 85678								5,483.00
85679	CRISIS PREVENTION IN	dmap05	05/24/2024	NVCI TRAINING	27 E 101 310 221300 019	SPECIAL EDUCATION FUND/PERSONAL SERVICES/INSTRUCTION AL STAFF TRAINING	272400094	1,949.00
Totals for 85679								1,949.00
85680	E O JOHNSON COMPANY	dmap05	05/24/2024	Labor Charges	10 E 800 354 260000 000	GENERAL	0	41.25

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						FUND/PRINTING AND BINDING/CENTRAL SERVICES		
						Totals for 85680		41.25
85681	FOLLETT CONTENT SOLU	dmap05	05/24/2024	Final Book Order	10 E 101 432 222200 031	GENERAL	1012400108	8,013.30
						FUND/LIBRARY BOOKS/SCHOOL LIBRARY		
85681	FOLLETT CONTENT SOLU	dmap05	05/24/2024	MS Final Book Order	10 E 200 432 222200 031	GENERAL	2002400015	668.63
						FUND/LIBRARY BOOKS/SCHOOL LIBRARY		
85681	FOLLETT CONTENT SOLU	dmap05	05/24/2024	Final Book Order	10 E 101 432 222200 031	GENERAL	1012400108	1,170.83
						FUND/LIBRARY BOOKS/SCHOOL LIBRARY		
						Totals for 85681		9,852.76
85682	GRAND SLAM MINI GOLF	dmap05	05/24/2024	2-3 INCENTIVE TRIP	10 E 101 943 110000 000	GENERAL FUND/PUPIL	1012400120	418.75
						DUES AND FEES/UNDIFFERENTIATE D CURRICULUM		
						Totals for 85682		418.75
85683	LUV 2 PLAY	dmap05	05/24/2024	4K - 1 INCENTIVE TRIP	10 E 101 943 110000 000	GENERAL FUND/PUPIL	1012400119	580.35
						DUES AND FEES/UNDIFFERENTIATE D CURRICULUM		
						Totals for 85683		580.35
85684	NEW ZOO & ADVENTURE	dmap05	05/24/2024	4-5 INCENTIVE TRIP	10 E 101 943 110000 000	GENERAL FUND/PUPIL	1012400118	626.00
						DUES AND FEES/UNDIFFERENTIATE D CURRICULUM		
						Totals for 85684		626.00
85685	SOLIANT	dmap05	05/24/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION	8002400035	680.00
						FUND/PERSONAL SERVICES/SPEECH/LANG UAGE		
85685	SOLIANT	dmap05	05/24/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION	8002400035	680.00
						FUND/PERSONAL SERVICES/SPEECH/LANG		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						UAGE		
						Totals for 85685		1,360.00
85686	STERLING WATER-CHAIN	dmap05	05/24/2024	SOLAR SALT	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	67.73
						Totals for 85686		67.73
85689	WITTENBERG-BIRNAMWOO	dmap05	05/24/2024	MS Track Meet on 05/09/24	10 E 400 940 162005 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/CO-ED TRACK	0	150.00
						Totals for 85689		150.00
85690	WSSCA	dmap05	05/24/2024	Member Renewal	10 E 800 940 232100 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/OFFICE OF SUPERINTENDENT	0	180.00
						Totals for 85690		180.00
85693	COLLINS, PATRICK	DMAP05	05/28/2024	CHECK FOR STATE TRACK FOOD FOR 3 COACHES, 1 CHAPERONE & 8 STUDENTS	10 E 400 415 162005 000	GENERAL FUND/FOOD/CO-ED TRACK	0	732.00
						Totals for 85693		732.00
85694	UW-LA CROSSE	dmap05	05/28/2024	State Track Housing 8-athletes 4-coaches	10 E 400 342 162005 000	GENERAL FUND/EMPLOYEE TRAVEL/CO-ED TRACK	0	345.00
						Totals for 85694		345.00
85695	WICK BUILDINGS, INC	dmap05	05/28/2024	Deposit for building a storage shed at the high school	10 E 800 327 255100 000	GENERAL FUND/CONSTRUCTION SERVICES/FACILITY CONSTRUCTION	0	6,689.00
						Totals for 85695		6,689.00
85697	DOBBERSTEIN LAW FIRM	P9	05/31/2024	Payroll accrual	10 L 811680	GENERAL FUND/GARNISHMENT DEDUCTION	0	316.97
						Totals for 85697		316.97
85699	AMAZON CAPITAL SERVI	DMAP05	05/31/2024	REF PO #0272400098 THIS WAS PUT FROM OPEN TO HISTORY UPDATE INSTEAD OF OPEN TO BATCH UPDATE	27 E 101 411 152000 347	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/EARLY CHILDHOOD	0	157.23
85699	AMAZON CAPITAL SERVI	DMAP05	05/31/2024	HS/MS - Office Supplies - scissors, sticky notes, double sided tape, double	10 E 400 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE	4002400198	209.89

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				sided foam tape, jump drives, security drill bit set, party poppers, etc		D CURRICULUM		
85699	AMAZON CAPITAL SERVI	DMAP05	05/31/2024	HS/MS - Office Supplies - scissors, sticky notes, double sided tape, double sided foam tape, jump drives, security drill bit set, party poppers, etc	10 E 200 410 110000 000	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	4002400198	158.46
85699	AMAZON CAPITAL SERVI	DMAP05	05/31/2024	laptops, chromebooks,	10 E 800 480 295000 000	GENERAL FUND/NON-CAPITAL TECHNOLOGY/ADMINISTRATIVE TECHNOLOGY SERV	8002400070	5,806.39
85699	AMAZON CAPITAL SERVI	DMAP05	05/31/2024	laptops, chromebooks,	10 E 800 481 295000 000	GENERAL FUND/ADMINISTRATIVE TECHNOLOGY SERV	8002400070	0.00
							Totals for 85699	6,331.97
85700	AMPLIFY TECHNOLOGIES	DMAP05	05/31/2024	SHURE SLXD24D/SM58 DUAL WIRELESS SYSTEM WITH TRANSMITTERS	10 E 800 440 295000 000	GENERAL FUND/NON-CAPITAL EQUIPMENT/ADMINISTRATIVE TECHNOLOGY SERV	0	1,944.00
							Totals for 85700	1,944.00
85701	CDW GOVERNMENT, INC.	DMAP05	05/31/2024	100 Chromebook licenses	10 E 800 481 295000 000	GENERAL FUND/ADMINISTRATIVE TECHNOLOGY SERV	8002400071	3,300.00
							Totals for 85701	3,300.00
85702	CRISIS PREVENTION IN	DMAP05	05/31/2024	MEMBERSHIP FEE - JILL SEKA	27 E 800 342 221300 341	SPECIAL EDUCATION FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL STAFF TRAINING	0	200.00
							Totals for 85702	200.00
85703	ESPECIAL NEEDS, LLC	DMAP05	05/31/2024	EasieEaters Curved Utensils - Left Handed with shield	27 E 200 440 158000 019	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/MULTI-CATEGORICAL	272400096	18.90
							Totals for 85703	18.90
85704	FOLLETT CONTENT SOLU	DMAP05	05/31/2024	Final Book Order - High	10 E 400 432 222200 031	GENERAL	4002400182	514.73



CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				School		FUND/LIBRARY BOOKS/SCHOOL LIBRARY		
						Totals for 85704		514.73
85705	GFL ENVIRONMENTAL	DMAP05	05/31/2024	MONTHLY TRASH AND RECYCABLES	10 E 800 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	0	1,377.84
						Totals for 85705		1,377.84
85706	HOOKANDLOOP.COM	DMAP05	05/31/2024	Velcro Brand 1/2" white loop Velcoin	27 E 101 411 152000 347	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/EARLY CHILDHOOD	272400097	72.29
						Totals for 85706		72.29
85707	INTEGRATED SYSTEMS C	DMAP05	05/31/2024	HOSTING SERVICE	10 E 800 360 295000 000	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	8002400011	388.80
						Totals for 85707		388.80
85708	JOSTENS INC.	dmap05	05/31/2024	Jostens - Graduation Stoles	10 E 400 440 213200 000	GENERAL FUND/NON-CAPITAL EQUIPMENT/COUNSELING	4002400158	302.34
						Totals for 85708		302.34
85709	MANAWA QUALITY FOODS	dmap05	05/31/2024	ITEMS FOR EARLY CHILDHOOD AND 4K	10 E 101 415 110000 000	GENERAL FUND/FOOD/UNDIFFEREN TIATED CURRICULUM	272400100	28.15
85709	MANAWA QUALITY FOODS	dmap05	05/31/2024	ITEMS FOR EARLY CHILDHOOD AND 4K	27 E 101 415 158000 019	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272400100	25.59
85709	MANAWA QUALITY FOODS	dmap05	05/31/2024	Grocery receipt	27 E 101 415 158000 019	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272400099	28.23
85709	MANAWA QUALITY FOODS	dmap05	05/31/2024	Food Receipt	27 E 101 415 158000 019	SPECIAL EDUCATION FUND/FOOD/MULTI-CATE GORICAL	272400095	25.77
						Totals for 85709		107.74
85711	NASSCO INC	dmap05	05/31/2024	Heise - Easy Wipes, Revolution Bags, Desk wastebasket	10 E 400 411 253000 000	GENERAL FUND/GENERAL SUPPLIES/OPERATION	4002400204	304.84
85711	NASSCO INC	dmap05	05/31/2024	Heise - Easy Wipes,	10 E 200 411 253000 000	GENERAL	4002400204	229.96

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
85711	NASSCO INC	DMAP05	05/31/2024	Revolution Bags, Deskside wastebasket CUSTODIAL SUPPLIES	10 E 101 411 253000 000	FUND/GENERAL SUPPLIES/OPERATION GENERAL	1012400116	966.85
85711	NASSCO INC	dmap05	05/31/2024	Heise - Paper Towel from Nassco	10 E 400 411 253000 000	FUND/GENERAL SUPPLIES/OPERATION GENERAL	4002400202	248.31
85711	NASSCO INC	dmap05	05/31/2024	Heise - Paper Towel from Nassco	10 E 200 411 253000 000	FUND/GENERAL SUPPLIES/OPERATION GENERAL	4002400202	187.33
Totals for 85711								1,937.29
85712	SCHOOL SPECIALTY LLC	dmap05	05/31/2024	CENTRAL SUPPLY ITEMS	10 E 101 410 110000 000	FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012400112	167.71
Totals for 85712								167.71
85713	SOLARUS	dmap05	05/31/2024	PHONE & INTERNET INVOICES	10 E 800 355 260000 000	FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	317.85
85713	SOLARUS	dmap05	05/31/2024	PHONE & INTERNET INVOICES	10 E 101 355 260000 000	FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	595.97
85713	SOLARUS	dmap05	05/31/2024	PHONE & INTERNET INVOICES	10 E 400 355 260000 000	FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	595.97
85713	SOLARUS	dmap05	05/31/2024	PHONE & INTERNET INVOICES	10 E 200 355 260000 000	FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES	8002400014	476.78
85713	SOLARUS	DMAP05	05/31/2024	PAES LAB PHONE & INTERNET	27 E 400 355 263300 341	SPECIAL EDUCATION FUND/TELEPHONE AND TELEGRAPH/PUBLIC INFORMATION	272400033	148.46
Totals for 85713								2,135.03
85714	SOLIANT	DMAP05	05/31/2024	SPEECH SERVICES - VIRTUAL	27 E 101 310 156600 341	SPECIAL EDUCATION	8002400035	680.00

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						FUND/PERSONAL SERVICES/SPEECH/LANG UAGE		
						Totals for 85714		680.00
85715	STANDARD INSURANCE C	DMAP05	05/31/2024	LIFE/STD & LTD PREMIUM - MAY 2024	10 L 811634	GENERAL FUND/LIFE INSURANCE PAYABLE	0	1,291.82
85715	STANDARD INSURANCE C	DMAP05	05/31/2024	LIFE/STD & LTD PREMIUM - MAY 2024	10 L 811639	GENERAL FUND/LTD INS PAYABLE	0	1,058.98
85715	STANDARD INSURANCE C	DMAP05	05/31/2024	LIFE/STD & LTD PREMIUM - MAY 2024	10 L 811635	GENERAL FUND/STD INS PAYABLE	0	716.03
						Totals for 85715		3,066.83
85716	TASSONE, RILEY	DMAP05	05/31/2024	GRADUATION PHOTOS	10 E 400 310 241000 000	GENERAL FUND/PERSONAL SERVICES/OFFICE OF THE PRINCIPAL	0	100.00
						Totals for 85716		100.00
85717	UNIFIRST CORPORATION	DMAP05	05/31/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 400 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	46.62
85717	UNIFIRST CORPORATION	DMAP05	05/31/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 200 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	4002400052	35.17
85717	UNIFIRST CORPORATION	DMAP05	05/31/2024	MATS & MOPS DELIVERED GENERALLY EVERY OTHER MONDAY	10 E 101 329 253000 000	GENERAL FUND/CLEANING SERVICES/OPERATION	1012400045	60.94
						Totals for 85717		142.73
85718	WISCONSIN TIMBER RAT	DMAP05	05/31/2024	TIMBER RATTLERS GAME BALANCE DUE	10 E 101 943 110000 000	GENERAL FUND/PUPIL DUES AND FEES/UNDIFFERENTIATE D CURRICULUM	1012400121	306.70
						Totals for 85718		306.70
202300257	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,325.25
202300257	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,818.48
202300257	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	383.29

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202300257	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,325.25
202300257	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,818.48
202300257	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	383.29
Totals for 202300257								23,054.04
202300269	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,297.01
202300269	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,683.10
202300269	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	336.82
202300269	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	10 L 811622	GENERAL FUND/WI RETIREMENT FUND	0	9,297.01
202300269	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	27 L 811622	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,683.10
202300269	WISCONSIN RETIREMENT	WRS AP	05/31/2024	Payroll accrual	50 L 811622	FOOD SERVICE FUND/WI RETIREMENT FUND	0	336.82
Totals for 202300269								22,633.86
202300274	DIVERSIFIED BENEFIT	dmwi05	05/03/2024	in network deductible funding	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	171.21
Totals for 202300274								171.21
202300275	DELTA DENTAL OF WISC	dmwi05	05/01/2024	claim payment	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	942.60
Totals for 202300275								942.60
202300276	EMPLOYEE BENEFITS CO	dmwi05	05/02/2024	direct debit notification	10 L 811654	GENERAL FUND/FLEX PLAN SY23-24	0	416.72
Totals for 202300276								416.72
202300277	EMPLOYEE BENEFITS CO	dmwi05	05/10/2024	direct debit notification	10 L 811654	GENERAL FUND/FLEX PLAN SY23-24	0	1,509.91
Totals for 202300277								1,509.91

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300278	DELTA DENTAL OF WISC	dmwi05	05/10/2024	Dental Claims	10 L	815110 GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	882.99
							Totals for 202300278	882.99
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,838.59
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,527.05
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	273.07
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,067.13
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	357.10
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	63.86
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	10 L	811612 GENERAL FUND/FEDERAL INCOME TAX	0	584.00
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	27 L	811612 SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	184.24
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	50 L	811612 FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	10 L	811612 GENERAL FUND/FEDERAL INCOME TAX	0	8,674.41
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	27 L	811612 SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,082.57
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	50 L	811612 FOOD SERVICE FUND/FEDERAL INCOME TAX	0	61.33
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA	0	2,067.13

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	27 L	811611 (SOCIAL SECURITY) SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	357.10
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	63.86
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	10 L	811611 GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,838.59
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	27 L	811611 SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,527.05
202300279	INTERNAL REVENUE SER	P9	05/15/2024	Payroll accrual	50 L	811611 FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	273.07
Totals for 202300279								36,865.15
202300280	WEA TAX SHELTERED AN	P9	05/15/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300280	WEA TAX SHELTERED AN	P9	05/15/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
Totals for 202300280								275.00
202300281	WISCONSIN DEPT OF RE	P9	05/15/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	125.00
202300281	WISCONSIN DEPT OF RE	P9	05/15/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300281	WISCONSIN DEPT OF RE	P9	05/15/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	5,189.85
202300281	WISCONSIN DEPT OF RE	P9	05/15/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION FUND/STATE INCOME TAX	0	741.86
202300281	WISCONSIN DEPT OF RE	P9	05/15/2024	Payroll accrual	50 L	811613 FOOD SERVICE FUND/STATE INCOME TAX	0	73.30
Totals for 202300281								6,135.01
202300283	WEA MEMBER BENEFIT T	P9	05/15/2024	Payroll accrual	10 L	811656 GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
Totals for 202300283								40.00
202300284	EMPOWER RETIREMENT	P9	05/15/2024	Payroll accrual	10 L	811655 GENERAL	0	50.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						FUND/HARTFORD INS - TSA/ROTH		
						Totals for 202300284		50.00
202300285	DELTA DENTAL OF WISC	dmwi05	05/22/2024	Dental Claims	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	1,483.10
						Totals for 202300285		1,483.10
202300286	DIVERSIFIED BENEFIT	dmwi05	05/24/2024	HRA Reimbursements	10 L 811632	GENERAL FUND/HEALTH INSURANCE	0	2,000.00
						Totals for 202300286		2,000.00
202300287	EMPLOYEE BENEFITS CO	dmwi05	05/23/2024	Direct Debit Notification	10 L 811654	GENERAL FUND/FLEX PLAN SY23-24	0	184.21
						Totals for 202300287		184.21
202300288	DELTA DENTAL OF WISC	dmwi05	05/15/2024	Dental claims and cobra	10 L 815110	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	493.10
						Totals for 202300288		493.10
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,696.90
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,472.13
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	322.71
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	90.83
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,033.99
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	344.25
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	75.47
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	21.24

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	621.50
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	146.74
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	25.00
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	10 L 811612	GENERAL FUND/FEDERAL INCOME TAX	0	8,751.66
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	27 L 811612	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	1,042.53
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	50 L 811612	FOOD SERVICE FUND/FEDERAL INCOME TAX	0	90.53
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	80 L 811612	COMMUNITY SERVICE FUND/FEDERAL INCOME TAX	0	0.00
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,033.99
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	344.25
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	75.47
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	80 L 811611	COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	21.24
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	10 L 811611	GENERAL FUND/FICA (SOCIAL SECURITY)	0	8,696.90
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	27 L 811611	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,472.13
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	50 L 811611	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	322.71



CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300290	INTERNAL REVENUE SER	P9	05/31/2024	Payroll accrual	80 L	811611 SECURITY) COMMUNITY SERVICE FUND/FICA (SOCIAL SECURITY)	0	90.83
Totals for 202300290								36,793.00
202300291	WEA TAX SHELTERED AN	P9	05/31/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300291	WEA TAX SHELTERED AN	P9	05/31/2024	Payroll accrual	10 L	811683 GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
Totals for 202300291								275.00
202300292	WISCONSIN DEPT OF RE	P9	05/31/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	125.00
202300292	WISCONSIN DEPT OF RE	P9	05/31/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300292	WISCONSIN DEPT OF RE	P9	05/31/2024	Payroll accrual	10 L	811613 GENERAL FUND/STATE INCOME TAX	0	5,390.17
202300292	WISCONSIN DEPT OF RE	P9	05/31/2024	Payroll accrual	27 L	811613 SPECIAL EDUCATION FUND/STATE INCOME TAX	0	713.18
202300292	WISCONSIN DEPT OF RE	P9	05/31/2024	Payroll accrual	50 L	811613 FOOD SERVICE FUND/STATE INCOME TAX	0	101.50
202300292	WISCONSIN DEPT OF RE	P9	05/31/2024	Payroll accrual	80 L	811613 COMMUNITY SERVICE FUND/STATE INCOME TAX	0	0.00
Totals for 202300292								6,334.85
202300294	WEA MEMBER BENEFIT T	P9	05/31/2024	Payroll accrual	10 L	811656 GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
Totals for 202300294								40.00
202300295	EMPOWER RETIREMENT	P9	05/31/2024	Payroll accrual	10 L	811655 GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
Totals for 202300295								50.00
202300296	DELTA DENTAL OF WISC	DMWI05	05/29/2024	Dental Claims and Cobra	10 L	815110 GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	545.39
Totals for 202300296								545.39
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP	10 E 400 411 241000 000	GENERAL	0	36.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Invoice.		FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 411 125500 000	GENERAL	0	265.55
				Invoice.		FUND/GENERAL SUPPLIES/INSTRUMENTA L MUSIC		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 411 241000 000	GENERAL	0	6.99
				Invoice.		FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 411 241000 000	GENERAL	0	20.86
				Invoice.		FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 411 241000 000	GENERAL	0	6.99
				Invoice.		FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 411 253000 000	GENERAL	0	38.34
				Invoice.		FUND/GENERAL SUPPLIES/OPERATION		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 411 241000 000	GENERAL	0	10.00
				Invoice.		FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 411 241000 000	GENERAL	0	87.46
				Invoice.		FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 411 241000 000	GENERAL	0	10.00
				Invoice.		FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 411 241000 000	GENERAL	0	24.99
				Invoice.		FUND/GENERAL SUPPLIES/OFFICE OF THE PRINCIPAL		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP	80 E 800 940 390000 000	COMMUNITY SERVICE	0	162.50

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Invoice.		FUND/DUES & FEES MEMBERSHIP/FT FEES/OTHER COMMUNITY SERVICES		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 200 439 122000 000	GENERAL FUND/OTHER MEDIA/ENGLISH LANGUAGE	0	301.40
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 101 341 256740 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS	0	375.00
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 101 943 110000 000	GENERAL FUND/PUPIL DUES AND FEES/UNDIFFERENTIATE D CURRICULUM	0	105.60
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 101 943 110000 000	GENERAL FUND/PUPIL DUES AND FEES/UNDIFFERENTIATE D CURRICULUM	0	133.20
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 101 943 110000 000	GENERAL FUND/PUPIL DUES AND FEES/UNDIFFERENTIATE D CURRICULUM	0	400.00
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 101 341 256740 000	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CO-CUR RICULAR TRANS	0	200.00
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 415 221300 000	GENERAL FUND/FOOD/INSTRUCTIO NAL STAFF TRAINING	0	39.99
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 415 221300 000	GENERAL FUND/FOOD/INSTRUCTIO NAL STAFF TRAINING	0	52.49
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 415 221300 000	GENERAL FUND/FOOD/INSTRUCTIO NAL STAFF TRAINING	0	42.19
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP	10 E 400 415 221300 000	GENERAL	0	9.48

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
				Invoice.		FUND/FOOD/INSTRUCTIO NAL STAFF TRAINING		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 415 221300 000	GENERAL	0	43.78
				Invoice.		FUND/FOOD/INSTRUCTIO NAL STAFF TRAINING		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 440 241000 000	GENERAL	0	131.86
				Invoice.		FUND/NON-CAPITAL EQUIPMENT/OFFICE OF THE PRINCIPAL		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 400 415 221300 000	GENERAL	0	45.35
				Invoice.		FUND/FOOD/INSTRUCTIO NAL STAFF TRAINING		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 355 260000 000	GENERAL	0	388.20
				Invoice.		FUND/TELEPHONE AND TELEGRAPH/CENTRAL SERVICES		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	GENERAL	0	220.00
				Invoice.		FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	GENERAL	0	34.99
				Invoice.		FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	GENERAL	0	442.97
				Invoice.		FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	GENERAL	0	36.91
				Invoice.		FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	GENERAL	0	719.99
				Invoice.		FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV		
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	GENERAL	0	950.13
				Invoice.		FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	E TECHNOLOGY SERV GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	25.00
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	26.38
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	20.00
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 360 295000 000	GENERAL FUND/TECH/SOFTWARE SERVIC/ADMINISTRATIV E TECHNOLOGY SERV	0	21.09
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 101 415 110000 000	GENERAL FUND/FOOD/UNDIFFEREN TIATED CURRICULUM	0	46.04
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 101 415 110000 000	GENERAL FUND/FOOD/UNDIFFEREN TIATED CURRICULUM	0	16.98
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 101 415 110000 000	GENERAL FUND/FOOD/UNDIFFEREN TIATED CURRICULUM	0	45.38
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 101 439 110000 000	GENERAL FUND/OTHER MEDIA/UNDIFFERENTIAT ED CURRICULUM	0	79.00
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 415 232100 000	GENERAL FUND/FOOD/OFFICE OF SUPERINTENDENT	0	26.28
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 411 232100 000	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF SUPERINTENDENT	0	27.93
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 411 232100 000	GENERAL FUND/GENERAL SUPPLIES/OFFICE OF	0	204.37

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 940 232100 000	SUPERINTENDENT GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/OFFICE OF SUPERINTENDENT	0	3.00
202300311	BMO MASTERCARD	KTCCMA	05/20/2024	Credit Card Payment AP Invoice.	10 E 800 940 232100 000	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/OFFICE OF SUPERINTENDENT	0	8.00
Totals for 202300311								5,892.66
232400271	LITCHFIELD, LANCE	dmap05	05/10/2024	Reimbursement for AD Meetings and Totes	10 E 400 342 162000 000	GENERAL FUND/EMPLOYEE TRAVEL/GENERAL ATHLETICS	4002400197	136.69
232400271	LITCHFIELD, LANCE	dmap05	05/10/2024	Reimbursement for AD Meetings and Totes	10 E 400 411 162000 000	GENERAL FUND/GENERAL SUPPLIES/GENERAL ATHLETICS	4002400197	35.91
Totals for 232400271								172.60
232400272	DALLMAN, WILLIAM	dmap05	05/13/2024	Varsity baseball game on 05/09	10 E 400 310 162204 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	95.00
232400272	DALLMAN, WILLIAM	dmap05	05/13/2024	JV baseball game on 05/09	10 E 400 310 162204 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	70.00
Totals for 232400272								165.00
232400273	DRATH, RONALD	dmap05	05/13/2024	varsity baseball game on 5/09	10 E 400 310 162204 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	95.00
232400273	DRATH, RONALD	dmap05	05/13/2024	JV baseball game on 05/09	10 E 400 310 162204 000	GENERAL FUND/PERSONAL SERVICES/BOYS BASEBALL	0	70.00
Totals for 232400273								165.00
232400274	PRINCE, DONALD JR	dmap05	05/13/2024	Varsity Softball Game	10 E 400 310 162103 000	GENERAL FUND/PERSONAL	0	85.00

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						SERVICES/GIRLS SOFTBALL		
						Totals for 232400274		85.00
232400275	REW, JAMES	dmap05	05/13/2024	Varsity softball game on 5/9	10 E 400 310 162103 000	GENERAL	0	85.00
						FUND/PERSONAL SERVICES/GIRLS SOFTBALL		
						Totals for 232400275		85.00
232400276	BRAUER, DANIELLE	dmap05	05/15/2024	Snacks for staff appreciation	10 E 101 415 110000 000	GENERAL	0	46.23
						FUND/FOOD/UNDIFFEREN TIATED CURRICULUM		
						Totals for 232400276		46.23
232400277	PETERSON, RYAN	dmap05	05/15/2024	Mileage for 5 meetings Food for meeting	10 E 800 415 232100 000	GENERAL	0	74.53
						FUND/FOOD/OFFICE OF SUPERINTENDENT		
232400277	PETERSON, RYAN	dmap05	05/15/2024	Mileage for 5 meetings Food for meeting	10 E 800 342 232100 000	GENERAL	0	440.86
						FUND/EMPLOYEE TRAVEL/OFFICE OF SUPERINTENDENT		
						Totals for 232400277		515.39
232400278	ANDERSON, MEGAN	dmap05	05/24/2024	reimbursement Little Caesars Pizza \$37.75 Shirts for tie dye \$22.98	27 E 101 411 158000 019	SPECIAL EDUCATION	0	22.98
						FUND/GENERAL SUPPLIES/MULTI-CATEG ORICAL		
232400278	ANDERSON, MEGAN	dmap05	05/24/2024	reimbursement Little Caesars Pizza \$37.75 Shirts for tie dye \$22.98	27 E 101 415 158000 019	SPECIAL EDUCATION	0	37.75
						FUND/FOOD/MULTI-CATE GORICAL		
						Totals for 232400278		60.73
232400279	DRANKUS, TIMOTHY	dmap05	05/24/2024	MILEAGE TO BAY BEACH	10 E 101 342 232200 000	GENERAL	1012400115	69.68
						FUND/EMPLOYEE TRAVEL/COMMUNITY RELATIONS		
						Totals for 232400279		69.68
232400280	PERSELLS, HOPE	dmap05	05/24/2024	Subway reimbursement	27 E 200 415 158000 019	SPECIAL EDUCATION	272400089	49.22
						FUND/FOOD/MULTI-CATE GORICAL		
232400280	PERSELLS, HOPE	dmap05	05/24/2024	Mileage for CESA6 Induction Program	27 E 200 342 221300 341	SPECIAL EDUCATION	272400090	67.00
						FUND/EMPLOYEE TRAVEL/INSTRUCTIONAL		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
						STAFF TRAINING		
						Totals for 232400280		116.22
232400281	DEPERRY, JEFFERY	DMAP05	05/24/2024	VARSITY SOFTBALL GAME ON 05/22	10 E 400 310 162103 000	GENERAL	0	90.70
						FUND/PERSONAL		
						SERVICES/GIRLS		
						SOFTBALL		
						Totals for 232400281		90.70
232400282	KILAS, ROBERT	DMAP05	05/24/2024	VARSITY TRACK MEET ON 05/16	10 E 400 310 162005 000	GENERAL	0	100.00
						FUND/PERSONAL		
						SERVICES/CO-ED		
						TRACK		
						Totals for 232400282		100.00
232400283	NELSON, HAYDEN	DMAP05	05/24/2024	VARSITY TRACK MEET ON 05/16	10 E 400 310 162005 000	GENERAL	0	100.00
						FUND/PERSONAL		
						SERVICES/CO-ED		
						TRACK		
						Totals for 232400283		100.00
232400284	RODENCAL, DOUGLAS	DMAP05	05/24/2024	VARSITY TRACK MEET ON 05/16	10 E 400 310 162005 000	GENERAL	0	100.00
						FUND/PERSONAL		
						SERVICES/CO-ED		
						TRACK		
						Totals for 232400284		100.00
232400285	SCHULTZ, DAVID	DMAP05	05/24/2024	VARSTIY SOFTBALL GAME ON 05/22	10 E 400 310 162103 000	GENERAL	0	90.70
						FUND/PERSONAL		
						SERVICES/GIRLS		
						SOFTBALL		
						Totals for 232400285		90.70
232400286	ZIEMER, CORRIE	DMAP05	05/31/2024	REIMBURSEMENT - LUNCH FOR STUDENT COUNCIL FIELD TRIP	10 E 101 415 110000 000	GENERAL	0	84.00
						FUND/FOOD/UNDIFFEREN		
						TIATED CURRICULUM		
						Totals for 232400286		84.00
						Totals for checks		400,681.60



FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	220,496.75	0.00	141,552.92	362,049.67
27	SPECIAL EDUCATION FUND	18,325.34	0.00	14,870.21	33,195.55
50	FOOD SERVICE FUND	3,287.10	0.00	0.00	3,287.10
80	COMMUNITY SERVICE FUND	224.14	0.00	1,925.14	2,149.28
***	Fund Summary Totals ***	242,333.33	0.00	158,348.27	400,681.60

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







REVENUE(S)							
Grants	Allocation (23-24)		Remaining to Claim				
ARP Homeless Children & Youth II		6,140.00	0.00				
Carl Perkins (Tech. Ed)		8,014.00	0.00				
ESSER III		811,111.00	811,111.00				
Title I - (Reading/Math)		143,539.00	0.00				
Title II - (Professional Dev.)		25,152.00	0.00				
Title III		360.00	0.00				
Title IV - (Student Support & Enrichment)		10,000.00	0.00				
IDEA Flow Through (SPED)	Fund 27	186,544.00	0.00				
IDEA Preschool	Fund 27	8,516.00	0.00				
EXPENDITURE(S)				2023-24	2023-24	2023-24	2023-24
OBJECT Code			Budgeted	Total FY Activity	(F10) FY Activity	(F27) FY Activity	
Salaries	Fund 10 & 27	100's	3,662,317.00	3,330,669.44	284,010.25	490,566.99	
Benefits	Fund 10 & 27	200's	1,546,497.00	1,379,834.61	116,751.27	212,323.34	
Purchased Service	Fund 10 & 27	300's	3,263,978.37	1,390,372.42	126,518.3	125,188.12	
Non-Capital Objects	Fund 10 & 27	400's	397,049.63	332,865.17	32,001.47	12,854.7	
Capital Objects	Fund 10 & 27	500's	292,940.75	174,935.86	172,093.69	2,842.17	
Insurance & Judgment	Fund 10 & 27	700's	108,673.25	99,344.75	99,344.75		
Transfers (i.e. to Fund)	Fund 10 & 27	800's	763,159.31	1,606.32	1,606.32		
Other (Dues & Fees)	Fund 10 & 27	900's	46,566.20	51,573.16	50,518.16	1,055	
<b>Total:</b>				<b>6,761,201.73</b>			
				2023-24	2023-24		
OBJECT Code			Budgeted	FY Activity			
Salaries	Fund 50	100's	128,002.79	109,081.49			
Benefits	Fund 50	200's	44,504.58	41,263.55			
Purchased Service	Fund 50	300's	10,000.00	9,487.75			
Food	Fund 50	400's	157,764.32	117,006.56			
Capital Equipment	Fund 50	500's	1,559.00	1,559.39			















## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

**Board Meeting Date:** 6/24/24

**Subject:** Parking Lot Project

**Presenter(s):** Ryan Peterson

### **I. Overall Content/Purpose:**

The purpose of this memo is to provide information regarding the upkeep and maintenance of the MES and MS/HS asphalt parking lots.

### **II. Board Motion Needed:**

Administration will develop a recommendation following committee discussion.

### **III. Point of Emphasis / Key Communication(s):**

- A. After review of the budget and capital improvement/maintenance list, we have the ability to complete the maintenance work on one or two parking lots this year and not defer excessive maintenance projects and costs into the future.
- B. Creating a rotating schedule for parking lot maintenance will relieve the pressure of completing both lots in the same fiscal year. Summer of 2024 we could complete work on the MES site and summer of 2025 complete work at the MS/HS site.
- C. Two companies were contacted to submit quotes for the requested sealcoating and striping of parking lots per industry standard.
- D. SSI and Asphalt Seal & Repair have/are submitting proposals to be discussed and reviewed during the committee meeting. The bids will be available for review, but are not provided with this Memo to ensure we have the most competitive pricing.

### **IV. Contact for More Information:**

**Name:** \_\_Ryan Peterson\_\_



# SCHOOL DISTRICT OF MANAWA

## 6/15/2024

**Proposal Number**

06315 Manawa Elementary School-1

**Job Address**

Elementary School  
800 Beech St  
Manawa, WI, 54949

**Client**

School District of Manawa  
800 Beech St  
Manawa, WI

**Contact**

Rpeterson@manawaSchools.Org  
920-596-5300 Office

**IT'S NOT  
YOUR FAULT...  
IT'S ASPHALT!™**

[WWW.ASPHALTSEALANDREPAIR.COM](http://WWW.ASPHALTSEALANDREPAIR.COM)

Office Info  
920-338-0130

Office Address  
2077 Enterprise Dr  
De Pere, WI, 54115

Salesperson  
chopper@asphaltsealandrepair.com  
920-360-6553



# PROPOSAL

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Dear Ryan Peterson,

Thank you for the opportunity to provide you with a proposal for your property.

Asphalt Seal & Repair has been providing quality estimates and the highest quality workmanship throughout NE Wisconsin for over 26 years, with over 55 years of Experience in the asphalt maintenance industry.

By using the most advanced technology, it lets us provide you with the most accurate and professional user-friendly estimate possible.

The great relationship we maintain with our suppliers guarantees us the best quality materials and the best possible prices.

ASR's team will give you professional quality work guaranteed. Please feel free to call or email with any questions you may have.

Protect, preserve and beautify with exceptional quality and a reasonable cost, that's the ASR commitment to you!

AND REMEMBER---***IT'S NOT YOUR FAULT, IT'S ASPHALT!***

**WWW.ASPHALTSEALANDREPAIR.COM**

**info@asphaltsealandrepair.com**

**920-338-0130**



# PROPOSAL

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## SEAL- 2 COATS

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### SEALCOAT INSTALLATION

We will apply two coats of sealer.

1. The pavement is approximate. **97855 Square Feet**
2. We will barricade all areas where we will be working.
3. The owner is responsible for removing all materials, cars, equipment, etc., from the area where the work will occur. If all conditions are not met under the owner's responsibility and we must return to finish, an additional trip charge will be added.
4. All surfaces will be cleaned of all loose material, weeds, grass, and dirt so that the material will adhere to the existing surface.
5. **Sealant Material:** Our firm will install **(2) coats** of SealMaster polymodified asphalt-based pavement sealer with **3 lbs of sand per gallon per manufacturer specifications**. This product is a high-performance, polymer-enhanced asphalt emulsion pavement sealer. The product is polymerized to ensure outstanding traffic resistance, has a tough protective membrane, and weatherproofs and seals porous asphalt surfaces while blocking UV rays to guard against oxidization. This product has an ultra-low % PAH level, well below 0.1%

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**Price: \$12,725.00**

## CRACK FILL-ROUT T/U

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### Crack Sealing(Rout/Touchup Method)

- 1.All work areas will be barricaded at time of crack sealing
- 2.Contractors will Rout any new cracks to a 1:1 ratio (width vs. depth). Clean cracks with compressed air and or heat lance. To remove dirt, loose gravel, and weeds from cracks in preparation for applying a hot rubberized non tracking sealant.
- 3.Contractors will touch up any previously sealed cracks.
- 4.Contractors will seal cracks with ASTM-D6690 (formerly ASTM-D3405) hot rubberized joint sealant. **Crack sealing Excludes spider/alligator cracked areas.**

**Please Note: The material may constrict and settle into the cracks during curing. This does not reflect a defect in material or workmanship: We therefore make no guarantees against the results of this natural process.**

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**Price: \$627.90**



## STRIPING - PER EXISTING LOT LINES

Striping will consist of the following:

1. Our firm will restripe the parking lot area as per the existing layout.
2. All work will be performed so that there is minimal interruption to your facility.
3. If sealcoating, we will stripe parking area after the sealcoating material has cured.

This work will be completed as coordinated with Purchaser. Any painting on concrete surfaces is not warranted. Purchaser is required to provide Contractor with a detailed drawing designating exact layout of area to be striped. If Purchaser does not provide a detailed striping layout, Contractor will exercise its best effort to re-stripe the area per the existing layout and will not be held responsible for discrepancies in new layout and stencils. Contractor is not responsible for obtaining current ADA, Federal, State, & Local Parking Lot Stripe Codes and or re-designing existing striping layout. Purchaser agrees to pay Contractor a minimum of \$400 for each additional mobilization required for striping not listed above.

**Please note that striping does not include the custom stencils on the Playground.**

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**Price: \$1,000.00**

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**TOTAL PRICE OF THIS PROPOSAL AS PRESENTED:**

**\$14,352.90**

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# AGREEMENT

The Unit Rates applicable to the categories of work to be performed pursuant to this Agreement are based on the material costs and published indexes as of the date of this Proposal. Purchaser acknowledges that if the above-listed items increase by the date all work under the contract is completed, the Unit Rates applicable to the categories of work to be performed under the Proposal shall be adjusted. The adjusted Unit Rates shall be committed and paid by the purchaser as though a written change order were approved and signed by both parties.

Asphalt Seal & Repair proposes to furnish material and labor to perform the work for **Asphalt Seal & Repair at the location of: Elementary School**

Item	Total
Seal- 2 coats	\$12,725.00
Crack Fill-Rout T/U	\$627.90
Striping - Per Existing Lot Lines	\$1,000.00

**\$14,352.90, FOURTEEN THOUSAND, THREE HUNDRED FIFTY-TWO DOLLARS AND NINETY CENTS**

Payment is to be made as follows: • 100% upon completion

**This proposal is valid for twenty (20) days from the date written above. The proposal is subject to the terms and conditions enclosed, attached, and/or on the backside of the proposal.**

This proposal contains confidential information belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this proposal is strictly prohibited. If you have received this proposal in error, please immediately notify us by telephone to arrange for the return of the original documents to us.

Sincerely,

Jim Hawkinson, Sr. Sales Rep  
chopper@asphaltsealandrepair.com  
Cell: 920-360-6553

**Accepted:** The above-proposed terms and conditions, including price and payment terms, are satisfactory and hereby accepted. **Asphalt Seal & Repair** is hereby authorized to proceed with the work specified.

Purchaser: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_ Asphalt Seal & Repair

School District of Manawa , Elementary School,  
Ryan Peterson  
Office: 920-596-5300  
Rpeterson@manawaSchools.Org





# TERMS & CONDITIONS

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## Contract Terms & Conditions

All payments are due 20 days upon completion of work. If payment is not received within our terms we may charge 12% per annum. Please read all owners responsibility and conditions. Call the office at 920-338-0130 with any questions or concerns about this contract.

## Sealcoating Commercial | Owners Responsibilities & Conditions

**Lawn Fertilization:** should not be installed seven days before or after service.

**Rain:** If it's raining the day of scheduled service, assume we aren't coming and we will contact you to reschedule as soon as possible. If it rains after our installation, please contact your representative. We monitor the weather closely and can generally predict this very well. In the event that an unexpected storm happens, we will touch up any areas where sealer has not bonded.

**Sprinklers:** should be off 24 hours prior until 48 hours after service. Avoid lawn cutting during this same period of time. The surface must be dry for our arrival. Areas where the newly sealed pavement is wet may wear prematurely.

**Site Services:** The property owner/manager is responsible to notify all landscapers and garbage companies to not show on the area of work the day we are performing work. In the event of a reschedule due to unforeseen conditions, you are required to let all service providers know about the change. Upon notice of schedule being set, Property owner/manager is required to let any adjoining property owners be aware that we will be coming in to provide asphalt maintenance/seal coating so that they may move any vehicles that are adjoining the property. Asphalt Seal & Repair will not be liable for any damage to vehicles not move from the immediate area.

**Barricaded Parking Lot:** It is vital that all vehicles are removed from our area of work no later than 7:00 am, unless otherwise agreed. As you can imagine, our project costs are based on the property having all cars, people and objects off the area of work. Tow trucks need to be arranged 5 days prior to start of any work and must be on call to remove cars from the scheduled work zone. If any cars are left on the area of work, we cannot be held responsible for any damage to the vehicles.

**Pavement Sealer:** will take a minimum of 30 days to fully cure and is sensitive to animal droppings, tree droppings; water stains from irrigation systems, ponding water & tire markings during this time. This is normal and no reason to be concerned, it will fade over time. Areas of shade will take longer to dry and cure then areas in the direct sunlight.

**White Chalk Residue in Crack Areas:** When sealcoating parking lot with significant underwater issues a white residue that looks like salt may appear in the areas of cracks throughout the parking lot. This is a conditions where the base material of limestone or other surface is drawn to the top of the surface. Since the surface is a dark black, this will be far more evident for a period of time. No worries, it will fade and eventually disappear.

**Overspray on Grass:** where grass meets your pavement, you may expect a small "drift spray" of pavement sealer. This is normal and will disappear generally after the next mowing.

**Weeds:** It is important to note that we have proposed all work at the time of the assessment. If you decide to do work 3 months after we look at the project, if your parking area has developed excessive weeds in the cracked areas as well as the edge lines for any reason, there may be additional costs for treatment & removal.

### Customer Acknowledgement:

Customer agrees to and acknowledges that they have read all terms and conditions prior to signing this contract. \_\_\_\_\_ initial \_\_\_\_\_ date

### PLEASE PROVIDE ALL ACCOUNTS PAYABLE INFORMATION

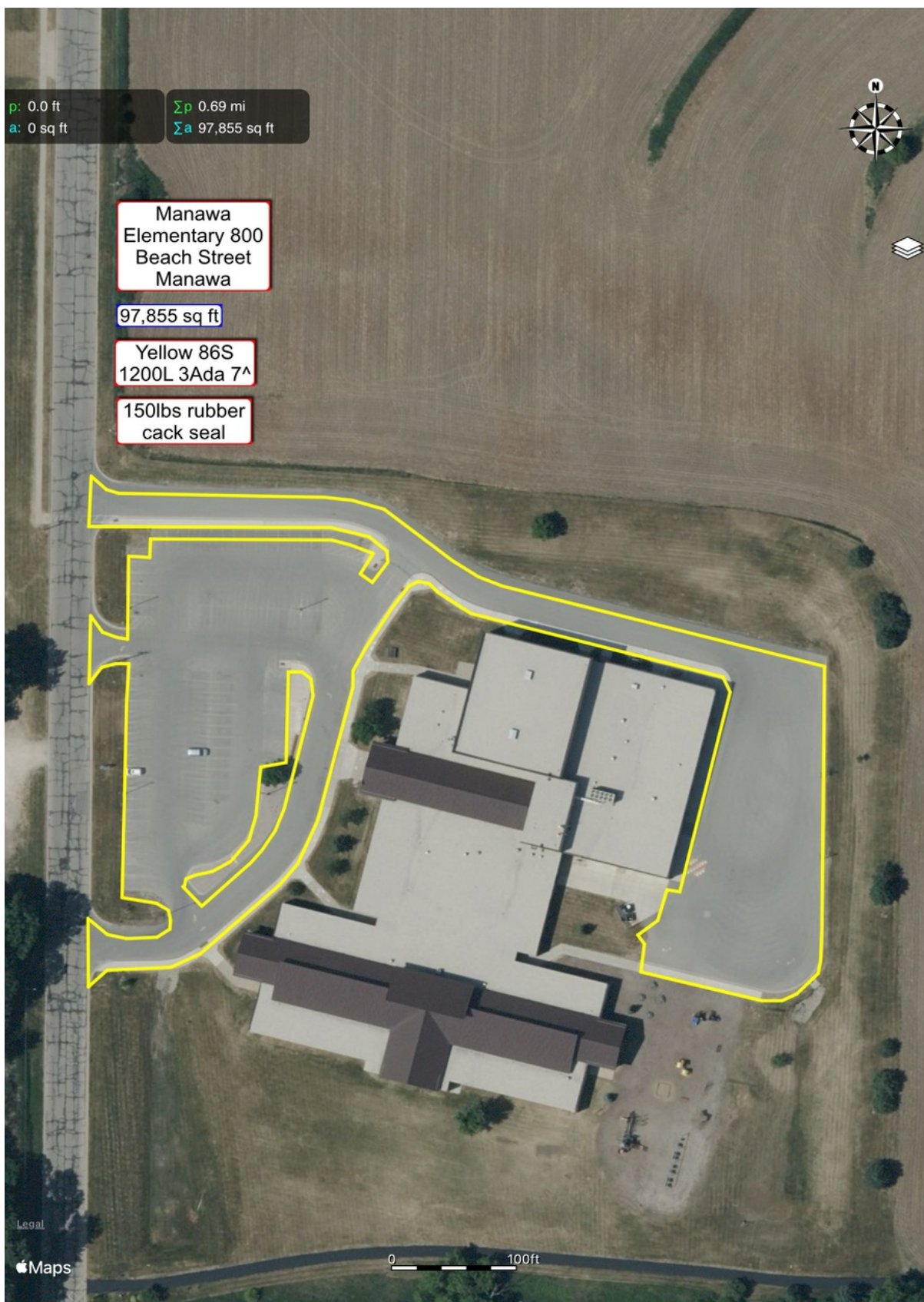
A/P EMAIL ADDRESS- \_\_\_\_\_

A/P CONTACT NAME- \_\_\_\_\_

A/P PHONE NUMBER- \_\_\_\_\_

A/P MAILING ADDRESS- \_\_\_\_\_

**IF THIS INFORMATION IS NOT PROVIDED WE WILL NOT BE ABLE TO PROCESS YOUR CONTRACT OR SCHEDULE IT. THANK YOU VERY MUCH FOR YOUR ASSISTANCE WE LOOK FORWARD TO WORKING WITH YOU ON YOUR PROJECT.**



Manawa Elementary\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Asphalt Seal &amp; Repair, Inc.</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>2077 Enterprise Dr.</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>De Pere, WI 54115</b>	
<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
3	9	-	1	9	5	2	9	7	2

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <u>January 5, 2024</u>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/28/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT</b> Willis Towers Watson Certificate Center NAME:	
	PHONE 1-877-945-7378	FAX A/C No : 1-888-467-2378
	E-MAIL ADDRESS: certificates@willis . com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Continental Casualty Company	
	INSURER B : Transportation Insurance Company	
<b>INSURED</b> Asphalt Seal & Repair Inc 2077 Enterprise Drive De Pere, WI 54115	NAIC # 20443	
	INSURER C : Continental Insurance Company 35289	
	INSURER D : National Fire Insurance Company of Hartford 20478	
	INSURER E : SiriusPoint Specialty Insurance Corporatio 16820	
	INSURER F : Aspen American Insurance Company 43460	

COVERAGES CERTIFICATE NUMBER: w32790692 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF MM/DD/YYYY	POLICY EXP MM/DD/YYYY	LIMITS
X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L GREGGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> PRO-JECT E POLICY <input type="checkbox"/> LOC OTHER: <input type="checkbox"/>	Y		7018235073	03/01/2024	03/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES Ea occurrence 100,000 MED EXP (Any one person) 15,000  PERSONAL & ADV INJURY GENERAL AGGREGATE 2, , 000 PRODUCTS - COMP/OP AGG COMBINED SINGLE LIMIT
X	OMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	7018235087	03/01/2024	03/01/2025	Ea accident BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE Per accident
c	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTIONS 10000	Y	Y	7018235106	03/01/2024	03/01/2025	EACH OCCURRENCE AGGREGATE
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY YIN ANY PROPRIETOR/PARTNER/JEXECUTIVE OFFICER/MEMBER EXCLUDED? No (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			wc 7 18235090	03/01/2024	03/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH- E.L. EACH ACCIDENT 1,000,000 E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT 1,000,000

E	Professional Liability Total Aggregate Retention			CPPL-S0002754-1	03/01/2024	03/01/2025	Limit Limit Limit	\$5,000,000 \$5,000,000 \$25,000
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DESCRIPTION OF OPERATIONS 1 LOCATIONS 1 VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate Holder, Owner and any other persons or parties are included as Additional Insureds under the General Liability on an Ongoing & Completed Operations basis, Auto Liability and Umbrella policies when required by written contract. The General Liability, Auto Liability and Umbrella policies are written on a Primary and Non—Contributory basis in favor of the Additional Insureds when required by written contract. A Waiver of Subrogation is included in favor of the Additional Insureds under the General Liability, Auto Liability, Workers' Compensation and Umbrella  
 SEE ATTACHED

CERTIFICATE HOLDER

Asphalt Seal & Repair , 2077  
 Enterprise Dr. De Pere, WI 54115 Inc .

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  


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ACORD 25 (2016/03)

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SR ID: 25494418

BATCH: 3353767

**POLYMER-MODIFIED  
MASTERSEAL**  
*Asphalt Based Pavement Sealer*

**SMT-106**

REVISED 09/27/19

**PRODUCT DESCRIPTION**

POLYMER-MODIFIED MASTERSEAL (PMM) is an environmentally friendly mineral filled asphalt emulsion pavement sealer blended with polymers and special surfactants for superior adhesion, flexibility, and durability. Polymer-Modified MasterSeal is a higher solids, faster drying pavement sealer designed to protect and beautify asphalt pavement. Polymer-Modified MasterSeal is formulated to be job-mixed with aggregate. Polymer-Modified MasterSeal meets ASTM D8099/D8099M-17 Standard Specification for Asphalt Emulsion Pavement Sealer. PMM also meets FAA Item P-623 specification for Emulsified Asphalt Spray Sealcoat.

**USES**

Polymer-Modified MasterSeal is ideal for all types of pavement surfaces including parking lots, shopping malls, airports, driveways, roadways and more.

**ESTIMATING MATERIAL REQUIREMENTS**

One gallon of Polymer-Modified MasterSeal will cover approximately 85-95 square feet (9.4 to 10.5 square yards) per coat when properly mixed and applied.

**APPLICATION RATE OF MIXED MATERIALS**

Apply properly mixed PMM (PMM and sand) and at a rate of 70-82 square feet (7.77 to 9.11 square yards) per gallon. Application rates may vary due to pavement porosity and method of application.

**PERFORMANCE CHARACTERISTICS**

Physical Properties Of PMM		
ASTM	Test Description	Result
D5	Penetration of Bituminous Materials-Base Asphalt	12-45 Pen
D6937	Density of Emulsified Asphalt	1,000 -1300 g/l
D6930	Settlement and Storage Stability of Emulsified Asphalts	20% max./24 hr.
D113	Ductility of Bituminous Materials-Base Asphalt	5-15 cm
Std. %	Percent Polymer Solids to Asphalt by wt.	2% min.
E70	PH of Aqueous Solutions with Glass Electrodes	6-10 PH
D6378	Vapor Pressure (VPX), mm Hg @ 25° C (77° F)	22-26 mm Hg
D36	Softening Point of Emulsion Residue (Ring and Ball Apparatus)	> 200° F
D93	Flash Point of Liquid Emulsion	> 450° F
D562	Viscosity using a Stormer-Type Viscometer	60-110 KU
D4060	Abrasion Resistance- Taber Abraser Dry Method	< 1% Loss
D522	Mandrel Bend Test of Attached Coatings	No Cracking
D870	Water Resistance of Coatings using Water Immersion	No Delamination
D6904	Resistance to Wind-Driven Rain	No Delamination

D4585	Water Resistance of Coatings Using Controlled Condensation	No Delamination
D3910-6.4	Wet Track Abrasion Test	< 15 g/ft <sup>2</sup> Loss
D1735	Water Resistance of Coatings Using Water Fog Apparatus	No Delamination
D2247	Water Resistance of Coatings in 100% Relative Humidity	No Delamination
D4541	Adhesion Strength over Asphalt Pavement	> 200 PSI
D2939-5	Uniformity of Emulsified Bituminous Coatings	PASS
D2939-7	Weight per Gallon	9-11 lbs./gal
D2939-8	Residue by Evaporation, %	40-60 %
D2939-13	Drying Time- 50% humidity, 73.4 ± 3.6°F	2-6 Hrs.
D2939-26	Resistance to Impact- No Chipping, Cracking or Delamination	PASS
D2939-5	Uniformity of Emulsified Bituminous Coatings	PASS
D2939-7	Weight per Gallon	9-11 lbs./gal
D2939-10	Ash Content of Residue, %	40-60%
D2939-14	Resistance to Heat- No Blistering, sagging or slipping	PASS
D2939-15	Resistance to water- No softening, delamination or re-emulsification	PASS
D2939-16	Flexibility- No Cracking or Delamination	PASS
D2939-22	Wet Film Continuity	PASS
D2939-25	Resistance to Kerosine (Fuel Resistance)	PASS
D2939-26	Resistance to Impact- No Chipping, Cracking or Delamination	PASS
D2939-27	Resistance to Impact After Accelerated Weathering	PASS
D95	Water Content, %	40-60%
D2172	Asphalt Content by Weight, %	Min. 16%
D4799	QUV UV Aging-1,000 Hours	No Color Fade
D3359	Measuring Adhesion by Tape- No More than a Trace of Peeling	PASS
Volatile Organic Compounds	Determination of Volatile Organic Compounds (VOC) in various Coatings	< 10 g/l
PAH Content (Percentage)	Polycyclic Aromatic Hydrocarbon Content (Percentage)	Less than one-tenth of 1% (< .10%)

**SURFACE PREPARATIONS**

Surface must be clean and free from loose material and dirt. Cracks should be filled with SealMaster Cold Pour or Hot-Applied Crack Filler. Oil stains should be cleaned and primed with SealMaster Oil Spot Primer.

**MIXING PROCEDURES**

Mix PMM in accordance with the following mix design (based on 100 gallons of PMM for ease of calculation):  
 PMM..... 100 gallons  
 Sand (40-70 mesh).....200-400 lbs.

**APPLICATION EQUIPMENT**

Properly mixed PMM shall be applied by mechanical squeegee/brush equipment or spray equipment capable

# **POLYMER-MODIFIED MASTERSEAL**

## *Asphalt Based Pavement Sealer*

**SMT-106**

REVISED 09/27/19

of spraying coatings with sand. Equipment shall have continuous agitation or mixing capabilities to maintain homogenous consistency of mixed material throughout the application process. Truck mount or self-propelled squeegee/brush equipment shall have at least 2 squeegee or brush devices (one behind the other) to assure adequate distribution and penetration of mixed PMM into bituminous pavement. Hand squeegees and brushes and brushes shall be acceptable in areas where practicality prohibits the use of mechanized equipment.

### **APPLICATION PROCEDURES**

For optimum performance and durability apply a minimum of two coats of properly mixed PMM. A third coat of mixed PMM may be applied to high traffic areas such as entrances, exits, and drive lanes for added durability. Allow each coat to dry thoroughly before applying successive coats. Allow final coat of PMM to dry for 24 hours prior to opening to vehicle traffic.

### **APPLICATION CONDITIONS**

Mixed PMM shall not be applied when temperature is expected to drop below 50°F during application and for a period of at least 24 hours after application.

### **LINE STRIPING AND TRAFFIC MARKINGS**

Use SealMaster 100% Acrylic Traffic paint for line striping and traffic markings.

### **CAUTIONS**

Both surface and ambient temperature shall be a minimum of 50°F and rising during PMM application. Do not apply if temperature is expected to drop below 50°F within a 24 hour period after PMM application.

### **PACKAGING AND AVAILABILITY**

PMM is available in 5-gallon pails, 55-gallon drums and bulk tanker load quantities. PMM is supported by a national network of SealMaster manufacturing facilities along with a national network of qualified applicators.

### **WARRANTY AND DISCLAIMER**

The statements made on this technical data sheet are believed to be true and accurate and are intended to provide a guide for approved application practices. As workmanship, weather, construction, condition of pavement, tools utilized, and other variables affecting results are all beyond our control, the manufacturer warrants only that the material conforms to product specifications and any liability to the buyer or user of this product is limited to the replacement value of the product only. The manufacturer expressly disclaims any implied warranties of merchantability or fitness for a particular purpose.



Phone: 1-800-395-7325

[www.sealmaster.net](http://www.sealmaster.net)



H.M.I.S. RATING	
Health	1
Flammability	0
Reactivity	0
Protective Equip.	E

## Material Safety Data Sheet – OSHA 174

### Material Safety Data Sheet

May be used to comply with OSHA's Hazard communication Standard, 29 CFR 1910.1200. Standard must be consulted for specific requirements.

### US Department of Labor

Occupational Safety and Health Administration  
(Non-Mandatory Form) Form Approved OMB No. 1218-0072

## Polymer-Modified MasterSeal (PMM)

Product No. S1097

### SECTION I - Manufacturer / Product Information

<b>Manufacturer's Name:</b> SealMaster	<b>Emergency Telephone No.:</b> Chemtrec: 1-800-424-9300
<b>Address:</b> Locations Nationwide www.sealmaster.net	<b>Telephone Number for Information:</b> 1-800-395-7325
	<b>Date Prepared:</b> January 13, 2010

### SECTION II - Chemical Identity Information

Ingredient	CAS #	OSHA PEL	ACGIH TLV	Other Limits	Percent
Ball Clay	1332-58-7	10 mg/m3	N/A		
Asphalt	8052-42-4	N/A	5 mg/m3		
Calcium Carbonate	1317-65-3	5 mg/m3	2mg/m3		

### SECTION III - Physical / Chemical Characteristics

<b>Boiling Point:</b> 100° Celsius (212° Fahrenheit)	<b>Specific Gravity (H2O = 1):</b> 1.14
<b>Vapor Pressure (mm Hg):</b> Nearly equal to water.	<b>Melting Point:</b> N/A
<b>Vapor Density (AIR = 1):</b> <1	<b>Evaporation Rate (Butyl Acetate = 1):</b> Approximately 1.8
<b>Solubility in Water:</b> Easily dispersible in the liquid state.	
<b>Appearance and Odor:</b> Black liquid, asphaltic odor.	

### SECTION IV - Fire and Explosion Hazard Data

<b>Flash Point (Method Used):</b> N/A	<b>Flammable Limits:</b> N/A	<b>LEL:</b> N/A	<b>UEL:</b> N/A
<b>Extinguishing Media:</b> Foam, CO2, dry chemical, water fog, other.			
<b>Special Fire Fighting Procedures:</b> Full protective equipment, including self-contained breathing apparatus to be worn. Water cool sealed containers in area of fire to prevent rupture due to steam generation.			
<b>Unusual Fire and Explosion Hazards:</b> N/A			

### SECTION V - Reactivity Data

<b>Stability:</b> Unstable: Stable: X	<b>Conditions to Avoid:</b> Keep from freezing and extreme heat.
<b>Incompatibility (Materials to Avoid):</b> Strong oxidizers.	
<b>Hazardous Decomposition or Byproducts:</b> Combustion may yield fumes, smoke, carbon monoxide, carbon dioxide and other toxic pyrolysis products.	
<b>Hazardous Polymerization:</b> May Occur:	<b>Will Not Occur:</b> X
<b>Conditions to Avoid:</b> N/A	

### SECTION VI - Health Hazard Data

<b>Route(s) of Entry:</b> Inhalation? Yes	<b>Skin Contact?</b> No	<b>Ingestion?</b> Yes	<b>Eye Contact?</b> Yes
<b>Carcinogenicity:</b> NTP? No	<b>IARC Monographs?</b> No	<b>OSHA Regulated?</b> No	
<b>Inhalation Hazards:</b> Vapors and Fumes can cause irritation to nasal and respiratory tract. Extended exposure can cause dizziness and nausea.			
<b>Ingestion Hazards:</b> Product has low order of acute toxicity.			
<b>Skin Hazards:</b> Hot emulsified asphalt can cause thermal burns. Frequent or prolonged contact can cause			



irritation and dermatitis. Product has low order of toxicity.

**Eye:** Emulsified asphalt can cause eye irritation.

**Medical Conditions Generally Aggravated by Exposure:** None known.

**Emergency and First Aid Procedures:**

**Inhalation:** Move person to fresh air immediately. If not breathing, give artificial resuscitation. Immediately call a physician.

**Ingestion:** If ingested, call a physician immediately and follow directions.

**Skin Contact:** Hot material- Gently flush with cool water. Call a physician.

Cold material- Remove emulsified asphalt with waterless hand cleaner and wash with soap and water. If irritation occurs, call a physician.

**Eye Contact:** Gently flush with large amounts of water. Call a physician immediately.

## SECTION VII - Precautions for Safe Handling and Use

**Steps to be taken in case material is released or spilled:** Dike and contain spill with inert material (sand, sawdust, diatomaceous earth, etc.). Pump liquid into storage tanks. Remaining liquid may be taken up with inert materials. Place in closed container for proper disposal.

**Waste Disposal Method:** Dispose of in accordance with Local, State, and Federal regulations.

**Precautions to Be Taken in Handling and Storage:** Keep container closed and upright to prevent leakage. Avoid freezing or temperatures above 50° Celsius.

**Other Precautions:** Do not take internally. Keep away from children. Avoid breathing vapors. For external use only.

## SECTION VIII - Control Measures

**Respiratory Protection (Specify Type):** None required if good ventilation is maintained. Otherwise use NIOSH approved respirator designed to remove particles and vapor.

**Ventilation: Local Exhaust:** Yes

**Special:** N/A

**Mechanical (General):** N/A

**Other:** N/A

**Protective Gloves:** Yes

**Eye Protection:** Yes

**Other Protective Clothing or Equipment:** A rubber apron is recommended to protect clothing from splash during application.

**Work/Hygienic Practices:** Do not apply during or just before (within one hour) of rain to avoid contamination of runoff water. Wash hands before eating.

## SECTION IX - Disclaimer

All information, recommendations, and suggestions concerning this product are based upon tests, literature references, and/or calculations, believed to be reliable. The manufacturer makes no guarantee, expressed or implied, as to the affect of use, or the safety and toxicity of the product. The information contained in this sheet cannot be taken as the sum total of all protective measures to be taken.



**"BECAUSE FIRST IMPRESSIONS COUNT"™**

1217 Clara Avenue, Suite C, Wisconsin Dells, WI 53965,  
T: 608-253-0999, F: 608-253-0998, W: www.SSIamerican.com

**Date: 09/21/2023**

**Proposal Number:23-5160**

**Location Name: Manawa Elementary School**

**Location Address: 800 Beech St St Manawa WI 54949**

**Contact Name/#: Ryan Peterson (920)596-2525**

**Description of Services:**

**Seal Coat and Crack Fill:** We will be using virgin crack fill and Coal Tar Seal coat. We will edge and clean lot areas, we will also be edging grass from the cracks as best as possible prior to crack repair. This lot is fairly new, so it should be minimal. We then apply perma-frost crack fill followed by an over lapping coat technique of Coal Tar sealant to the lot. Commercial grade Coal Tar Sealant is recommended by SSI over emulsion sealant for longevity.

**Total Cost is: \$22,935**

**Line Marking/Striping:** Re-stripe existing layout using DOT federal spec traffic paint. All handicap accessible stalls in two color symbol for ADA guideline compliance. Adding paint to curbs for fire lane around building where none exists.

**2023 HIGHLY RECOMMEND Line Item for 2023**

**Total Cost: \$2,897**

**PLEASE SEE SITE EVALUATION OPINION ON PAGE 2**

The cost listed above is an estimate based upon what is visible in the existing lot. The final count & price may vary based on actual items painted. The above prices, specifications and conditions are satisfactory and are hereby accepted. Show Striping Industries, is authorized to do the work specified. Payments will be made as outlined below, with no exception, unless written, signed, and approved by Show Striping Industries and the customer finally responsible. *This Proposal is also subject to the Terms & Conditions on the reverse side hereof.* Owner acknowledges receipt of a copy of this contract and Contractor's Warranty. All material is guaranteed to be as specified and the above work to be performed in accordance with standard practices. Agreements contingent upon weather conditions, traffic patterns, delays, and/or family emergencies beyond control. Work to be completed at a mutually acceptable time to avoid interfering with property owner's business. Unless otherwise specifies by client, only high-grade DOT approved long wear fast dry latex waterborne traffic paint is used. Show Striping Industries carries over \$5,000,000 public liability insurance. On all jobs of \$1,000.00 to \$20,000 50% must be paid upon signature of the contract, and the remaining amount must be made in full completion of job unless otherwise specified and agreed upon, and signed upon by both parties, of Show Striping Industries and the customer who bears financially responsible. On all jobs over \$20,000 75% must be paid upon signature of the contract, and the remaining amount must be made in full completion of job unless otherwise specified and agreed upon, and signed upon by both parties, of Show Striping Industries and the customer who bears financially responsible. On all jobs under \$1,000.00, 50% must be paid upon signature of the contract or purchase number provided with proof of certificate of purchase order, and the remaining amount must be made in full completion of job unless otherwise specified and agreed upon, and signed upon by both parties, of Show Striping Industries and the customer who bears financially responsible.

**Acceptance- I hereby accept the above estimate, conditions and payment structure and authorize Show Striping Industries to begin with work specified.**

X \_\_\_\_\_ x \_\_\_\_\_  
CLIENT SIGNATURE CLIENT PRINTED SIGNED DATE

X \_\_\_\_\_ x \_\_\_\_\_  
SSI SALES REP SIGNATURE SSI SALES REP PRINTED SIGNED DATE

**Thank you for the opportunity to serve!**



**“BECAUSE FIRST IMPRESSIONS COUNT”**™

1217 Clara Avenue, Suite C, Wisconsin Dells, WI 53965,

T: 608-253-0999, F: 608-253-0998, W: www.SSIAmerican.com

**Date: 09/21/2023**

**Proposal Number:23-5160**

**Location Name: Manawa Elementary School**

**Location Address: 800 Beech St St Manawa WI 54949**

**Contact Name/#: Ryan Peterson (920)596-2525**

**Site Evaluation Assessment and Reasoning:**

**It is my professional opinion that this parking area will need seal coat in 2025. There are cracks starting to form, but we recommend monitoring those and not attempting to crack fill them this season for 2023, and potentially not in 2024. In 2023 we recommend painting all curbs for fire lane safety next to the building, and repainting the existing layout of handicaps, stalls, and traffic control arrows, stalls, and no parking stencils.**

**School District Client from Aug 2023:**

**Marshfield School District (repaint all lots and playground graphics)**

**Waunakee School District (repaint all lots and stadium graphics)**

**DeForest School District (repaint all lots)**

The cost listed above is an estimate based upon what is visible in the existing lot. The final count & price may vary based on actual items painted. The above prices, specifications and conditions are satisfactory and are hereby accepted. Show Striping Industries, is authorized to do the work specified. Payments will be made as outlined below, with no exception, unless written, signed, and approved by Show Striping Industries and the customer financially responsible. *This Proposal is also subject to the Terms & Conditions on the reverse side hereof.* Owner acknowledges receipt of a copy of this contract and Contractor's Warranty. All material is guaranteed to be as specified and the above work to be performed in accordance with standard practices. Agreements contingent upon weather conditions, traffic patterns, delays, and/or family emergencies beyond control. Work to be completed at a mutually acceptable time to avoid interfering with property owner's business. Unless otherwise specified by client, only high-grade DOT approved long wear fast dry latex waterborne traffic paint is used. Show Striping Industries carries over \$5,000,000 public liability insurance. On all jobs of \$1,000.00 to \$20,000 50% must be paid upon signature of the contract, and the remaining amount must be made in full completion of job unless otherwise specified and agreed upon, and signed upon by both parties, of Show Striping Industries and the customer who bears financially responsible. On all jobs over \$20,000 75% must be paid upon signature of the contract, and the remaining amount must be made in full completion of job unless otherwise specified and agreed upon, and signed upon by both parties, of Show Striping Industries and the customer who bears financially responsible. On all jobs under \$1,000.00, 50% must be paid upon signature of the contract or purchase number provided with proof of certificate of purchase order, and the remaining amount must be made in full completion of job unless otherwise specified and agreed upon, and signed upon by both parties, of Show Striping Industries and the customer who bears financially responsible.

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X \_\_\_\_\_ x \_\_\_\_\_  
CLIENT SIGNATURE CLIENT PRINTED SIGNED DATE

X \_\_\_\_\_ x \_\_\_\_\_  
SSI SALES REP SIGNATURE SSI SALES REP PRINTED SIGNED DATE

**Thank you for the opportunity to serve!**

## **TERMS AND CONDITIONS (BUSINESS)**

Upon Client's written acceptance of this proposal, the Client accepts the project specifications and materials set forth herein. No other terms and conditions, or amendment to these terms and conditions, shall be enforceable unless set forth in writing and signed by all parties. Any refusal by the Client to proceed with the project after acceptance of the proposal shall be deemed a material breach of this contract and the Client agrees that his or her deposit is stated as non-refundable and that they have no legal standing to recover that deposit amount. If the material cost is more than the deposit is worth and the client decides to cancel or terminate the project after signing the acceptance proposal, the owner agrees that by signing this agreement that they will pay above the deposit amount if necessary, to cover all materials and rentals. The recovery of damages above the deposit amount incurred by Show Striping Industries, ("SSI") and/or its subcontractors for all lost profit and costs, including all planning, design, preparation and materials identifiable to the contract will be paid by the Client if he or she cancels after signing the proposal therefore accepting it. All permits are the Client's responsibility prior to the commencement of the project unless SSI has specified otherwise in writing. If SSI is unable to start or complete the proposed project due to obstructions (ie. vehicles) or other actions of the client, the client shall be responsible for all costs associated with removing the obstruction or correcting the cause, plus 30% to cover SSI overhead and profit. All material will be as specified. All work will be performed in a workmanlike manner in accordance with industry standards. SSI does not guarantee the project from cracking, whether original installation or resurfacing, and client understands that cracking is likely to occur. SSI is not responsible for filling cracks in existing deteriorated (alligatored) areas unless otherwise specified in writing. SSI shall not be responsible to Client for any damages of any nature for client specified grades of less than 1.5% or Client's failure to backfill edges of paved areas. All labor performed and material provided is conclusively accepted as satisfactory unless SSI is notified otherwise in writing within forty eight hours after the project is completed. In the event underlying concrete, wood, other materials or unusual subsoil conditions are discovered during excavation on the job, client recognizes that this will result in an additional charge. Any additional material or labor required to complete any portion of the proposed project outside the scope of the specifications through no fault of SSI shall result in an additional charge and SSI may, at its option, cease performing work at the project until the Client shall agree to the changes and charges in writing. SSI shall not be responsible for any delays in completion of the project as a result of additional work or the Client withholding approval of additional work.

### **EXCLUSION OF CONSEQUENTIAL DAMAGES AND DISCLAIMER OF OTHER LIABILITY.**

**SSI'S liability with respect** to any breach of this Contract or any breach of any warranty that would be found to exist shall not exceed the contract price. **SSI SHALL NOT BE SUBJECT TO AND DISCLAIMS: (1) ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR OF WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE; (2) ANY OBLIGATIONS WHATSOEVER ARISING FROM TORT CLAIMS (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR ARISING UNDER OTHER THEORIES OF LAW WITH RESPECT TO PRODUCTS SOLD OR SERVICES RENDERED BY SSI, OR ANY UNDERTAKINGS, ACTS OR OMISSIONS RELATING THERETO, AND (3) ALL CONSEQUENTIAL, INCIDENTAL, SPECIAL AND/OR CONTINGENT DAMAGES WHATSOEVER. OWNER AGREES TO INDEMNIFY AND HOLD HARMLESS SSI FROM ANY AND ALL CLAIMS, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE ARISING FROM INJURIES TO THIRD PARTIES AT THE JOB SITE OR THE INTERRUPTION OR DESTRUCTION OF CLIENT/PRIVATE UNDERGROUND CABLE, PIPES OR INSTALLATIONS. COMPLETION, DELAY AND CLAIMS. SSI shall not be liable for any damage as a result of any delay due to any cause beyond SSI'S complete control,** including but not limited to any act of God, act of Owner, embargo or other governmental act, regulation or request, fire, accident, strike, slow-down, war, riot, delay in transportation, delayed delivery by suppliers or Client's or SSI's inability to obtain the necessary permits or licenses or comply with any other governmental regulations concerning the installation or performance. In the event of any such delay, the date of completion shall be executed for a period equal to the time lost by reason of the delay. Claims by Client against SSI must be made in writing to SSI within three (3) days of knowledge of the alleged claim and failure to give such notice shall constitute unqualified acceptance and a waiver of all such claims by Client.

### **PRICE AND PAYMENT.**

**The prices in this proposal are SSI's prices for the goods and/or services with the Exclusion of Consequential Damages and Disclaimer of Other Liabilities, set forth above, including the disclaimer of strict liability and other tort liability, enforceable against the Owner. If Owner desires for SSI to provide a greater or additional warranty and/or to be liable for some or all of the matters disclaimed herein, then the Owner must notify SSI in writing and a new contract will be prepared which excludes this language, but which reflects higher sales prices reasonably compensating SSI for assuming that additional exposure. In the absence of such a notification, by signing this proposal Owner is accepting such limitations and disclaimers in exchange for the lower prices set forth herein. Client agrees to pay all costs of collection, including reasonable attorney fees. ALL INVOICES ARE DUE 10 DAYS AFTER THE DATE ON THE INVOICE. Show Striping Industries reserves the right to charge the respectful client if ANY payment is not made when due an accrued compound interest at the rate of 7.88% per month & \$300.00 penalty fee after ten months with no payment, and \$500.00 penalty fee every year past the first ten months until debt is paid.**

### **WARRANTY & SEVERABILITY.**

**Client agrees that this proposal is subject to SSI's standard one (1) year limited warranty, a copy of which Client acknowledges receiving with this proposal. If work is performed where the condition of ground temperature is below fifty degrees, the one year limited warranty is null and void as proper climate condition were not present for materials warranty and Client agrees by signing this document that they have been advised that the warranty will not be honored if ground temperature is below fifty degrees. In the event any payment is not made when due, any warranty of SSI shall be void. If any of these Terms and Conditions shall be deemed illegal or unenforceable, such illegality or unenforceability shall not affect the validity and enforceability of any legal and enforceable provisions hereof which shall be construed as if such illegal and unenforceable provision or provisions had not been inserted herein, unless such illegality or unenforceability shall destroy the underlying business purpose.**

### **TERMS AND CONDITIONS**

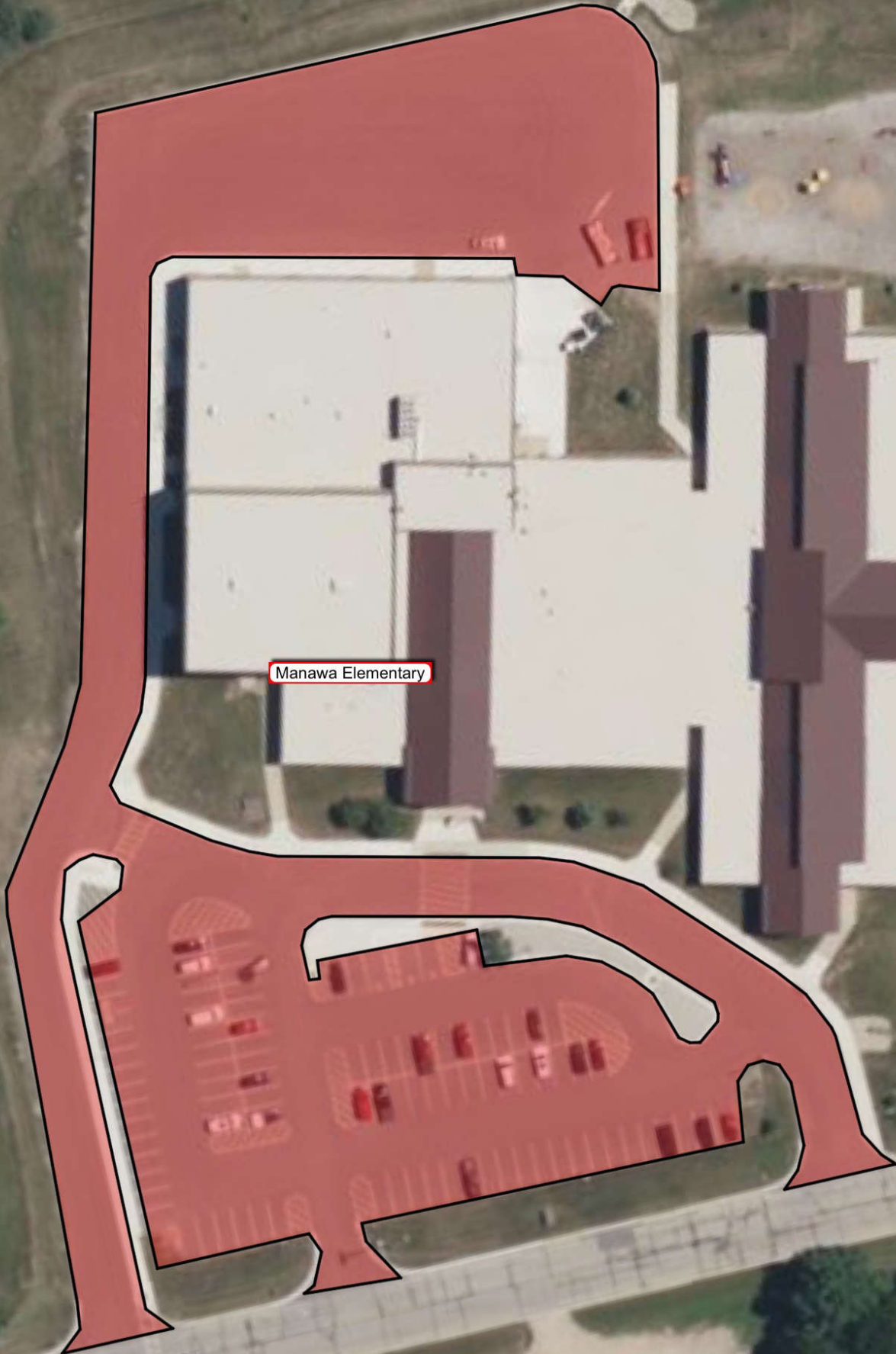
**NOTICE OF LIEN RIGHTS: "AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON YOUR PROPERTY MAY HAVE LIEN RIGHTS ON YOUR LAND AND BUILDING(S) IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED PRIME CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH YOU OR THOSE WHO GIVE YOU IDENTIFICATION NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU SHOULD GIVE A COPY OF EACH NOTICE YOU RECEIVE TO YOUR MORTGAGE LENDER, IF ANY. THE UNDERSIGNED PRIME CONTRACTOR AGREES TO COOPERATE WITH YOU AND YOUR LENDER, IF ANY, TO SEE THAT ALL POTENTIAL CLAIMANTS ARE DULY PAID**

***Because First Impressions Count™***



Manawa Elementary

BEACH ST







# School District of Manawa

Technology Plan



## SDM Technology Plan Update

Submitted July 2024



# Table of Contents

<b>SDM Technology Plan</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>Successful Technology Plan</b>	<b>4</b>
What is a Technology Plan	4
Why is a Technology Plan Important	4
<b>Technology Needs Assessment</b>	<b>5</b>
Technology Infrastructure Lifecycle	5
Expanded Disaster Recovery Plan	5
Desktop Office and Presentation Station Lifecycle	5
Technology Professional Development Plan	5
<b>Technology Goals</b>	<b>6</b>
<b>Teaching, Learning, and Technology Integration</b>	<b>7</b>
Chromebook 1-to-1 Program	7
Professional Development	7
Planning and Implementing Professional Development	7
Student Data Privacy	7
Digital Learning Tools & Resources	8
Software Basic Load	8
Specialized Software	8
Art Macintosh Lab Software	8
Secondary Special Education Software	9
Software Subscriptions	10
Selecting and Evaluating Hardware, Software, and Devices	10
<b>Teaching &amp; Learning Support</b>	<b>11</b>
Staff Communication	11
Incident & Problem Management	11
Technology Lifecycle Management	12
Staff Laptop Lifecycle	12
Staff Desktop & Presentation Station Lifecycle	12
Student Device Lifecycle	12
Switch and Virtual Environment Lifecycle	12
Windows Servers	12
Change Management	13

Server Updates	13
Allowed Google Apps	13
Allow or Block Website	13
<b>Network Operations</b>	<b>14</b>
Goals	14
Strategy	14
Documentation	14
Anti-Virus Protection	14
Disaster Recovery	14
Technology Replacement	14
<b>Administrative Computing</b>	<b>15</b>
School Website	15
Account Automation and Skyward	15
<b>Planning &amp; Budgeting</b>	<b>16</b>
Staff Devices	16
Student Devices	16
Infrastructure	16
<b>References</b>	<b>17</b>
<b>Appendix A: Technology Acceptable Use and Safety Form</b>	<b>18</b>
<b>Appendix B: Software Security, Privacy, and Safety Rubric</b>	<b>19</b>
<b>Appendix C: SDM Online Reviewed Services</b>	<b>20</b>

# Successful Technology Plan

## What is a Technology Plan

At its most basic level, a technology plan is a high-level strategy that details where your organization is now and where it wants to go in the future with respect to technology and infrastructure. Some plans concentrate on the acquisition of hardware or the development of network infrastructure. This plan includes how classroom technology is used to enhance learning.

These are important components of an effective plan. Barnet (2001) has clearly and succinctly defined 10 essential elements of a successful technology plan.

- Create a vision
- Involve all stakeholders
- Gather data
- Review the research
- Integrate technology into the curriculum
- Commit to professional development
- Ensure a sound infrastructure
- Allocate appropriate funding and budget
- Plan for ongoing assessment and monitoring
- Prepare for tomorrow

## Why is a Technology Plan Important

Having a technology plan helps you prioritize and allocate your resources appropriately to achieve your goals on time and within budget. It provides transparency with respect to the goals and, by extension, creates greater buy-in from leadership and staff. (Stockert 2017)

***Note: This handbook includes several links to other resources. It is recommended that this document is read electronically instead of printed.***

# Technology Needs Assessment

## Technology Infrastructure Lifecycle

This included a long-term plan for the replacement of essential infrastructure equipment. This plan should estimate the cost and suggest a potential source for funding.

- Storage devices
- UPS equipment
- Data backup and recovery
- Moving Data structures to the cloud

## Expanded Disaster Recovery Plan

Plan for and implement improvements to our disaster recovery process to limit the risk to malware attacks including phishing and ransomware.

## Desktop Office and Presentation Station Lifecycle

Desktop computers in all offices and classrooms will be extended by a hybrid project of updating all systems with old hard drives with Solid-State Drives or the purchase of a new Windows 11 Pro/Chromebook when and where necessary.

## Technology Goals

<b>Task</b>	<b>Description</b>	<b>Target Date</b>
Technology PD Planning	Continue to develop technology PD plan	Ongoing
Improve Disaster Recovery Plan	Improve DR plan to address ransomware threats. Begin the process of testing with CISA's free services	Ongoing
District-wide adopt option of ISTE framework	Continued implementation of ISTE standards.	End of SY 2023-24
Migrate network from VMWare to Hyper-V	VM systems save money on hardware costs by allowing multiple servers to run on one machine. Migration is due to cost increases on the VMWare platform.	End of SY 2024-25

# Teaching, Learning, and Technology Integration

TLTI is the plan to support the effective use of technology in the classroom. Technology should allow students to learn more efficiently or in ways not otherwise possible. TLTI is about supporting teachers as they integrate technology into instruction.

## Chromebook 1-to-1 Program

Technology is a key component of the modern school environment. The School District of Manawa provides each student with a Chromebook device for school use. The following documents describe the SDM Chromebook program in greater depth.

- [SDM Chromebook Program: Program Handbook 24 25](#) (See Separate Handbook)
- [Technology Acceptable Use and Safety Form](#) (See Appendix A)
- [Software Security, Privacy, and Safety Rubric](#) (See Appendix B)

## Professional Development

A successful professional development program prepares teachers (and, in turn, students) to use technology effectively in their classroom.

### Planning and Implementing Professional Development

- [Standards for Professional Learning, Learning Forward](#)
- [ISTE Standards for Teachers, International Society for Technology in Education](#)
- [Triple E Framework, Liz Kolb](#)

## Student Data Privacy

School districts are trusted with sensitive student data. As good stewards of this data the SDM established a process for reviewing third-party software applications to ensure data is used only for educational purposes.

This [Software Security, Privacy, and Safety Rubric](#) (Appendix B) grades the software across seven key metrics. Reviewed online services are described in the [SDM Online Reviewed Services](#) (Appendix C) document. Any software product must be reviewed before student accounts are created or student data is shared.

## Digital Learning Tools & Resources

Digital learning tools and resources include hardware, software, peripheral devices, and other tools used to create or support learning activities.

### Software Basic Load

The basic load is the default software available on teacher devices.

Software	Notes	License Cost
Microsoft Windows 10 or 11 Professional	License typically included with new hardware. Windows 10 is phased out during the 2023-24 school year.	N/A Or \$110.00
Google Chrome	Web browser	N/A
Mozilla Firefox	Web browser	N/A
Google Drive File Stream	Cloud file software	N/A
Adobe Acrobat Reader	PDF viewing software	N/A
Promethean	<b>Teachers with Promethean boards only</b>  Includes the latest version of Active Driver and Active Inspire. Licenses included with Promethean hardware.	N/A
Sharp Pen	<b>Teachers with Sharp Aquos boards only</b>  Includes the latest version of active pen software. License included with device.	N/A
HoverCam Flex	<b>Teachers with HoverCam document cameras only</b>  Latest version of HoverCam software.	N/A
IPEVO Presenter	<b>Teachers with IPEVO document Cameras only</b>  Latest version of IPEVO presenter software.	N/A
Microsoft Office	Office productivity software for Math teachers. Needed for equation notation features.	\$60.00 or web vers free to ed

### Specialized Software

#### Art Macintosh Lab Software

Software	Notes	License Cost
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Adobe Photoshop Elements	Installed on all lab computers.	\$72.00

Secondary Special Education Software

<b>Software</b>	<b>Notes</b>	<b>License Cost</b>
Bookshare	Online repository of accessible content. Only available to students with print disabilities. Available on Chrome OS and Windows.	N/A
Read2Go	iOS iPad application which integrates with Bookshare.	\$20.00



## Software Subscriptions

This is a list of software subscriptions available to staff & students.

Product	Description
Kami	Allows students to edit PDF files as part of assignments.
Pear Deck	Allows teachers to host interactive slideshow sessions with students.
Typing Tastic	Interactive typing lessons targeted to elementary students.
Edpuzzle	Innovative service allows teachers to wrap lessons around YouTube videos. Tracks if students watch video and prompts them for questions during video.
SeeSaw	Learning management system for elementary students.
Read&Write	Text to speech and speech to text tool for Chromebooks. Purchased for students with special needs. Available for all staff and students.
Buncee	Online content creation tool for teachers or students. Allows them to create interactive presentations
Brisk Teaching AI	Teacher workload automation
Other subscriptions may be available through the media center using library funds.	

## Selecting and Evaluating Hardware, Software, and Devices

Teachers should have a voice in choosing their available tools. A selection committee will be able to provide valuable information about how software features will impact classrooms. An evaluation rubric customized to the specification of the committee should guide the selection process. Large purchases over \$10,000 require a request for proposal (RFP) as part of the purchase process.

Any software used by students shall also meet district standards regarding student data privacy.

# Teaching & Learning Support

## Staff Communication

## Incident & Problem Management

When a device or service does not work properly the end user contacts the help desk for assistance in resolving the issue. This issue is referred to as an **incident** and is tracked as a help desk ticket. A collection of related incidents is called a **problem**. The technology director shall document problems, determine the scope in the schools, create and implement a plan to fix with the least amount of disruption.

- The technology director's engagement style is to be present in each building for some part of the day making regular check-ins with key people in the district. (front desk personnel) as well as walking through the halls and checking with teachers daily

## Technology Lifecycle Management

### Staff Laptop Lifecycle

We target staff laptop updates every three to four years. [A schedule is organized in this Google sheet](#). I am working with various staff to determine the viability of using professional level Chromebooks as a replacement for Windows OS laptops. With a costs savings of over 50%. Every year we order extra devices to ensure replacement devices are available. Devices that have completed their standard duty cycle may be reused in other areas in the district.

### Staff Desktop & Presentation Station Life cycle

A presentation station is the technology used by a teacher to share information during class. This typically includes a computer, projector or display screen, and other peripherals such as a document camera.

- Office desktop and classroom presentation stations computers should be updated every four to five years. This sheet describes the desktop and classroom presentation stations in our buildings. We are also extending the life cycle of these units with the use of SSDs
- Display screens and projectors should be replaced every five to seven years.

### Student Device Lifecycle

Devices are assigned to each student. Students are assigned a device in grade K, 3, 6, and 9. The pandemic has seen a change in Google's life cycle sequence. Historically it was 3 years and now is 8 years of support and updates. This will allow the school district to save money on refreshing old systems.

### Switch and Virtual Environment Lifecycle

All network switching has been updated and configured to handle all Wi-Fi, telephony, and data requirements. After the updates there has been a significant drop in loss of Wi-Fi, telephony issues and network connection issues.

### Windows Servers

Our Windows servers are 2016. Windows has extended the end-of-life date to 2027. Due to the corporation sale of VMWare and the subsequent change in the policy of not charging K12 schools the School District of Manawa will migrate the existing VMWare hosting software to Hyper-V and updating all server software.

## Change Management

Technology is constantly changing in schools. We need controls to ensure changes are planned to minimally affect end users. Changes should also be well communicated to stakeholders through the *Manawa Tech Info* google classroom or district-wide emails.

## Server Patching

Maintaining servers requires periodic patching and scheduled downtime. When possible, patches should be scheduled for Friday after 5:30pm or on weekends. All servers are inspected daily at 5:30 a.m. to ensure continuity of services. Emergency maintenance may be necessary. Any server patches or updates which require downtime need to be scheduled with staff to minimize negative effects. When possible, server restarts are scheduled during off hours.

## Google and App update cycles

Due to the changing global situation more zero-day patching is being done by software manufacturers. This can cause login problems and delays. At the time of the writing there is little to be done to minimize the impact.

## Allowed Google Apps

Students are only allowed to install Google apps which have been pre-approved for student use. Staff and students may request apps to be installed by opening a help desk ticket. Applications which require students to create accounts or submit information are subject to the student privacy review before approval.

## Allow or Block Website

Our network security infrastructure includes a firewall and web filter. These systems prevent students from accessing websites considered inappropriate or dangerous. Sometimes educational content is incorrectly blocked. Also, content which should be blocked is allowed. Staff and students are encouraged to contact the director of technology to suggest any website to block or unblock.

# Network Operations

## Goals

We have three main goals for network operations. First, we need to improve our disaster recovery strategy. Second, key hardware and software systems need a maintenance plan. Finally, our network infrastructure needs to be thoroughly documented.

## Strategy

### Documentation

Detailed documentation of the network infrastructure is of critical importance. As such a complete network map is located in each network closet. Pertinent information about each switch stack's physical layout and how it is connected to the network is shown.

### Anti-Virus Protection

The SDM uses various anti-virus packages on all systems.

### Disaster Recovery

During the fall of 2021 we installed a new backup solution. This will improve our redundancy. It will also allow us to “spin up “a compromised server in the cloud to maintain our continuity of services. At the request of the insurance company, we are looking into encrypted and Write Once Read Many (WORM)/immutable backups. In 2024 SDM began working with CISA (Cybersecurity and Infrastructure Security Agency) to provide consultative services to continue securing SDM networked campus.

# Administrative Computing

## School Website

During the Summer break of 2024 the SDM website will be upgraded, and various web browsing protocols will be implemented to facilitate ease of use.

## Account Automation

Students' Chromebook accounts are automatically created or suspended based on their status in Skyward. This limits the risk of former students abusing Google accounts after leaving the district.

Internal controls automation with Skyward.

We are in the process of configuring Skyward to allow staff to generate various requests and reports without the intervention of a front desk employee. This will be an ongoing process as data demands change over time and thus the requests will change.

## Planning & Budgeting

### Staff Devices

- Teacher Laptops: 5-6 year replacement cycle
- Office Staff Desktops: 6 year replacement cycle

### Student Devices

- The district needs to purchase about 80 devices annually to support the district-wide 1-to-1 Chromebook program.
- Computer Labs:
  - Engineering lab: This lab has been configured to allow for upgrades. So, we should be able to use the equipment for 5-7 years.
  - Mac Lab: These devices need to be on a 6-7 year replacement cycle. Due to the cost we may need to stagger device replacement.
  - Both Labs will be considered for replacement using a virtual machine application which will remove the costs of machine purchase. Also remove the physical limitations of a school-based lab in a room. The new virtual machines will allow the student to access all engineering lab as well as all Mac Lab software from their Chromebook.

### Infrastructure

- Switches: Every switch has been updated and configured to meet security compliance through 2028. All updates and patching occur based on a patch cycle determined by the manufacturers.
- Server Operating Systems: will be rebuilt or moved to the cloud by Fall semester of 2024
- Where possible we need to stagger expensive costs across multiple years.

## References

Barnett, H. (2001). Successful K-12 technology planning: Ten essential elements. (ERIC Digest). Syracuse, NY: ERIC Clearinghouse on Information and Technology. (ERIC No. ED457858)

Stockert, Tim (2017). "How to Create a Technology Plan (Yes, You Need One)." Interpretation, 9 June 2017, [www.coablog.org/home/2017/6/9/how-to-create-a-technology-plan](http://www.coablog.org/home/2017/6/9/how-to-create-a-technology-plan).



# Appendix A: Technology Acceptable Use and Safety Form

[Electronic Version of Document](#)

## Appendix B: Software Security, Privacy, and Safety Rubric

[Electronic Version of Document](#)

## Appendix C: SDM Online Reviewed Services

[Electronic Version of Document](#)



# CYBER INCIDENT RESPONSE PLAN

Updated: July 2024

## Abstract

Our working definition of a cyber incident is any violation (or imminent threat of violation) of computer security policies or standard security practices that has significant potential to lead to negative impact to the district's reputation, inappropriate access to student or financial data, and/or loss of intellectual property or funds.

# School District of Manawa Cyber Incident Response Plan

## Introduction

All security incidents must be managed in an efficient and time effective manner to make sure that the impact of an incident is contained and the consequences to the school district are limited. This document sets out the School District of Manawa plan for reporting and dealing with security incidents.

## What is a Security Incident?

A Security Incident means any incident that occurs by accident or deliberately that impacts your communications or information processing systems. An incident may be any event or set of circumstances that threatens the confidentiality, integrity or availability of information, data or services. This includes unauthorized access to, use, disclosure, modification, or destruction of data or services used or provided by the School District of Manawa.

## How to Recognize a Security Incident

A security incident may not be recognized straightaway; however, there may be indicators of a security breach, system compromise, unauthorized activity, or signs of misuse within our environment, or that of third-party service providers.

District staff need to watch for any indications that a security incident has occurred or may be in progress, some of which are outlined below:

- Monitor excessive or unusual log-in and system activity, in particular from any inactive user IDs (user accounts)
- Watch out for excessive or unusual remote access activity into your business. This could be relating to staff or third-party providers
- The occurrence of any new wireless (Wi-Fi) networks visible or accessible from the district environment
- The presence of or unusual activity in relation to malware (malicious software), suspicious files, or new/unapproved executables and programs. This could be on district networks or systems and includes web-facing systems.
- Hardware or software key loggers found connected to or installed on systems
- Suspicious or unusual activity on, or behavior of, Web-facing systems, such as an ecommerce website

- Point-of-Sale (POS) payment devices, payment terminals, chip & PIN/signature devices or dip/swipe card readers showing signs of tampering
- Lost, stolen, or misplaced computers, laptops, hard drives, or other media devices that contain district financial, student or other sensitive data

The cyber incident response plan must be followed by all personnel in the district. This includes all employees, temporary staff, consultants, contractors, suppliers and third parties operating on behalf of the School District of Manawa, working with the district's data or on SDM premises. For simplicity, all these personnel are referred to as 'staff' within this plan.

#### Roles

The SDM Cyber Incident Response Team (CIRT) is comprised of:

Role*	CIRT Responsibility	Name	Email	Telephone	Director of Technology Incident Response
Lead		<a href="mailto:Dmarzofka@manawaschools.org">Dmarzofka@manawaschools.org</a>		920-592-2525	
	Director of IT				

Primary Risk Owner  
District Administrator  
Ryan Peterson

[RPeterson@manawaschools.org](mailto:RPeterson@manawaschools.org) 920-592-5300

The District Administrator will be the Director of Communications Handling of any external communications in relation to security incidents and for the handling of any personnel and disciplinary issues relating to security incidents. Staff Attorney Handling of any legal questions / issues relating to security incidents. Building principals – Teaching & Learning Handling of potential disruption of school operations detailed responsibilities

The Incident Response Lead is responsible for:

- Making sure that your Cyber Incident Response Plan and associated response and escalation procedures are defined and documented. This is to make sure that the handling of security incidents is timely and effective.
- Making sure that the Cyber Incident Response Plan is up to date, reviewed and tested at least once each year.
- Making sure that staff with Cyber Incident Response Plan responsibilities are properly trained, at least once each year.
- Leading the investigation of a suspected breach or reported security incident and initiating the Cyber Incident Response Plan, as and when needed.
- Reporting to and liaising with external parties, legal representation, law enforcement, etc. as is required.
- Authorizing on-site investigations by appropriate law enforcement, insurance company security / forensic personnel, as required during any security incident investigation. This includes authorizing access to/removal of evidence from site.
- Cyber Incident Response Team (CIRT) members are responsible for:

- Making sure that all staff understand how to identify and report a suspected security incident.
- Advising the Incident Response Lead of an incident when they receive a incident report from staff.
- Investigating each reported incident.
- Taking action to limit the exposure of sensitive data and to reduce the risks that may be associated with any incident.
- Gathering, reviewing and analyzing logs and related information from various central and local safeguards, security measures and controls.
- Documenting and maintaining accurate and detailed records of the incident and all activities undertaken in response to it.
- Reporting each security incident and findings to the appropriate parties. This may include the third-party service providers, business partners, staff, parents, etc., as required.
- Assisting law enforcement and industry security personnel during the investigation processes. This includes any forensic investigations and prosecutions.
- Resolving each incident to the satisfaction of all parties involved, including external parties.
- Initiating follow-up actions to reduce likelihood of recurrence, as appropriate.
- Determining if policies, processes, technologies, security measures or controls need to be updated to avoid a similar incident in the future. They also need to consider whether additional safeguards are required in the environment where the incident occurred.
- All staff members are responsible for:
  - Making sure they understand how to identify and report a suspected or actual security incident.
  - Reporting a suspected or actual security incident to the Incident Response Lead (preferable) or to another member of the Cyber Incident Response Team (CIRT).
  - Reporting any security related issues or concerns to line management, or to a member of the CIRT.
  - Complying with the security policies and procedures of the School District of Manawa. This includes any updated or temporary measures introduced in response to a security incident (e.g. for business continuity, incident recovery or to prevent recurrence of an incident).

External Contacts

## **Incident Response Plan Steps**

Best practice for responding to security incidents indicates specific actions that must be taken to ensure that the district is protected.



1. Information security incidents must be reported, without delay, to the Incident Response Lead (preferably) or to another member of the Cyber Incident Response Team (CIRT). The member of the CIRT receiving the report will advise the Incident Response Lead of the incident. When a potential incident is discovered, the team should immediately collect additional evidence, decide on the type and severity of the incident, and document everything they are doing. Documentation should answer “Who, What, Where, Why, and How” questions to allow the attackers to be prosecuted in court at a later stage. External Party Contact Name Email

**Telephone:**

In this order:

1. SDM Cyber Insurance Company 262-252-6546
2. State of Wisconsin Cyber-response-teams.aspx 800-943-0003 Wisconsin Statewide Intelligence Center (WSIC) / Fusion Center On-call wsic@doj.state.wi.us Click on “Report Cyber Incident”: <https://wifusion.org> 888-324-9742
3. FBI Internet Crime Complaint Center (IC3) Online File a complaint: <https://www.ic3.gov/default.aspx>
4. Waupaca County Sheriff's Office

2. After being notified of a security incident, the CIRT will perform an initial investigation and determine the appropriate response, which may be to initiate the Cyber Incident Response Plan. If the Security Incident Response Plan is initiated, the CIRT will investigate the incident and initiate actions to limit the exposure of district data and in mitigating the risks associated with the incident.

Initial incident containment and response actions

- Isolate compromised systems from the network and unplug any network cables – without turning the systems off.
- If using a wireless network, change the SSID (Service Set Identifier) on the wireless access point and other systems that may be using this wireless network (but not on any of the systems believed to be compromised).
- Preserve all logs and similar electronic evidence, e.g. logs from firewall, anti-virus tool, access control system, web server, application server, database, VPN, application servers, etc.
- Perform a back-up of systems to preserve their current state – this will also facilitate any subsequent investigations (after verifying with forensic team).
- Keep a record of all action members of the CIRT take in regard to the event.
- Stay alert for further indications of compromise or suspicious activity in the district environment, or that of third parties.
- If possible, gather details of all compromised or potentially compromised systems.

Once the CIRT has carried out their initial investigation of the security incident and determined that the Cyber Incident Response Plan is to be activated:

3. The Incident Response Lead will alert the CIRT's senior management primary contact and open a communication method (currently Microsoft Teams) for all team discussion and activity recording.

4. The Incident Response Lead and / or the CIRT personnel responsible for communications / PR will inform all relevant parties. This may include insurance carriers and local law enforcement, and other parties that may be affected by the compromise such as staff, students, parents, business partners or suppliers. This also includes the personal data breach notification contacts, as applicable to the incident under investigation. \*\*Use insurance company approved vendors if calling for outside forensic assistance.

Maintain Business Continuity

5. The CIRT will engage with school and operations departments to ensure the district can continue to operate while the security incident is being investigated.

- Verify that system and data backups are available in the event of loss of data, system corruption/virus infection or hardware failure.
- Consider what offline or alternative methods for continuing district operations (both teaching & learning and operational areas) will be used if district technology and/or internet access is not available.

6. The CIRT will liaise with external parties, including insurance company agents, law enforcement, etc., to ensure appropriate incident investigation (which may include on-site forensic investigation) and gathering of evidence, as is required.

7. The members of the CIRT will take action to investigate and resolve the problem to the satisfaction of all parties and stakeholders involved. This will include confirmation that the required controls and security measures are operational.

8. The Incident Response Lead will report the investigation findings and resolution of the security incident to the appropriate parties and stakeholders (including the school board, local law enforcement, etc.) as is needed.

Recovery

9. The Incident Response Lead will authorize a return to normal operations once satisfactory resolution is confirmed.

10. The CIRT will notify the rest of the business that normal business operations can resume. Normal operations must adopt any updated processes, technologies or security measures identified and implemented during incident resolution.

11. The CIRT Executive Officer/Risk Owner (the senior management primary contact) will ensure that the required updates and changes are adopted or implemented as necessary. The CIRT will complete a post-incident review after every security incident. The review should be performed no later than two weeks from the end of the incident and will consider how the incident occurred, what the root causes were and how well the incident was handled. This will

help to identify recommendations for better future responses and to avoid a similar incident in the future.

Changes and updates that may be required include:

- Updates to the Cyber Incident Response Plan and associated procedures.
- Updates to the district's security or operational policies and procedures.
- Updates to technologies, security measures or controls (for example, changes to data access or removal of applications with security issues)
- The introduction of additional safeguards in the environment where the incident occurred (for example, more effective malware protection).

## **Appendix A**

### **Specific Incident Response Types**

Some specific incident types requiring additional response actions are provided below.

Malware (or Malicious Code)

1. Disconnect devices identified with malware from the network immediately.
2. Examine the malware to identify the type (e.g. rootkit, ransomware, etc.) and establish how it infected the device. This will help you to understand how to remove it from the device.
3. Once the malware has been removed a full system scan must be performed using the most up-to-date signatures available, to verify it has been removed from the device.
4. If the malware cannot be removed from the device (as is often the case with rootkits) it should be rebuilt using original installation media or images. Prior to restoration from back-up media/images you must verify that the back-up media/images are not infected by the malware.
5. Protect the system(s) to prevent further infection by implementing fixes and/or patches to prevent further attack.

### **Unauthorized Wireless Access Points**

If unauthorized wireless access points are detected, or reported by staff, these must be recorded as a security incident.

1. CIRT will investigate to identify the location of the unauthorized wireless access point/device.
2. The CIRT will investigate as to whether the unauthorized wireless access point/device is being used for a legitimate district purpose/need. If a legitimate reason is identified, then this wireless access point or device must be reviewed and go through the correct management approval process. This is to make sure that the justification is documented, and the wireless access point/device is securely configured (e.g. change default passwords and settings, enable strong authentication and encryption, etc.).
3. All other unauthorized wireless access points/devices must be located, shutdown and removed.

## **Loss of Equipment**

1. The theft or loss of an asset, such as a PC, laptop or mobile device, must be reported immediately to a member of the CIRT and local law enforcement. This includes losses/thefts outside of business hours and at weekends.
2. If the device that is lost or stolen may have contained sensitive data, and the device is not encrypted, CIRT will complete an analysis of the sensitivity, type and volume of data stolen.
3. Where possible, CIRT will use available technology/software to lock down/disable lost or stolen mobile devices (e.g. smart phones, tablets, laptops, etc.) and initiate a remote wipe. Evidence should be captured to confirm this was successfully completed.

## **Non-Compliance with Security Policy**

1. This covers incidents resulting from deliberate or accidental actions that are in breach of your security policy and which put student or financial data at risk. This includes any systems or data misuse, unauthorized exposure of data to external parties, unauthorized changes to systems or data.
2. CIRT will engage with the relevant school / department to establish an audit trail of events and actions. They will determine who is involved in the policy violation and the extent of the violation.
3. CIRT and/or building administrators will notify Human Resources of the incident.
4. CIRT will liaise with Human Resources to determine whether disciplinary action is needed.
5. CIRT will assess the impact and give advice and guidance to the school/department to prevent recurrence, for example, re-training staff.

## **Appendix B Testing and Updates**

Annual testing of the Cyber Incident Response Plan using walkthroughs and practical simulations of potential incident scenarios is necessary to ensure the CIRT are aware of their obligations, unless real incidents occur which test the full functionality of the process.

1. The Incident Response Plan will be tested at least once annually.
2. The Incident Response Plan Testing will test district response to potential incident scenarios to identify process gaps and improvement areas.
3. The CIRT will record observations made during the testing, such as steps that were poorly executed or misunderstood by participants and those aspects that need improvement.
4. The Incident Response Lead will ensure the Security Incident Response Plan is updated and distributed to CIRT members.

Penetration testing, also called pen testing or ethical hacking, is the practice of testing a computer system, network, or web application to find security vulnerabilities that an attacker could exploit. Penetration testing can be automated with software applications or performed

manually. Either way, the process involves gathering information about the target before the test, identifying possible entry points, attempting to break in -- either virtually or for real -- and reporting back the findings.

The School District of Manawa shall perform pen testing regularly (ideally once a year) to ensure our data environment, network security and procedures are consistent and adequate. In addition, tests may also be conducted when the district:

- adds new infrastructure or applications
- makes significant upgrades or modifications to existing infrastructure
- adds an additional location to the wide-area network
- applies security patches or fixes
- makes a meaningful change to end user security policies

Some of the pen testing needs may be completed by cloud partners of the district;

- The district will make every effort to participate in security organizations that provide testing benefits to members such as MS-ISAC and WI-CRT.
- <https://searchsecurity.techtarget.com/definition/penetration-testing>

## Appendix C

### Network diagrams & server usage

Current network diagrams and listing of servers (with designated use) are necessary for determining where and how cyber incidents occur. The following pages outline our network switches, servers, fiber strand and wireless SSID setups. Pictures of all district wiring closets are stored on the tech department shared drive.

## Appendix D

### District Security and Backup Practices

The School District of Manawa strives to follow best practice for data security, student privacy, and network operations. The following items are updated as best practices evolve and change. This section of the CIPR will be updated at least once per year.

### Data retention

(Student records) contains the district's practice regarding student records and data retention. The following links are to the Wisconsin Department of Public Instruction's guidance regarding student data and retention.

<https://dpi.wi.gov/r13/records>

<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>

### Authentication practices

District policies regarding passwords and authentication are being revised for the 2024-25 school year. Student passwords will require complex password structures for grades 6-12 and students will have a portal for changing their passwords. With this change in practice, only

grades 4K-5 will have user password information saved on Skyward (for staff use to assist in logins).

The National Institute for Standards and Technology (NIST) has updated their guidelines for password management practices to include the following 4 areas: Complex passwords that have been checked against known leaked breach data and known weak passwords, password lengths beyond 8 characters and up to 64 characters, no hint questions for password resets, and ending the practice of regular password changes.

For the 23-24 school year, the district will require staff to change their passwords and will give them tools to check their password before using it. All efforts will be made to work with current AD authentication to adopt the NIST recommendations, including activating the “Risky Login” feature in AD. The district will also require multi-factor authentication for any user with direct access to the financial server data stores (Skyward PAC users).

MFA Multifactor Authentication will be installed and utilized at the beginning of the fall of 2024 for all SDM logins.

#### User access practices

All district accounts are based on the premise of “least privileged user access” when created. The district has done multiple reviews of user accounts to remove administrator level access from users who do not need full rights to complete their assigned duties. For certain staff, the technology team has provided the ability to “run as admin” from a specific machine to complete local administration tasks on computer labs, etc. See

<https://www.beyondtrust.com/resources/glossary/least-privilege> for a further description of least privilege.

Additionally, the district uses cloud monitoring software to automatically review online apps or systems that users may install using their manawaschools.org addresses. This process (currently done by Managed Methods) allows for the district to rescind and block access to user level data for applications that are not secure and/or are not approved for use within the district domain.

#### Student take-home use of district devices

With the district focus on personalized learning, students in grades 6-12 have access to district-owned computing devices (Windows laptops, Chromebooks) for use outside of the school network. To provide a safe environment on these devices, the district uses GoGuardian to provide monitoring of student activity when not on the district network. GoGuardian provides a parent portal where parents can restrict student use on those devices beyond the CIPA (Child Internet Protection Act) required filtering that the district enforces. Parents are provided an account which can be used to allow or deny additional content categories. Bark is used as a backup to Securly, and those alerts are sent to district staff for review.

#### Data backup practices

As of 2024, the district is migrating backup processing from local Unitrends appliances to Hyper-V server-based backups in the cloud. This upgrade will allow the district to use existing storage more efficiently and allow for the expansion of backup processes to include an automated off-site backup to co-located equipment housed in the Waukesha School District data center. Appendix C contains the current backup location and frequency of all district servers.

#### Network firewall configuration practices

For security reasons, the district firewall configuration is not documented in this plan. A copy of the configuration is backed up as part of the normal district backup practices.

#### User Identity Management practices

The district is automating user account provisioning and deprovisioning. The authoritative source for student accounts is Skyward. When student enrollments are created or ended in Skyward, will make changes to the student Active Directory accounts as needed. The district is in the testing stages for staff account creation and deprovision based on the Skyward Human Resources server. Once completed, OneSync will be used for all staff accounts as well.

#### Remote wipe of district devices (if lost or stolen)

The district currently can lock and wipe all Chromebooks and Apple devices.

# Cyber Incident Response Template

**School District of Manawa After-Action Report / Improvement Plan Template (AAR / IP) based on use in various exercises of the cyber response plan.**

## Overview

- **Exercise Name:** [Insert Exercise Name]
- **Exercise Dates:** [Start Date] to [End Date]
- **Scope:** This exercise is a Tabletop Exercise (TTX) planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters].
- **Mission Areas:** [Select appropriate mission areas: Prevention, Protection, Mitigation, Response, and Recovery]
- **Core Capabilities:** [Select appropriate core capabilities from the provided list]
- **Objectives:** [Insert objectives listed in the situation manual]
- **Threat or Hazard:** [Insert Scenario]
- **Scenario:** An interactive, discussion-based exercise focused on [insert scenario description]. The scenario consists of [insert number] modules: [List module titles]

## Participating Organizations

- **Sponsor:** [Insert the name of the sponsor organization and any grant programs being used]
- **Participating Organizations:** [Insert a brief summary of the total number of participants and participation level (Federal, State, local, tribal, NGOs, private sector, and/or international agencies)]
- **Points of Contact:** [Insert the name, title, agency, address, phone number, and email address of the primary exercise point of contact]

## Analysis of Exercise Objectives

Objective	Core Capability	Strengths	Areas for Improvement
Objective 1	[Insert core capabilities]	[List strengths]	[List areas for improvement]
Objective 2	[Insert core capabilities]	[List strengths]	[List areas for improvement]



Objective 3	[Insert core capabilities]	[List strengths]	[List areas for improvement]
Objective 4	[Insert core capabilities]	[List strengths]	[List areas for improvement]

**Detailed Analysis**

**Objective 1:** [Insert Objective 1]

- **Core Capabilities:** [Insert aligned core capabilities]
- **Strengths:**
  - Strength 1: [Use complete sentences to describe each major strength]
  - Strength 2: [Use complete sentences to describe each major strength]
  - Strength 3: [Use complete sentences to describe each major strength]
- **Areas for Improvement:**
  - Area for Improvement 1: [Observation statement]
    - **Reference:** [List relevant plans, policies, procedures, laws, and regulations, or "Not Applicable"]
    - **Analysis:** [Detailed description and analysis]
    - **Recommendation:** [Way to close the observed gap]
  - Area for Improvement 2: [Observation statement]
    - **Reference:** [List relevant plans, policies, procedures, laws, and regulations, or "Not Applicable"]
    - **Analysis:** [Detailed description and analysis]
    - **Recommendation:** [Way to close the observed gap]

**(Repeat the above section for each objective)**

**Appendix A: Improvement Plan**

Exercise Objective	Core Capability	Issue/Area for Improvement	Corrective Action	Capability Element	Primary Responsible Organization	Organization POC	Start Date	Completion Date
[Objective 1]	[Core Capability Name]	[Area for Improvement]	[Corrective Action 1]	[Planning, Organization, Equipment, Training, or Exercise]	[Primary Responsible Organization]	[Organization POC]	[Start Date]	[Completion Date]

			[Corrective Action 2]					
		[Area for Improvement ]	[Corrective Action 1]					
[Objective 2]	[Core Capability Name]	[Area for Improvement ]	[Corrective Action 1]					
			[Corrective Action 2]					

**Appendix B: Core Capabilities**

[Include detailed descriptions of the core capabilities selected for the exercise]

**Appendix C: Exercise Participants**

**Participating Organizations**

- **Private Sector:** [List participants]
- **Local:** [List participants]
- **State:** [List participants]
- **Federal:** [List participants]
- **Other:** [List participants]

This template provides a structured approach to documenting the After-Action Report and Improvement Plan for the School District of Manawa, ensuring that all necessary elements are included and clearly outlined.

# SDM Chromebook Program

Program Handbook



## SDM Chromebook Program Handbook

Approved by the School District of Manawa  
Board of Education 07-17-2023

# SDM Chromebook Program

## Program Handbook



## Table of Contents

<b>SDM Chromebook Program Handbook</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>Overview</b>	<b>3</b>
<b>Program Goals</b>	<b>3</b>
<b>Software</b>	<b>4</b>
Productivity Software	4
Google G Suite	4
Google Classroom	4
Creativity Software	4
Loom	4
Flipgrid	4
Classroom Management & Web Filter	4
GoGuardian	4
<b>Professional Development</b>	<b>5</b>
<b>Device Rotation</b>	<b>5</b>
<b>Chromebook Repair</b>	<b>5</b>
<b>Student Responsibility</b>	<b>5</b>
<b>Student Security, Privacy, and Safety</b>	<b>6</b>
Students as Digital Citizens	6
Web Filters	6
Software Security, Privacy, and Safety Rubric	6
<b>Budget</b>	<b>7</b>
<b>Chromebook Extensions</b>	<b>7</b>
<b>Force Installed Extensions</b>	<b>9</b>
<b>Purchase History</b>	<b>11</b>

# SDM Chromebook Program

## Program Handbook



## Overview

Technology is a key component of the modern school environment. The School District of Manawa provides each student with a Chromebook device for school use. The details below describe the existing 1:1 environment as well as proposed changes for the future of the program.

***Note: This handbook includes several links to other resources. It is recommended that this document is read electronically instead of printed.***

## Program Goals

Use technology to create a platform for students to learn. This program provides tools to be more efficient and learn in new ways. The table below describes how the Chromebook program contributes to meeting the [ISTE Standards for Students](#).

SDM Chromebook Program and ISTE Standards	
Empowered Learner	Improved tools to expand learning goals and reflect on their learning process. Greater access to internet allows students to build networks and learn in ways they could not otherwise.
Digital Citizen	Student learn to manage their personal identity in a digital world. Students are expected to act in safe, legal, and respectful ways.
Knowledge Constructor	Students have a tool more efficiently research information and build knowledge.
Innovative Designer	Greater access to online tools to learn in authentic cyclical design processes.
Computational Thinking	Student have a tool to take part in analytical problem solving.
Creative Communicator	Students have opportunities to express themselves through digital media such as blogs and videos.
Global Collaborator	Students can better connect with other cultures and experts globally.

# SDM Chromebook Program

## Program Handbook



## Software

### Productivity Software

#### Google G Suite

Manawa is a Google school district. Students and staff use the Google G Suite for document, worksheet, and presentation software.

#### Google Classroom

We use Google Classroom as our learning management system (LMS). A LMS allows teachers to create an online space for organizing their classroom. Assignments, formative assessments, and other resources are typically shared with students through an LMS.

### Creativity Software

#### Loom

This tool allows students to record videos using their Chromebooks. The videos may include their web camera or desktop. This allows them to demonstrate knowledge using media as well as written word.

#### Flipgrid

This is another valuable tool available to our education community. Flipgrid allows teachers to prompt students to create short video responses to questions.

### Classroom Management & Web Filter

#### GoGuardian

We are working to help teachers better use GoGuardian to manage student use of devices. Our strategy is to provide short professional development sessions throughout the school year and offer 1-on-1 help as needed. GoGuardian has been a successful component of our Chromebook program. Going forward we need to continue supporting teacher use and encourage them to explore more advanced features.

# SDM Chromebook Program

## Program Handbook



## Professional Development

Technology is only effective if teachers are effective using technology. Professional development is key to help teachers master the tools available. Teachers are encouraged to ask for help from IT or Library staff on a one-on-one basis. Professional development needs to be part of our culture instead of an occasional event.

## Device Rotation

Chromebook have a reliable duty cycle of 5-7 years. No device should be assigned to a student that is older than five years. The Dell 3100 series Chromebooks purchased in 2023 through 2024 will be used for five to seven years allows for a sustainable cycle.

## Chromebook Repair

A smooth repair process is key to the success of the Chromebook 1:1 program. This document outlines how students can have their device serviced. We also outline the responsibilities of library, teachers, and technology.

[Chromebook Repair Process](#)

## Student Responsibility

Students are expected to use technology in a way that is safe, legal, and respectful of others. Every year secondary students and parents sign our Technology Acceptable Use and Safety Form. Students who fail to meet these standards may have their access to the internet restricted.

[Technology Acceptable Use and Safety Form](#)  
[Restricted Student Access](#)

# SDM Chromebook Program

## Program Handbook



## Student Security, Privacy, and Safety

Encouraging students to explore the internet comes with increased risk. To address this concern

### Students as Digital Citizens

Students must learn to become digital citizens that protect their online identities. They need to understand how to recognize and avoid risks while using technology.

### Web Filters

The SDM uses technology to limit risk to students. These include GoGuardian for Chromebook devices and an iBoss web filter while at school.

### Software Security, Privacy, and Safety Rubric

The SDM must protect student Personally Identifiable Information (PII). Any software system which requires students to create an account or otherwise uses PII data must be compared to our SSPS rubric. Any software system which fails to meet these standards may not be used by students.

[Software Security, Privacy, & Safety Rubric](#)



# SDM Chromebook Program

## Program Handbook



## Budget

The proposed [Chromebook rotation cycle](#) requires 50 to 60 new chromebooks annually. This allows the following grade levels to receive new devices. Devices will be purchased for the 2024-25 school year. (The costs below are based on new units and are estimates only)

- Grade K
- Grade 5
- Grade 10

Item	Unit Cost	Count	Extended
Chromebook	\$289.00	50	\$14450
Chrome Management License	\$38.00	50	\$1900
Replacement Parts			\$3,000
		Estimate Annual Cost	\$19350

## Chromebook Extensions

The School district continues to maintain the 2018-19 school year decision to allow only pre-approved Chromebook extensions on school Chromebook devices. The change was made primarily for security reasons to prevent the use of VPN and malware software from reaching our network. Another important reason is to reduce distractions in the classroom.

Staff may request additions to this list by contacting the technology director.

### Allowed Extensions

Extension Name	Offered By	Notes
<a href="#">Google+</a>	Google	
<a href="#">Office Editing for Docs, Sheets &amp; Slides</a>	Google	

# SDM Chromebook Program

## Program Handbook



<a href="#">EasyBib Toolbar</a>	Easybib.Com	
<a href="#">Google Drive</a>	Google	
<a href="#">Google Maps</a>	Google	
<a href="#">Google Keep - notes and lists</a>	Google	
<a href="#">Google Play Music</a>	Google	
<a href="#">Google Photos</a>	Google	
<a href="#">Google Forms</a>	Google	
<a href="#">Gmail</a>	Google	
<a href="#">Google Sheets</a>	Google	
<a href="#">Home - New Tab Page</a>	Google	
<a href="#">GeoGebra Classic</a>	https: / www.geogebra.org	
<a href="#">Google Play Books</a>	Google	
<a href="#">Calculator</a>	Chrome OS	
<a href="#">Evernote Web</a>	EverNote.Com	
<a href="#">Evernote Web Clipper</a>	EverNote.Com	
<a href="#">Grammarly for Chrome</a>	grammarly.com	
<a href="#">e-clock</a>	Yuriy Husnay	
<a href="#">Text</a>	text.app	
<a href="#">Google Docs Offline</a>	Google	
<a href="#">Google Calendar</a>	Manas Tungare	
<a href="#">Google Cast for Education</a>	developers.google.com/cast	
<a href="#">YouTube</a>	www.youtube.com	
<a href="#">Google Cast</a>	Google	

# SDM Chromebook Program

## Program Handbook



<a href="#">Google Drawings</a>	Google	
<a href="#">Google Slides</a>	Google	
<a href="#">Read&amp;Write for Google Chrome</a>		Purchased license for entire district.
<a href="#">Calculator</a>	<a href="http://scientific-calculator.appspot.com/">http://scientific-calculator.appspot.com/</a>	
<a href="#">Camera</a>	chromeos-cameraapp	
<a href="#">Spotify</a>	open.spotify.com	
<a href="#">Sticky Notes</a>	ProWebJect	
<a href="#">Gmail Offline</a>	https://mail.google.com/mail/mu	
<a href="#">Google Docs</a>	Google	
<a href="#">Kami</a>	kamihq.com	
<a href="#">Vernier Graphical Analysis</a>	www.vernier.com	
<a href="#">Cite This For Me (Free)</a> <a href="#">Cite This For Me</a>	www.citethisforme.com	

## Force Installed Extensions

Several extensions are automatically installed on all student Chromebooks. These extensions are described below. Staff may request an extensions to be automatically installed by contacting the technology director.

Extension Name	Offered By	Notes
<a href="#">Office Editing for Docs, Sheets &amp; Slides</a>	Google	
<a href="#">Google Drive</a>	Google	

# SDM Chromebook Program

## Program Handbook



<a href="#">Google Forms</a>	Google	
<a href="#">Google Sheets</a>	Google	
<a href="#">Google Drawings</a>	Google	
<a href="#">Google Slides</a>	Google	
<a href="#">Google Docs</a>	Google	
<a href="#">Calculator</a>	<a href="http://scientific-calculator.appspot.com/">http://scientific-calculator.appspot.com/</a>	
<a href="#">DRC Insight</a>	DRCIS	This will be removed and re-installed twice a year.
<a href="#">Google SSO</a>		
<a href="#">Big Ideas Math</a>	Big Ideas Learning, LLC	
<a href="#">uBlock Origin</a>	Raymond Hill (gorhill)	Ad blocking software
Vernier Graphical Analysis		
<a href="#">Dyslexia Reading Assistant</a>	CrayonMelon	
<a href="#">OpenDyslexic Font for Chrome</a>	<a href="http://abbiecod.es">abbiecod.es</a>	

# SDM Chromebook Program

## Program Handbook



## Purchase History

This portion of the handbook describes the district purchase history since the beginning of the Chromebook program.

- 2014:
  - The initial order of Acer 720 Chromebooks were ordered. All students from grades 7-12 were supplied with a device.
- 2015:
  - An order of Acer 740 Chromebooks were ordered to supplement the initial order. It is difficult to know the exact number of devices that were ordered in 2015.
- 2016:
  - The district switched from Acer to Dell Chromebooks in the secondary school.
  - Some devices were ordered to supplement the Acer devices in the secondary school.
  - Acer R11 Touchscreen devices were supplied for each 6th grade classroom.
- 2017:
  - 70 Dell 11 Chromebooks were ordered for the secondary school. 9th Grade students were the primary recipients of these devices.
- 2018
  - 130 Dell 11 Chromebooks were ordered. 6th and 9th grade students received new devices. Acer R11 devices were reallocated to kindergarten, grade 1, and select special education classrooms.
  - Grade 4 and 5 Chromebook carts provide one device per two students.
  - Grade 1, 2, and 3 Chromebook cards provide one device per three students. Some of these classrooms have classroom sets of 4-5 devices.
- 2019
  - 140 Dell 11 Chromebooks were ordered.
  - Older devices were distributed to lower grades similar to 2018
- 2020 & 2021
  - The initial plan was to order 140 non-touch screen devices. Plus, an additional 50 touch screen devices. Due to the pandemic, we expanded the Chromebook program to include all students. The order was expanded to 370 Lenovo touch screen devices.
  - Due to delays associated with the COVID-19 and a microchip shortage, our order was delayed until February 2021.

# SDM Chromebook Program

## Program Handbook



- To ensure no delays for the next school year, the district purchased the supply of Chromebooks for the 2021-22 school year early. An additional 270 Lenovo touch screen devices were ordered
- No Chromebook are planned to be ordered during the summer of 2021.
- 2021 & 2022
  - Ordered 240 touch screen 3100 series Chromebook through the ECF funding (special onetime Covid funding)
- 2022 & 2023
  - Closed Chromebook leasing contracts
  - Deployed new Chromebooks removing the Acer/Lenovo units from classrooms on an as needed basis
- 2023 & 2024
  - Began the process of updating all Chromebooks to the Dell 3100 Educational Series Chromebooks. About 60% completed with the expected 100% in school year 2024 & 2025. Standardization will allow for ease of repair and software maintenance/upgrades.
  - Began the cost savings measure of purchasing refurbished Grade A Dell 3100 series Chromebooks.