



School District of Altoona

809 7th St West Altoona, WI 54720
715-839-6032 715-839-6066 FAX

Dr. Connie Biedron, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION

Regular Meeting
District Board Room
809 7th Street West
August 15, 2016
6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes
 - a. July 18, 2016 Regular Meeting
 - b. July 26, 2016 Special Meeting
 - c. August 8, 2016 Special Meeting
7. Public Participation (All remarks are to be addressed to the Board; discussion among citizens present is not permitted. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
 - a. Non-Agenda items - public comment and concern
 - b. Agenda items - public comment and concern
8. Treasurer's Report.
 - a. Approval of Checks for Payment
 - (1) General Fund checks totaling \$350,300.54
 - (2) Student Activity Fund checks totaling \$99,508.77
 - b. Approval of Treasurer's Report
 - c. Expenditures, Revenues and Cash Position
9. Information
 - a. Committee Reports
 - (1) Negotiation/Meet and Confer Committee, August 8
 - b. Policy Review
 - (1) Policy 524 – Employee Progressive Discipline
 - (2) Policy 526 – Personnel Records
 - c. Legislative Update
 - (1) Legislative Planning Meeting Altoona, Chippewa Falls, Eau Claire Group, August 8

- d. President's Report
 - (1) Fall Regional Meeting, September 20
 - (2) Economics for Opinion Leaders, September 22 & 23
 - e. Superintendent's Report
 - (1) What's Right in Education, Studer Conference, August 1-2
 - (2) Cluster A Retreat, August 6
 - (3) On Track for the Future! Building Projects Update
 - (4) Other Meetings, News and Events (Items announced in this category are not intended for discussion)
10. Board Action after Consideration and Discussion
- a. Consider Employment Recommendation to Fill Limited Term Third Grade Teacher Position
 - b. Consider Employment Recommendation to Fill High School Science Teacher Position
 - c. Consider Employment Recommendation to Fill High School Science Teacher Position
 - d. Consider Employment Recommendation to Fill Extracurricular Positions
 - e. Consider Initial Adoption of School Board Policy and Philosophy of Governance
 - f. Consider Initial Adoption of Policy 110 – School District Mission
 - g. Consider Initial Adoption of Policy 111- School District Goals
 - h. Consider Amendment of Policy 112. Shared Decision Making – Board/Administrative Relations
 - i. Consider Amendment of Policy 112.1 – Strategic Planning
 - j. Consider Initial Adoption of Policy 112.2 – Continuous Quality Improvement
 - k. Consider Initial Adoption of Policy 120 – School District Legal Status
 - l. Consider Initial Adoption of Policy 130 – School Board Legal Status
 - m. Consider Amendment of Policy 131 – Board Members Elections
 - n. Consider Initial Adoption of Policy 132 – Board Member Resignation/Removal from Office
 - o. Consider Initial Adoption of Policy 143 – Consultants to the District
 - p. Consider Amendment of Policy 151.1 – Policy Dissemination
 - q. Consider Initial Adoption of Policy 151.2 – Administration in Policy Absence
 - r. Consider Initial Adoption of Policy 154 – Legislative Advocacy
 - s. Consider Amendment of Policy 161 – Board Member Authority
 - t. Consider Initial Adoption of Policy 163 – Board Member Development Opportunities
 - u. Consider Initial Adoption of Policy 164 – Board Member Compensation and Expenses
 - v. Consider Amendment of Policy 165 – Board Member Conduct/Ethics
 - w. Consider Initial Adoption of Policy 165.1 – Board Member Conflicts of Interest
 - x. Consider Initial Adoption of Policy 166 – Board Member Electronic Communications
 - y. Consider Initial Adoption of Policy 175 – Annual and Special School District Meetings
 - z. Consider Amendment of Policy 183 – Voting Methods
 - aa. Consider Salary Increase for Professional Educators
 - bb. Consider Salary Increase for Clerical/Paraprofessional Employees
 - cc. Consider Salary Increase for Custodial/Maintenance Employees
 - dd. Consider Salary Increase for Food and Nutrition Employees
 - ee. Consider 2016/18 Contract for Superintendent
 - ff. Consider 2016/18 Contract for Curriculum Director/Intermediate School Principal
 - gg. Consider 2016/18 Contract for Elementary School Principal
 - hh. Consider 2016/18 Contract for Director of Special Education and Pupil Services
 - ii. Consider 2016/18 Contract for Business Manager
 - jj. Consider 2016/18 Contract for High School Dean of Students/Athletic Director
 - kk. Consider 2016/18 Contract for K-8 Dean of Students
 - ll. Consider 2016/18 Contract for Instructional Coach/Reading Specialist
 - mm. Consider 2016/18 Contract for K-5 School Psychologist
 - nn. Consider 2016/18 Contract for 6-12 School Psychologist
 - oo. Consider 2016/18 Contract for Coordinator of Gifted and Talented Students

- pp. Consider 2016/18 Contract for Occupational Therapist
- qq. Consider 2016/18 Contract for Executive Assistant
- rr. Consider 2016/18 Contract for Payroll and Benefits Specialist and Financial Assistant
- ss. Consider 2016/18 Contract for Student Data Systems and Financial Assistant
- tt. Consider 2016/18 Contract for Pupil Services and Curriculum Assistant
- uu. Consider 2016/18 Contract for Technology Coordinator
- vv. Consider 2016/18 Contract for Computer/Network Support Technician
- ww. Consider 2016/18 Contract for School Nurse
- xx. Consider 2016/18 Contract for Maintenance Team Supervisor
- yy. Consider 2016/18 Contract for Director of Food and Nutrition Services
- aaa. Consider Agreement with Marriage and Family Health Services Ltd for School-Based Mental Health Services for 2016/17
- bbb. Consider Agreement with Children's Hospital of Wisconsin Community Services for School-Based Mental Health Services for 2016/17

11. Adjournment

The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach.

ALTOONA SCHOOL BOARD AGREEMENT

- We base our decisions on the best interest of the students.
- We are guided by our Vision, Mission and our Strategic Plan.
- We believe that every employee makes a contribution to the success of every student.
- We conduct ourselves within commonly understood principles of integrity.
- We listen carefully and respectfully to ensure all voices are heard.
- We practice good stewardship of our tax dollars.
- We seek to operate with as much transparency as possible.
- We do not engage in drama or political rhetoric.
- We seek a way around obstacles; reframing from an attitude of “we can’t,” to “how can we?”

Adopted: 9/19/11

Amended: 1/21/13



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ALTOONA BOARD OF EDUCATION

Regular Meeting
District Board Room
809 7th Street West
July 18, 2016
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Robin Elvig at 6:30 p.m. in the District board room.
2. Roll call was taken and the following were present:
Robin E. Elvig, President
Helen S. Drawbert, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member
Dr. Connie Biedron, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes. a. June 20, 2016 Regular Meeting. Motion by Rowe to approve the minutes as presented, seconded by Drawbert. Drawbert, yes; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. None. b. Agenda items - public comment and concern. None.
8. Treasurer's Report and Business Services Report. a. Approval of Checks for Payment. Motion by Drawbert to approve General Fund checks totaling \$1,064,548.89 and Student Activity Fund checks totaling -\$4,934.91 as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 5-0. b. Approval of Treasurer's Report. Motion by Drawbert to approve the Treasurer's Report as presented, seconded by Rowe. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, yes; Elvig, yes. Motion carried 5-0. c. Expenditures, Revenues and Cash Position. Expenditures and revenues as of July 13 were reviewed. The cash position graph (general fund 2011/12 to 2015/16) was also reviewed. d. State Aid Update. Mike Markgren, business manager, shared an overview of state aid and revenue limit, and the reasons for our state aid increase for 2016/17. Levy rate projections for 2017/18 through 2020/21 were also reviewed.

9. Information. **a. Committee Reports.** (1) Parks and Recreation Committee. Brad Poquette reviewed highlights from the June 27 meeting. Topics discussed include the removal of trees behind the North and Bement fields in Cinder City Park, and the Comprehensive Parks, Rec & Trails Master Plan. (2) Negotiations/Meet and Confer Committee. Committee chair, Mike Hilger presented the report from the July 12 meeting. The committee recommended that the board schedule a special meeting/work session to review salary comparisons and compensation proposals (closed session). A meeting was scheduled for July 26, starting at 8:00 a.m. **b. Policy Review.** (1) Series 100 Policies. The following were discussed: School Board Policy and Philosophy of Governance, 110-School District Mission, 111-School District Goals, 112-Shared Decision Making/Board Administration Relations, 112.1-Strategic Planning, 112.2-Continuous Quality Improvement, 120-School District Legal Status, 130-School Board Legal Status, 131-Board Member Elections, 132-Board Member Resignation/Removal from Office, 143-Consultants to the District, 151.1-Policy Dissemination, 151.2-Administration in Policy Absence, 154-Legislative Advocacy, 154-Rule-Legislative Advocacy Communications and Role of Liaison, 161-Board Member Authority, 163-Board Member Development Opportunities, 164-Board Member Compensation and Expenses, 165-Board Member Conduct/Ethics, 165.1-Board Member Conflicts of Interest, 166-Board Member Electronic Communications, 175-Annual and Special School District Meetings and 183-Voting Methods. (2) Policy 363.2. Policy 363.2 – Acceptable, Safe and Responsible Use of Technology Resources was discussed. (3) Academic Standards 2016/17. The 2016/17 Academic Standards were discussed. See 10.h. **c. Legislative Update.** (1) Appoint Legislative Liaison. Helen Drawbert was appointed as the Legislative Liaison. (2) Wisconsin Public Education Network, ESSA Webinar. No report. **d. President's Report.** None. **e. Superintendent's Report.** (1) On Track for the Future! Building Projects Update. The current status of projects was updated. The pupil services office is scheduled to move into their new office (former elementary school office) by the end of July. (2) Other Meetings, News and Events (Items announced in this category are not intended for discussion). The WASB review of employee handbooks has been completed. As the next step, the recommendations will be reviewed with the administrative team. The next meeting of the Rotary Club of Eau Claire will be held at the Altoona Elementary School on July 25. Dr. Biedron also mentioned the frequency of bus stops along Bartlett to the elementary school. The August newsletter will include information about bus stops.
10. Board Action after Consideration and Discussion. **a. Consider Resignation/Retraction of Business Teacher**. Motion by Rowe to accept the position retraction from Heidi Warren, as presented, seconded by Hilger. Poquette, yes; Drawbert, yes; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 5-0. **b. Consider Resignation of High School Science Teacher**. Motion by Drawbert to accept the resignation of Wendy Nelson, high school science teacher, as presented, seconded by Poquette. Drawbert, yes; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0. **c. Consider Elimination of 15 ½ Hour per Week Athletic Director's Administrative Assistant Position**. Motion by Drawbert to eliminate the 15 ½ hour athletic director's administrative assistant position, seconded by Rowe. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 5-0. **d. Consider Employment Recommendation to Fill Kindergarten Teacher Position for Limited Term 2016/17**. Motion by Drawbert to employ Amy Stuttgart as kindergarten teacher for limited term 2016/17 as recommended, seconded by Poquette. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, yes; Elvig, yes. Motion carried 5-0. **e. Consider Employment Recommendation to Fill Special Education Paraprofessional Position for Limited Term 2016/17**. Motion by Poquette to employ Tamara Lattimore and Patricia Lenz to fill the special education paraprofessional position for limited term 2016/17 as recommended, seconded by Drawbert. Poquette, yes; Drawbert, yes; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 5-0. **f. Consider Employment Recommendation to Fill Business Teacher Position**. Motion by Drawbert to employ Kevin Fruit as business teacher starting in 2016/17 as recommended, seconded by Rowe. Drawbert, yes; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0. **g. Consider 66.0301 Agreement for Special Education Services for 2016/17**. Motion by Drawbert to approve the 66.0301 Agreement for 2016/17 with the Eau Claire Area School for Special Education services as presented, seconded by Rowe. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 5-0.

- h. Consider Adoption of Academic Standards for 2016/17. Motion by Rowe to adopt the 2016/17 Academic Standards as presented, seconded by Drawbert. Hilger, yes; Poquette, yes; Rowe, yes; Drawbert, yes; Elvig, yes. Motion carried 5-0.
- i. Consider Price Increase for Regular Lunch Meals for 2016/17. Motion by Drawbert to approve the increase of \$.10 for regular lunch meals to \$2.40 for grades K-5 and \$2.55 for grades 6-12, as required, seconded by Poquette. Poquette, yes; Rowe, yes; Drawbert, yes; Hilger, yes; Elvig, yes. Motion carried 5-0.
- j. Consider WASB Membership Renewal for 2016/17. Motion by Drawbert to approve the 2016/17 membership dues renewal in the amount of \$4,668 as presented, seconded by Rowe. Rowe, yes; Drawbert, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0.
11. Adjournment. Motion by Poquette to adjourn at 9:04 p.m., seconded by Hilger. Drawbert, yes; Hilger, yes; Poquette, yes; Rowe, yes; Elvig, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, August 15, 2016 at 6:30 p.m. in the District board room. (Please note: Only one board meeting is scheduled (per month) in July and August.)

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

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ALTOONA BOARD OF EDUCATION Special Meeting/Work Session

District Board Room
809 7th Street West

July 26, 2016

8:00 a.m.

1. The Special Meeting/Work Session was called to order by Board President, Robin Elvig at 8:03 a.m. in the District board room.
2. Roll call was taken and the following were present:
Robin E. Elvig, President
Helen S. Drawbert, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member
Dr. Connie Biedron, Superintendent; left at 9:22 a.m., returned at 9:43 a.m.
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. All posting requirements were met.
4. Board Action after Consideration and Discussion. a. Consider Resignation of High School Science (Biology) Teacher. Motion by Rowe to accept the resignation of Erik Kampa, high school science teacher, seconded by Hilger. Drawbert, yes; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0. b. Consider Employment Recommendation to Fill Science (Chemistry, Physics) Teacher Position. No action taken. c. Consider Employment Recommendation to Fill Library Media Director Position. Motion by Drawbert to employ Beverley Carlsen to fill the library media director position starting in 2016/17 as recommended, seconded by Rowe. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, yes; Elvig, yes. Motion carried 5-0. d. Consider Policy Amendment 363.2-Acceptable, Safe & Responsible Use of Technology Resources. Motion by Drawbert to amend Policy 363.2 as presented, seconded by Poquette. Poquette, yes; Drawbert, yes; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 5-0.
5. Anticipated Closed Session as per Section 19.85(1) (c), (1) (e) – Wisc. Statutes. Motion by Drawbert to adjourn into closed session at 8:23 a.m., seconded by Rowe. Drawbert, yes; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0. a. Discussion regarding contract negotiations parameters, review of salary comparisons and proposed compensation for professional educators, clerical/aides, custodial/maintenance, food service employees, administration, administrative staff and other support staff - 19.85(1)(c), (1)(e).

6. Reconvene into Open Session and Take any Necessary Action. Motion by Rowe to reconvene and take no action at 10:37 a.m., seconded by Drawbert. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 5-0.
7. Adjourn. Motion by Poquette to adjourn at 10:38 a.m., seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, yes; Elvig, yes. Motion carried 5-0.

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ALTOONA BOARD OF EDUCATION
Special Meeting/Work Session
District Board Room
809 7th Street West
August 8, 2016
8:00 a.m.

1. The Special Meeting/Work Session was called to order by Board President, Robin Elvig at 8:08 a.m. in the District board room.
2. Roll call was taken and the following were present and absent:
Robin E. Elvig, President
Helen S. Drawbert, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member; Absent
Dr. Connie Biedron, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. All posting requirements were met.
4. Board Action after Consideration and Discussion. a. Consider Employment Recommendation to Fill Special Education Paraprofessional Position. Motion by Poquette to employ Thaddeus (Bob) Brown to fill the part-time (3.75 hours per day) special education paraprofessional position as recommended, seconded by Hilger. Drawbert, yes; Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0.
5. Anticipated Closed Session as per Section 19.85(1) (c), (1) (e) – Wisc. Statutes. Motion by Drawbert to adjourn into closed session at 8:10 a.m., seconded by Poquette. Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 4-0. a. Discussion regarding contract negotiations parameters, review of salary comparisons and proposed compensation for professional educators, clerical/aides, custodial/maintenance, food service employees, administration, administrative staff and other support staff - 19.85(1)(c), (1)(e).
6. Reconvene into Open Session and Take any Necessary Action. Motion by Drawbert to reconvene and take no action at 9:04 a.m., seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, absent; Elvig, yes. Motion carried 4-0.

7. Adjourn. Motion by Drawbert to adjourn at 9:05 a.m., seconded by Poquette. Poquette, yes; Drawbert, yes; Rowe, absent; Hilger, yes; Elvig, yes. Motion carried 4-0.

Board members toured the intermediate and middle school buildings following adjournment.

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August 15, 2016 Board Update – Michael Markgren, Business Manager

Fiscal Year 2015-2016 is nearly closed. We had our audit last week and will continue with some adjustments.

Activity Fund Checks:

- We are in the process of changing banks. The \$99,508.77 was issued from the old bank to the new.

Employee Benefit Trust Fund 73

- I was able to add \$102,419.70 into this fund. We have a nice balance in there.

Expenditures:

- Salaries and benefits came in right on budget.
- Student transportation is down significantly. We bussed fewer days and saved on gas.
- A mild winter drove down occupancy costs.

Revenues:

- State and local revenues were right on budget.
- Federal grants were very close.
- Open Enrollment in was \$99,000 under budget and \$80,000 under last year. We did have to put some caps on this year which caused it to be a little lower.

Cash Position:

- This graph is starting a fifth year.
- Our position remains strong.
- This will look different next year as we won't have \$3,000,000 outstanding all year. We will borrow on an as-needed basis through our local bank.

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT
	NUMBER	NUMBER	NUMBER			
08/08/2016	131745	10 E 800 293 291000		EMPLOYEE BENEFITS CORPORATION	STRUCK, DEBRA \$500 KNUDSON, DEBRA, \$250. VOIDING IN 16-17 AS 2015-16 DOLLAR AMOUNT ESTABLISHED W/ AUDITORS. Totals for 131745	-750.00 -750.00
07/15/2016	201600095	10 L 000 000 811614		DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARD - 07/08/16 Totals for 201600095	243.00 243.00
07/15/2016	201600096	27 L 000 000 811614		DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARD - 07/15/16 Totals for 201600096	190.04 190.04
07/10/2016	201600098	10 L 000 000 811200		MAGIC-WRIGHTER	E-Funds Internet Payment Transactions JUNE 2016 Totals for 201600098	0.50 0.50
07/29/2016	201600190	10 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16,518.40
	201600190	27 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,982.67
	201600190	10 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	3,439.55
	201600190	27 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	991.70
	201600190	50 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	699.08
	201600190	80 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16,518.40
	201600190	27 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,982.67
	201600190	10 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	3,439.55
	201600190	27 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	991.70
	201600190	50 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	699.08
	201600190	80 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	17,463.96
	201600190	27 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,965.35
	201600190	10 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	4,275.66
	201600190	27 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	993.95
	201600190	50 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	37.51
	201600190	80 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	17,463.96
	201600190	27 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,965.35
	201600190	10 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	4,275.66
	201600190	27 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	993.95
	201600190	50 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	37.51
	201600190	80 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	14,661.29
	201600190	27 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,749.11
	201600190	10 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	998.16
	201600190	27 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	835.89
	201600190	80 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	14,661.29
	201600190	27 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,749.11
	201600190	10 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	998.16
	201600190	27 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	835.89
	201600190	80 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	14,661.29
	201600190	27 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,749.11
	201600190	10 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	998.16
	201600190	27 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	831.63
	201600190	80 L 000 000 811622		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000 811621		WISCONSIN RETIREMENT SYSTEM	Payroll accrual	14,661.29

CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
07/29/2016	201600190	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,749.11
	201600190	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	998.16
	201600190	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	831.63
	201600190	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	14,661.29
	201600190	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,749.11
	201600190	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	998.16
	201600190	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	831.63
	201600190	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	14,661.29
	201600190	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,749.11
	201600190	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	998.16
	201600190	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	831.63
	201600190	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	14,661.10
	201600190	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,749.05
	201600190	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	996.81
	201600190	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	831.47
	201600190	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
	201600190	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	14,661.10
	201600190	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,749.05
	201600190	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	996.81
	201600190	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	831.47
	201600190	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	18.58
				Totals for 201600190	254,885.14
07/22/2016	201600198	10 L 000 000	811614 DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARDS-07/17/16	193.49
				Totals for 201600198	193.49
07/24/2016	201600199	10 L 000 000	811614 DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARD - 07/24/16	2,185.30
				Totals for 201600199	2,185.30
08/04/2016	201600201	10 E 800 941	252000 WELLS FARGO BANK	SERVICE FEE TO CLOSE ACCOUNT	16.00
				Totals for 201600201	16.00
08/05/2016	201600203	10 L 000 000	811612 EFTPS	Payroll accrual	75.00
	201600203	10 L 000 000	811612 EFTPS	Payroll accrual	5,796.31
	201600203	27 L 000 000	811612 EFTPS	Payroll accrual	562.71
	201600203	50 L 000 000	811612 EFTPS	Payroll accrual	189.04
	201600203	10 L 000 000	811611 EFTPS	Payroll accrual	5,175.81
	201600203	27 L 000 000	811611 EFTPS	Payroll accrual	411.84
	201600203	50 L 000 000	811611 EFTPS	Payroll accrual	136.61
	201600203	10 L 000 000	811611 EFTPS	Payroll accrual	1,210.48
	201600203	27 L 000 000	811611 EFTPS	Payroll accrual	96.32
	201600203	50 L 000 000	811611 EFTPS	Payroll accrual	31.95
	201600203	10 L 000 000	811611 EFTPS	Payroll accrual	1,210.48
	201600203	27 L 000 000	811611 EFTPS	Payroll accrual	96.32
	201600203	50 L 000 000	811611 EFTPS	Payroll accrual	31.95
	201600203	10 L 000 000	811611 EFTPS	Payroll accrual	5,175.81
	201600203	27 L 000 000	811611 EFTPS	Payroll accrual	411.84
	201600203	50 L 000 000	811611 EFTPS	Payroll accrual	136.61
	201600203	10 L 000 000	811612 EFTPS	Payroll Accrual	393.78
	201600203	27 L 000 000	811612 EFTPS	Payroll Accrual	50.00
	201600203	80 L 000 000	811612 EFTPS	Payroll Accrual	7.50
	201600203	10 L 000 000	811612 EFTPS	Payroll accrual	22,252.37
	201600203	27 L 000 000	811612 EFTPS	Payroll accrual	4,452.12

CHECK	CHECK ACCOUNT				INVOICE	
DATE	NUMBER	NUMBER		VENDOR	DESCRIPTION	AMOUNT
08/05/2016	201600203	80 L 000 000	811612	EFTPS	Payroll accrual	13.78
	201600203	10 L 000 000	811611	EFTPS	Payroll accrual	14,929.71
	201600203	27 L 000 000	811611	EFTPS	Payroll accrual	3,443.52
	201600203	80 L 000 000	811611	EFTPS	Payroll accrual	17.46
	201600203	10 L 000 000	811611	EFTPS	Payroll accrual	3,491.62
	201600203	27 L 000 000	811611	EFTPS	Payroll accrual	805.33
	201600203	80 L 000 000	811611	EFTPS	Payroll accrual	4.08
	201600203	10 L 000 000	811611	EFTPS	Payroll accrual	3,491.62
	201600203	27 L 000 000	811611	EFTPS	Payroll accrual	805.33
	201600203	80 L 000 000	811611	EFTPS	Payroll accrual	4.08
	201600203	10 L 000 000	811611	EFTPS	Payroll accrual	14,929.71
	201600203	27 L 000 000	811611	EFTPS	Payroll accrual	3,443.52
	201600203	80 L 000 000	811611	EFTPS	Payroll accrual	17.46
					Totals for 201600203	93,302.07
08/08/2016	201600204	10 E 800 941 252000		WELLS FARGO BANK	BANK FEE 08/08/16	35.00
					Totals for 201600204	35.00
					Totals for checks	350,300.54

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	289,422.65	0.00	-699.00	288,723.65
27	SPECIAL EDUCATION FUND	59,290.23	0.00	0.00	59,290.23
50	FOOD SERVICE	1,999.34	0.00	0.00	1,999.34
80	COMMUNITY SERVICE	287.32	0.00	0.00	287.32
***	Fund Summary Totals ***	350,999.54	0.00	-699.00	350,300.54

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

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER			DESCRIPTION	
08/08/2016	8249	61 A 000 000 711001 000		EXTRA CURRICULAR FUN	TO CLOSE ACCOUNT-TRANSFER TO CCF	99,508.77
					Totals for 8249	99,508.77
					Totals for checks	99,508.77

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
61	EXTRA CURRICULAR FUND	99,508.77	0.00	0.00	99,508.77
***	Fund Summary Totals ***	99,508.77	0.00	0.00	99,508.77

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

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
ALTHI	001 ALTOONA HIGH SCHOOL	06/07/2016	431813531	XXXXXXXXXXXXXXXXXX	CLARION SUITES, MADISON, WI, 53		07/11/2016		Invoiced	A	105.00
	2 Hotel Rooms for Boys state tennis tournament				4101600233	705921-160700022	07/27/2016	105.00			
		06/06/2016	431689162	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA		07/11/2016	Invoiced	A	34.39
	3 gas for vans for State - HS BOYS TENNIS				4101600247	705921-160700023	07/27/2016	34.39			
		06/06/2016	431689163	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA		07/11/2016	Invoiced	A	35.04
	2 gas for vans for State - HS BOYS TENNIS				4101600247	705921-160700024	07/27/2016	35.04			
		06/06/2016	431689164	XXXXXXXXXXXXXXXXXX	WALGREENS #3497, EAU CLAIRE, WI			07/11/2016	Invoiced	A	304.95
	2 VISA card for volunteer HS Boys Tennis coach -				4101600246	705921-160700025	07/27/2016	304.95			
		06/06/2016	431689165	XXXXXXXXXXXXXXXXXX	CLARION SUITES, MADISON, WI, 53			07/11/2016	Invoiced	A	95.00
	2 Hotel Rooms for Boys state tennis tournament				4101600233	705921-160700026	07/27/2016	95.00			
		06/06/2016	431689166	XXXXXXXXXXXXXXXXXX	CLARION SUITES, MADISON, WI, 53			07/11/2016	Invoiced	A	135.00
	2 Hotel Rooms for Boys state tennis tournament				4101600233	705921-160700027	07/27/2016	135.00			
		06/03/2016	431539430	XXXXXXXXXXXXXXXXXX	UW TS PARKING RAMP-GAR, MADISON			06/13/2016	Invoiced	A	5.00
	1					705921-160600008	06/05/2016	5.00			
		06/03/2016	431539431	XXXXXXXXXXXXXXXXXX	UW TS PARKING RAMP-GAR, MADISON			06/13/2016	Invoiced	A	5.00
	1					705921-160600008	06/05/2016	5.00			
		06/03/2016	431539432	XXXXXXXXXXXXXXXXXX	GRADECAM, LLC, 8664723339, CA,			06/13/2016	Invoiced	A	15.00
	1					705921-160600008	06/05/2016	15.00			
								9 transaction(s) for ALTHI			734.38
								001. Total Amount ==>			
ALTM	001 ALTOONA MIDDLE SCHOOL	06/06/2016	431689167	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		07/11/2016		Invoiced	A	-46.95
	1					705921-160700000	07/27/2016	-46.95			
ALTOONA	017 ALTOONA DISTRICT OFFICE	06/29/2016	434330100	XXXXXXXXXXXXXXXXXX	CHARTER COMM, 888-438-2427, MO,		07/11/2016		Invoiced	A	52.57
	1					705921-160700000	07/27/2016	52.57			
		06/22/2016	433567969	XXXXXXXXXXXXXXXXXX	AMAZON.COM AMZN.COM/BI, AMZN.CO		07/11/2016		Invoiced	A	1,269.11
	1					705921-160700000	07/27/2016	1,269.11			
		06/22/2016	433567970	XXXXXXXXXXXXXXXXXX	AMAZON.COM AMZN.COM/BI, AMZN.CO		07/11/2016		Invoiced	A	624.68
	1					705921-160700000	07/27/2016	624.68			
		06/22/2016	433567971	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		07/11/2016		Invoiced	A	95.94
	1					705921-160700000	07/27/2016	95.94			
		06/22/2016	433567972	XXXXXXXXXXXXXXXXXX	ATT*BUS PHONE PMT, 800-704-4808		07/11/2016		Invoiced	A	1,100.98
	1					705921-160700000	07/27/2016	1,100.98			
		06/21/2016	433431297	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		07/11/2016		Invoiced	A	21.05
	2 RAIL teacher/class supplies				1101600015	705921-160700039	07/27/2016	21.05			
		06/20/2016	433314161	XXXXXXXXXXXXXXXXXX	CRYSTAL CAVE, SPRING VALLEY, WI		07/11/2016		Invoiced	A	240.00
	5 Admission to Crystal Cave				1101600024	705921-160700040	07/27/2016	240.00			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
ALTOONA 017	ALTOONA DISTRICT OFFICE	continued...									
		06/17/2016	433158302	XXXXXXXXXXXXXXXXXX	STERLING WATER CULLIGA, 8004449		07/11/2016		Invoiced	A	24.30
	1					705921-160700000	07/27/2016	24.30			
		06/16/2016	432888817	XXXXXXXXXXXXXXXXXX	WASTE MGMT WM EZPAY, 0866834208		07/11/2016		Invoiced	A	3,759.58
	1					705921-160700000	07/27/2016	3,759.58			
		06/14/2016	432618194	XXXXXXXXXXXXXXXXXX	ATT*BUS PHONE PMT, 800-704-4808		07/11/2016		Invoiced	A	178.98
	1					705921-160700000	07/27/2016	178.98			
		06/10/2016	432356039	XXXXXXXXXXXXXXXXXX	THE BULLFROG FISH FARM, MENOMON		07/11/2016		Invoiced	A	440.00
	3				Admission to Bullfrog Fish Farm	1101600024 705921-160700041	07/27/2016	440.00			
		06/10/2016	432356040	XXXXXXXXXXXXXXXXXX	CHARTER COMM, 888-438-2427, MO,		07/11/2016		Invoiced	A	54.99
	1					705921-160700000	07/27/2016	54.99			
		06/08/2016	431954702	XXXXXXXXXXXXXXXXXX	QUILL CORPORATION, 800-982-3400		07/11/2016		Invoiced	A	17.71
	1					705921-160700000	07/27/2016	17.71			
		06/08/2016	431954703	XXXXXXXXXXXXXXXXXX	WAL-MART #1669, EAU CLAIRE, WI,		07/11/2016		Invoiced	A	14.37
	1					705921-160700000	07/27/2016	14.37			
		06/08/2016	431954704	XXXXXXXXXXXXXXXXXX	CENTURYLINK/SPEEDPAY, 800-777-9		07/11/2016		Invoiced	A	66.78
	1					705921-160700000	07/27/2016	66.78			
		06/07/2016	431813537	XXXXXXXXXXXXXXXXXX	ATT*BUS PHONE PMT, 800-704-4808		07/11/2016		Invoiced	A	132.20
	1					705921-160700000	07/27/2016	132.20			
		06/07/2016	431813538	XXXXXXXXXXXXXXXXXX	ATT*BUS PHONE PMT, 800-704-4808		07/11/2016		Invoiced	A	523.52
	1					705921-160700000	07/27/2016	523.52			
		06/07/2016	431813539	XXXXXXXXXXXXXXXXXX	VZWRLSS*MY VZ VB P, 800-922-020		07/11/2016		Invoiced	A	42.21
	1					705921-160700000	07/27/2016	42.21			
		18 transaction(s) for ALTOONA 017. Total Amount =====>									8,658.97
ALTOONA 021	ALTOONA EXTRA CURR ACTI	06/07/2016	431813532	XXXXXXXXXXXXXXXXXX	HOLIDAY INNS, LA CROSSE, WI, 54		07/11/2016		Invoiced	A	318.00
	2				hotel rooms for state Track meet	4101600248 705921-160700031	07/27/2016	318.00			
		06/07/2016	431813533	XXXXXXXXXXXXXXXXXX	HOLIDAY INNS, LA CROSSE, WI, 54		07/11/2016		Invoiced	A	318.00
	2				hotel rooms for state Track meet	4101600248 705921-160700032	07/27/2016	318.00			
		06/07/2016	431813534	XXXXXXXXXXXXXXXXXX	HOLIDAY INNS, LA CROSSE, WI, 54		07/11/2016		Invoiced	A	318.00
	2				hotel rooms for state Track meet	4101600248 705921-160700028	07/27/2016	318.00			
		06/07/2016	431813535	XXXXXXXXXXXXXXXXXX	HOLIDAY INNS, LA CROSSE, WI, 54		07/11/2016		Invoiced	A	318.00
	2				hotel rooms for state Track meet	4101600248 705921-160700029	07/27/2016	318.00			
		06/07/2016	431813536	XXXXXXXXXXXXXXXXXX	HOLIDAY INNS, LA CROSSE, WI, 54		07/11/2016		Invoiced	A	318.00
	2				hotel rooms for state Track meet	4101600248 705921-160700030	07/27/2016	318.00			
		06/06/2016	431689168	XXXXXXXXXXXXXXXXXX	KWIK TRIP 45900004598, EAU CLA		07/11/2016		Invoiced	A	63.56
	2				gas for van for state track meet	4101600249 705921-160700033	07/27/2016	63.56			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
ALTOONA 021	ALTOONA EXTRA CURR ACTIVITIES	continued...									
		06/06/2016	431689169	XXXXXXXXXXXXXXXXXX	UWL SBDC, LA CROSSE, WI, 54601,		07/11/2016		Invoiced	A	21.50
	2 coaches meals at state track				4101600250	705921-160700034	07/27/2016	21.50			
		06/03/2016	431539433	XXXXXXXXXXXXXXXXXX	TEXAS ROADHOUSE #2315, LA CROSS		06/13/2016		Invoiced	A	87.72
	3 coaches meals at state track meet				4101600250	705921-160600073	06/05/2016	87.72			
		8 transaction(s) for ALTOONA 021. Total Amount ==>									1,762.78
BIEDRCON000	BIEDRON CONSTANCE M	06/02/2016	431243644	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA	06/13/2016		Invoiced	A	4.99
	1					705921-160600008	06/05/2016	4.99			
		06/01/2016	431097745	XXXXXXXXXXXXXXXXXX	STARBUCKS #09858 EAU C, Eau Cla		06/13/2016		Invoiced	A	20.47
	1					705921-160600008	06/05/2016	20.47			
		2 transaction(s) for BIEDRCON000. Total Amount ==>									25.46
HINTGSUS000	HINTGEN SUSAN	06/30/2016	434472633	XXXXXXXXXXXXXXXXXX	NO TEARS LEARNING INC, 03012632		07/11/2016		Invoiced	A	931.70
	2 Handwriting Without Tears student booklets for				1001700029	705921-160700001	07/27/2016	847.00			
	3 Shipping costs				1001700029	705921-160700001	07/27/2016	84.70			
JOHNSGRE000	JOHNSON GREGORY L	06/29/2016	434330096	XXXXXXXXXXXXXXXXXX	KWIK TRIP	20800002089, ALTOONA	07/11/2016		Invoiced	A	45.38
	1					705921-160700000	07/27/2016	45.38			
		06/29/2016	434330097	XXXXXXXXXXXXXXXXXX	KWIK TRIP	20800002089, ALTOONA	07/11/2016		Invoiced	A	104.92
	1					705921-160700000	07/27/2016	104.92			
		06/20/2016	433314160	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		07/11/2016		Invoiced	A	72.15
	1					705921-160700000	07/27/2016	72.15			
		06/17/2016	433158300	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		07/11/2016		Invoiced	A	72.98
	1					705921-160700000	07/27/2016	72.98			
		06/15/2016	432749292	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA	07/11/2016		Invoiced	A	68.70
	1					705921-160700000	07/27/2016	68.70			
		06/15/2016	432749293	XXXXXXXXXXXXXXXXXX	KWIK TRIP	82800008284, ALTOONA	07/11/2016		Invoiced	A	61.31
	1					705921-160700000	07/27/2016	61.31			
		06/09/2016	432087785	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA	07/11/2016		Invoiced	A	58.73
	1					705921-160700000	07/27/2016	58.73			
		06/09/2016	432087786	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA	07/11/2016		Invoiced	A	97.17
	1					705921-160700000	07/27/2016	97.17			
		06/09/2016	432087787	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		07/11/2016		Invoiced	A	108.23
	1					705921-160700000	07/27/2016	108.23			
		06/06/2016	431689161	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA	07/11/2016		Invoiced	A	123.09
	1					705921-160700000	07/27/2016	123.09			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
JOHNSGRE000	JOHNSON GREGORY L	continued...									
		06/03/2016	431539428	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		06/13/2016		Invoiced	A	382.41
	1					705921-160600008	06/05/2016	382.41			
						11 transaction(s) for JOHNSGRE000. Total Amount ==>					1,195.07
MARKGMIC000	MARKGREN MICHAEL P	06/22/2016	433567968	XXXXXXXXXXXXXXXXXX	VISTAPR*VistaPrint.com, 866-893		07/11/2016		Invoiced	A	14.98
	1					705921-160700000	07/27/2016	14.98			
		06/21/2016	433431295	XXXXXXXXXXXXXXXXXX	WASBO FOUNDATION INC, MADISON,		07/11/2016		Invoiced	A	450.00
	1					705921-160700000	07/27/2016	450.00			
		06/09/2016	432087784	XXXXXXXXXXXXXXXXXX	COGEN DESIGNS LLC, 08644730145,		07/11/2016		Invoiced	A	226.19
	1					705921-160700000	07/27/2016	226.19			
						3 transaction(s) for MARKGMIC000. Total Amount ==>					691.17
MCCUTDON000	MCCUTCHEON DONALD ALAN	06/23/2016	433708049	XXXXXXXXXXXXXXXXXX	CULVER S OF MAUSTO, MAUSTON, WI		07/11/2016		Invoiced	A	8.32
	2				Expenses for professional development for the	7001700001	07/27/2016	8.32			
		06/22/2016	433567967	XXXXXXXXXXXXXXXXXX	REI*GREENWOODHEINEMANN, 800-225		07/11/2016		Invoiced	A	1,593.66
	2				One large order of Grade K-Take Home books, Bo	7171700003	07/27/2016	1,593.66			
		06/16/2016	432888816	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		07/11/2016		Invoiced	A	244.80
	1					705921-160700000	07/27/2016	244.80			
		06/03/2016	431539427	XXXXXXXXXXXXXXXXXX	GORDY S CNTY MKT HWY, CHIPPEWA		06/13/2016		Invoiced	A	42.59
	1					705921-160700000	07/27/2016	42.59			
		06/02/2016	431243643	XXXXXXXXXXXXXXXXXX	DEB S CAFE, CHIPPEWA FALL, WI,		06/13/2016		Invoiced	A	60.00
	1					705921-160700000	07/27/2016	60.00			
						5 transaction(s) for MCCUTDON000. Total Amount ==>					1,949.37
NORBEBON000	NORBERG BONITA R	06/24/2016	433950094	XXXXXXXXXXXXXXXXXX	KWIK TRIP 8280008284, ALTOONA		07/11/2016		Invoiced	A	47.96
	1					705921-160700000	07/27/2016	47.96			
		06/24/2016	433950095	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #5373, CHIPPEWA		07/11/2016		Invoiced	A	244.58
	1					705921-160700000	07/27/2016	244.58			
		06/24/2016	433950096	XXXXXXXXXXXXXXXXXX	VZWRLSS*PREPAID PYMNT, 888-294-		07/11/2016		Invoiced	A	32.03
	1					705921-160700000	07/27/2016	32.03			
		06/23/2016	433708047	XXXXXXXXXXXXXXXXXX	MICHAELS STORES 9166, EAU CLAIR		07/11/2016		Invoiced	A	54.16
	1					705921-160700000	07/27/2016	54.16			
		06/23/2016	433708048	XXXXXXXXXXXXXXXXXX	WAL-MART #1669, EAU CLAIRE, WI,		07/11/2016		Invoiced	A	57.72
	1					705921-160700000	07/27/2016	57.72			
		06/16/2016	432888814	XXXXXXXXXXXXXXXXXX	TARGET	00017749, EAU CLA	07/11/2016		Invoiced	A	25.12
	1					705921-160700000	07/27/2016	25.12			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
NORBEBON000	NORBERG BONITA R	continued...									
	1	06/16/2016	432888815	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #1669, EAU CLAIR		07/11/2016		Invoiced	A	36.33
						705921-160700000	07/27/2016	36.33			
	1	06/15/2016	432749289	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		07/11/2016		Invoiced	A	61.82
						705921-160700000	07/27/2016	61.82			
	1	06/15/2016	432749290	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		07/11/2016		Invoiced	A	64.08
						705921-160700000	07/27/2016	64.08			
	1	06/15/2016	432749291	XXXXXXXXXXXXXXXXXX	WAL-MART #1669, EAU CLAIRE, WI,		07/11/2016		Invoiced	A	45.51
						705921-160700000	07/27/2016	45.51			
	1	06/14/2016	432618192	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #5373, CHIPPEWA		07/11/2016		Invoiced	A	58.44
						705921-160700000	07/27/2016	58.44			
	1	06/14/2016	432618193	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		07/11/2016		Invoiced	A	109.95
						705921-160700000	07/27/2016	109.95			
	1	06/13/2016	432492572	XXXXXXXXXXXXXXXXXX	DAIRY QUEEN #19485 QPS, EAU CLA		07/11/2016		Invoiced	A	21.08
						705921-160700000	07/27/2016	21.08			
	1	06/09/2016	432087781	XXXXXXXXXXXXXXXXXX	CVS/PHARMACY #10550, EAU CLAIRE		07/11/2016		Invoiced	A	13.30
						705921-160700000	07/27/2016	13.30			
	1	06/09/2016	432087782	XXXXXXXXXXXXXXXXXX	DBC*BLICK ART MATERIAL, 800-447		07/11/2016		Invoiced	A	228.47
						705921-160700000	07/27/2016	228.47			
	1	06/09/2016	432087783	XXXXXXXXXXXXXXXXXX	WAL-MART #1669, EAU CLAIRE, WI,		07/11/2016		Invoiced	A	92.19
						705921-160700000	07/27/2016	92.19			
	2	06/03/2016	431539423	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #1669, EAU CLAIR		06/13/2016		Invoiced	A	54.36
					1101600015	705921-160600009	06/05/2016	54.36			
	2	06/03/2016	431539424	XXXXXXXXXXXXXXXXXX	MICHAELS STORES 9166, EAU CLAIR		06/13/2016		Invoiced	A	68.11
					1101600015	705921-160600010	06/05/2016	68.11			
	2	06/03/2016	431539425	XXXXXXXXXXXXXXXXXX	MICHAELS STORES 9166, EAU CLAIR		06/13/2016		Invoiced	A	39.00
					1101600015	705921-160600011	06/05/2016	39.00			
	2	06/03/2016	431539426	XXXXXXXXXXXXXXXXXX	WAL-MART #1669, EAU CLAIRE, WI,		06/13/2016		Invoiced	A	81.15
					1101600015	705921-160600012	06/05/2016	81.15			
	2	06/02/2016	431243640	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #1669, EAU CLAIR		06/13/2016		Invoiced	A	80.62
					1101600015	705921-160600013	06/05/2016	80.62			
	2	06/02/2016	431243641	XXXXXXXXXXXXXXXXXX	MICHAELS STORES 9166, EAU CLAIR		06/13/2016		Invoiced	A	191.93
					1101600015	705921-160600014	06/05/2016	191.93			
	2	06/02/2016	431243642	XXXXXXXXXXXXXXXXXX	ILP*INSECT LORE, 800-548-3284,		06/13/2016		Invoiced	A	103.85
					1101600015	705921-160600015	06/05/2016	103.85			
	2	06/01/2016	431097742	XXXXXXXXXXXXXXXXXX	DOLLAR TREE, EAU CLAIRE, WI, 54		06/13/2016		Invoiced	A	12.00
					1101600015	705921-160600016	06/05/2016	12.00			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
NORBEBON000	NORBERG BONITA R	continued...									
		06/01/2016	431097743	XXXXXXXXXXXXXXXXXX	MICHAELS STORES 9166, EAU CLAIR		06/13/2016		Invoiced	A	35.25
	2 RAIL teacher/class supplies				1101600015	705921-160600017	06/05/2016	35.25			
		06/01/2016	431097744	XXXXXXXXXXXXXXXXXX	WAL-MART #1669, EAU CLAIRE, WI,		06/13/2016		Invoiced	A	40.96
	2 RAIL teacher/class supplies				1101600015	705921-160600018	06/05/2016	40.96			
		26 transaction(s) for NORBEBON000. Total Amount =====>									1,899.97
OLIVEJAM000	OLIVER JAMES A	06/30/2016	434472634	XXXXXXXXXXXXXXXXXX	FINDOFFICEFURNITURE.CO, 888-719		07/11/2016		Invoiced	A	2,097.34
	2 Executive desk for the athletic director/dean				4601700006	705921-160700019	07/27/2016	2,097.34			
		06/30/2016	434472635	XXXXXXXXXXXXXXXXXX	FINDOFFICEFURNITURE.CO, 888-719		07/11/2016		Invoiced	A	-109.34
	2 Executive desk for the athletic director/dean				4601700006	705921-160700020	07/27/2016	-109.34			
		06/24/2016	433950100	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE WES, EAU CLA		07/11/2016		Invoiced	A	162.80
	2 Purchase an entry door and misc to fix up stor				4601700004	705921-160700021	07/27/2016	162.80			
		3 transaction(s) for OLIVEJAM000. Total Amount =====>									2,150.80
SCHEPMAR000	SCHEPPKE MARK J	06/29/2016	434330098	XXXXXXXXXXXXXXXXXX	PAYPAL *MNT GOAT, 4029357733, C		07/11/2016		Invoiced	A	1,295.00
	2 WS-C2960S-48TD-L Cisco Catalyst 2960-S Series				8101700003	705921-160700007	07/27/2016	1,295.00			
		06/29/2016	434330099	XXXXXXXXXXXXXXXXXX	JAMF SOFTWARE, LLC, 612-605-662		07/11/2016		Invoiced	A	360.00
	2 Casper Suite for iOS ASA - Additional Seats (2				8101700001	705921-160700008	07/27/2016	360.00			
		06/24/2016	433950097	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		07/11/2016		Invoiced	A	49.58
	2 Credit Card Blanket for 2016-17 for miscellane				8101700004	705921-160700009	07/27/2016	49.58			
		06/24/2016	433950098	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		07/11/2016		Invoiced	A	37.45
	2 Credit Card Blanket for 2016-17 for miscellane				8101700004	705921-160700010	07/27/2016	37.45			
		06/24/2016	433950099	XXXXXXXXXXXXXXXXXX	DEMCO INC, 800-9624463, WI, 537		07/11/2016		Invoiced	A	78.32
	2 Credit Card Blanket for 2016-17 for miscellane				8101700004	705921-160700011	07/27/2016	78.32			
		06/21/2016	433431296	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		07/11/2016		Invoiced	A	14.97
	2 Credit Card Blanket for 2016-17 for miscellane				8101700004	705921-160700012	07/27/2016	14.97			
		06/17/2016	433158301	XXXXXXXXXXXXXXXXXX	LIGHTCAST NETWORKS, 866-865-227		07/11/2016		Invoiced	A	1,002.67
	2 Credit Card Blanket for 2016-17 for miscellane				8101700004	705921-160700013	07/27/2016	1,002.67			
		06/13/2016	432492581	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		07/11/2016		Invoiced	A	25.86
	2 Credit Card Blanket for 2016-17 for miscellane				8101700004	705921-160700014	07/27/2016	25.86			
		06/10/2016	432356038	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		07/11/2016		Invoiced	A	24.98
	2 Credit Card Blanket for 2016-17 for miscellane				8101700004	705921-160700015	07/27/2016	24.98			
		06/07/2016	431813529	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		07/11/2016		Invoiced	A	19.53
	2 Credit Card Blanket for 2016-17 for miscellane				8101700004	705921-160700016	07/27/2016	19.53			
		06/07/2016	431813530	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		07/11/2016		Invoiced	A	17.29
	2 Credit Card Blanket for 2016-17 for miscellane				8101700004	705921-160700017	07/27/2016	17.29			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
SCHEPMAR000	SCHEPPKE MARK J	continued...									
		06/03/2016	431539429	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA			06/13/2016	Invoiced	A	27.86
	2 Blanket	PO for miscellaneous purchases 2015-16									
		06/02/2016	431243645	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA			06/13/2016	Invoiced	A	98.95
	2 Blanket	PO for miscellaneous purchases 2015-16									
		06/02/2016	431243646	XXXXXXXXXXXXXXXXXX	WAL-MART #5373, CHIPPEWA FALL,			06/13/2016	Invoiced	A	7.93
	2 Blanket	PO for miscellaneous purchases 2015-16									
					8101600030	705921-160600047	06/05/2016	7.93			
		14 transaction(s) for SCHEPMAR000. Total Amount ==>									3,060.39
WALKEJOA000	WALKER JOANN B	06/13/2016	432492567	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA		07/11/2016	Invoiced	A	15.92
	1					705921-160700000	07/27/2016	15.92			
		06/13/2016	432492568	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA			07/11/2016	Invoiced	A	61.04
	2 MENARDS	CEMENT FOR AES PLAYGROUND									
		06/13/2016	432492569	XXXXXXXXXXXXXXXXXX	SHADICK S PRICE RI, BLOOMER, WI			07/11/2016	Invoiced	A	21.77
	1					705921-160700000	07/27/2016	21.77			
		06/10/2016	432356037	XXXXXXXXXXXXXXXXXX	KWIK TRIP	82800008284, ALTOONA		07/11/2016	Invoiced	A	18.11
	1					705921-160700000	07/27/2016	18.11			
		06/09/2016	432087778	XXXXXXXXXXXXXXXXXX	GORDY S MARKET, EAU CLAIRE, WI			07/11/2016	Invoiced	A	16.10
	1					705921-160700000	07/27/2016	16.10			
		06/09/2016	432087779	XXXXXXXXXXXXXXXXXX	GORDYS COUNTY MARKET, EAU CLAIR			07/11/2016	Invoiced	A	18.03
	1					705921-160700000	07/27/2016	18.03			
		06/09/2016	432087780	XXXXXXXXXXXXXXXXXX	SAMSLUB #8185, EAU CLAIRE, WI,			07/11/2016	Invoiced	A	106.72
	1					705921-160700000	07/27/2016	106.72			
		06/06/2016	431689160	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE WES, EAU CLA			07/11/2016	Invoiced	A	929.98
	2 MENARDS	CEMENT FOR AES PLAYGROUND									
					1001700055	705921-160700003	07/27/2016	929.98			
		8 transaction(s) for WALKEJOA000. Total Amount ==>									1,187.67
		109 transaction(s). Total Amount ==>									24,200.78

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

SCHOOL DISTRICT OF ALTOONA
Bank Balances
July 2016

GENERAL ACCOUNTS (FUNDS 10, 21, 23, 27, 38, 50, and 80)

Wells Fargo Bank/CCF

Beginning balance	\$	156,386.28
Receipts	\$	180,846.85
Disbursements	\$	(1,505,683.87)
Transfers in	\$	2,166,700.99
Transfers out	\$	(102,419.70)
Ending Balance	\$	<u>895,830.55</u>

State Government Pool

Beginning balance	\$	4,048,957.76
Receipts	\$	399,148.91
Transfers in	\$	-
Transfers out	\$	(1,790,000.00)
Interest	\$	-
Ending Balance	\$	<u>2,658,106.67</u>

Wisconsin Liquid Asset Fund

Beginning balance	\$	2,146.17
Interest	\$	-
Ending Balance	\$	<u>2,146.17</u>

GENERAL ACCOUNTS TOTAL **\$ 3,556,083.39**

SCHOOL DISTRICT OF ALTOONA

Bank Balances

July 2016

DEBT SERVICE FUND 39

Wells Fargo Bank/CCF

Beginning balance	\$	148,636.63
Receipts	\$	-
Disbursements	\$	-
Interest	\$	10.62
Ending Balance	\$	<u>148,647.25</u>

CONSTRUCTION FUND 49

Wells Fargo Bank/CCF

Beginning balance	\$	14.15
Receipts		2,338,684.74
Disbursements	\$	(2,315,770.43)
Interest	\$	-
Ending Balance	\$	<u>22,928.46</u>

STUDENT ACTIVITY FUND 60

Wells Fargo Bank

Beginning balance	\$	115,641.96
Receipts	\$	370.00
Disbursements	\$	(7,430.18)
Interest	\$	2.60
Ending Balance	\$	<u>108,584.38</u>

Employee Benefit Trust Fund 73

Mid America

Beginning balance	\$	550,053.08
Receipts	\$	102,419.70
Disbursements	\$	-
Gain or Loss	\$	-
Ending Balance	\$	<u>652,472.78</u>

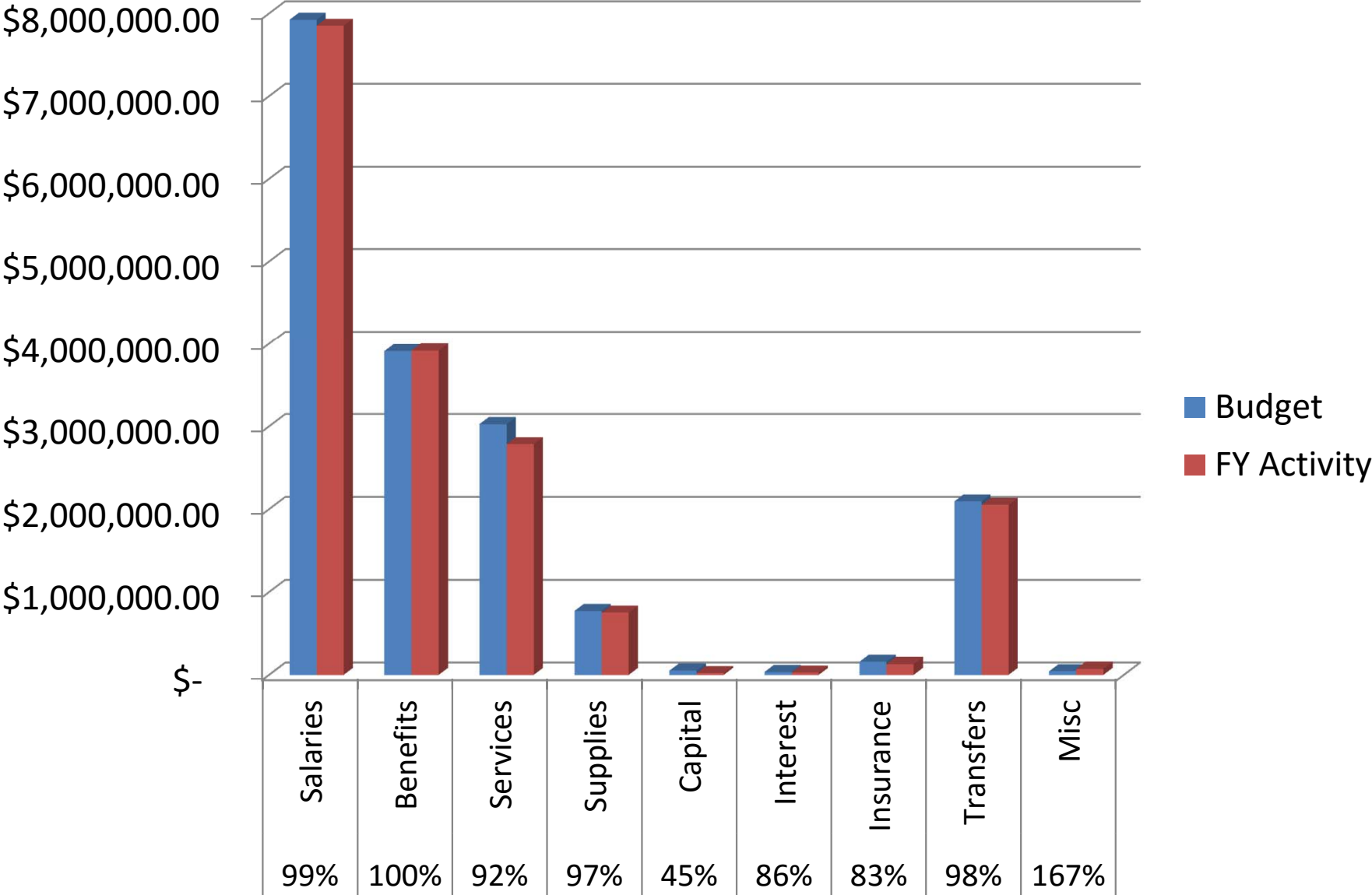
Fd	T	Loc	Obj	Func	Func	2015-16	2015-16	2015-16	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	E	---	---	11	UNDIFF CURRICULUM	3,808,732.00	3,808,732.00	3,831,738.29	-23,006.29
10	E	---	---	12	REGULAR CURRICULUM	3,953,366.00	3,953,366.00	3,897,301.64	56,064.36
10	E	---	---	13	VOCATIONAL CURRICULUM	466,137.00	466,137.00	461,180.48	4,956.52
10	E	---	---	14	PHYSICAL CURRICULUM	372,918.00	372,918.00	372,865.17	52.83
10	E	---	---	16	CO-CURRICULAR ACTIVITIES	252,899.00	252,899.00	241,809.01	11,089.99
10	E	---	---	17	SPECIAL NEEDS	99,457.00	99,457.00	96,873.95	2,583.05
10	E	---	---	21	PUPIL SERVICES	623,687.00	623,687.00	569,985.35	53,701.65
10	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	1,143,365.00	1,143,365.00	1,017,052.53	126,312.47
10	E	---	---	23	GENERAL ADMINISTRATION	410,280.00	410,280.00	389,626.37	20,653.63
10	E	---	---	24	SCHOOL BUILDING ADMINISTRATION	785,350.00	785,350.00	765,023.54	20,326.46
10	E	---	---	25	BUSINESS ADMINISTRATION	2,632,863.00	2,632,863.00	2,483,631.36	149,231.64
10	E	---	---	26	CENTRAL SERVICES	95,365.00	95,365.00	92,448.09	2,916.91
10	E	---	---	27	INSURANCE/DISTRICT	158,750.00	158,750.00	132,194.81	26,555.19
10	E	---	---	28	DEBT SERVICES - SHORT TERM	35,000.00	35,000.00	29,999.99	5,000.01
10	E	---	---	29	OTHER SUPPORT SERVICES	22,960.00	22,960.00	12,035.68	10,924.32
10	E	---	---	41	INTERFUND TRANSFERS	2,094,536.00	2,094,536.00	2,051,556.76	42,979.24
10	E	---	---	43	GENERAL TUITION PAYMENTS	1,060,000.00	1,060,000.00	1,136,114.83	-76,114.83
10	E	---	---	49	OTHER NON-PROGRAM TRANSACTIONS	1,000.00	1,000.00	36,073.68	-35,073.68
10	-	---	---	-----	GENERAL	18,016,665.00	18,016,665.00	17,617,511.53	399,153.47
21	E	---	---	11	UNDIFF CURRICULUM	250.00	250.00		250.00
21	E	---	---	12	REGULAR CURRICULUM	1,500.00	1,500.00	2,081.86	-581.86
21	E	---	---	14	PHYSICAL CURRICULUM	400.00	400.00	948.15	-548.15
21	E	---	---	16	CO-CURRICULAR ACTIVITIES			48.50	-48.50
21	E	---	---	21	PUPIL SERVICES	10,000.00	10,000.00	9,559.30	440.70
21	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	1,000.00	1,000.00	380.00	620.00
21	-	---	---	-----	SPECIAL REVENUE TRUST FUND	13,150.00	13,150.00	13,017.81	132.19
27	E	---	---	15	SPECIAL ED CURRICULUM	1,993,178.00	1,993,178.00	1,977,248.81	15,929.19
27	E	---	---	21	PUPIL SERVICES	261,724.00	261,724.00	254,114.43	7,609.57
27	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	188,483.00	188,483.00	181,205.78	7,277.22
27	E	---	---	25	BUSINESS ADMINISTRATION	94,100.00	94,100.00	112,554.33	-18,454.33
27	E	---	---	43	GENERAL TUITION PAYMENTS	100,801.00	100,801.00	87,472.62	13,328.38
27	E	---	---	49	OTHER NON-PROGRAM TRANSACTIONS			9,043.30	-9,043.30
27	-	---	---	-----	SPECIAL EDUCATION FUND	2,638,286.00	2,638,286.00	2,621,639.27	16,646.73
38	E	---	---	28	DEBT SERVICES - SHORT TERM	50,000.00	50,000.00		50,000.00
38	-	---	---	-----	NON-REFERENDUM DEBT	50,000.00	50,000.00		50,000.00
39	E	---	---	28	DEBT SERVICES - SHORT TERM	2,706,831.00	2,706,831.00	2,707,826.02	-995.02
39	-	---	---	-----	REFERENDUM APPROVED DEBT SERV	2,706,831.00	2,706,831.00	2,707,826.02	-995.02
49	E	---	---	25	BUSINESS ADMINISTRATION	18,170,000.00	18,170,000.00	13,916,016.73	4,253,983.27
49	-	---	---	-----	OTHER CAPITAL PROJECTS	18,170,000.00	18,170,000.00	13,916,016.73	4,253,983.27
50	E	---	---	25	BUSINESS ADMINISTRATION	650,945.00	650,945.00	609,750.05	41,194.95
50	E	---	---	27	INSURANCE/DISTRICT	8,500.00	8,500.00		8,500.00
50	-	---	---	-----	FOOD SERVICE	659,445.00	659,445.00	609,750.05	49,694.95
73	E	---	---	42	Fiduciary Fund Expenditures	454,300.00	454,300.00	650,876.30	-196,576.30
73	-	---	---	-----	Employee Benefit Trust Fund	454,300.00	454,300.00	650,876.30	-196,576.30
80	E	---	---	25	BUSINESS ADMINISTRATION	2,000.00	2,000.00	2,739.10	-739.10
80	E	---	---	26	CENTRAL SERVICES			2,018.62	-2,018.62
80	E	---	---	29	OTHER SUPPORT SERVICES	21,600.00	21,600.00	15,120.00	6,480.00
80	E	---	---	31	COMMUNITY SERVICE	22,240.00	22,240.00	18,591.42	3,648.58
80	E	---	---	39		36,660.00	36,660.00	38,667.68	-2,007.68

Fd	T	Loc	Obj	Func	Func	2015-16 Original Budget	2015-16 Revised Budget	2015-16 FY Activity	Unexpended Balance
80	-	-	-	-	COMMUNITY SERVICE	82,500.00	82,500.00	77,136.82	5,363.18
Grand Expense Tota						42,791,177.00	42,791,177.00	38,213,774.53	4,577,402.47

Number of Accounts: 1769

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

Board Approved Expenditures vs. Budget



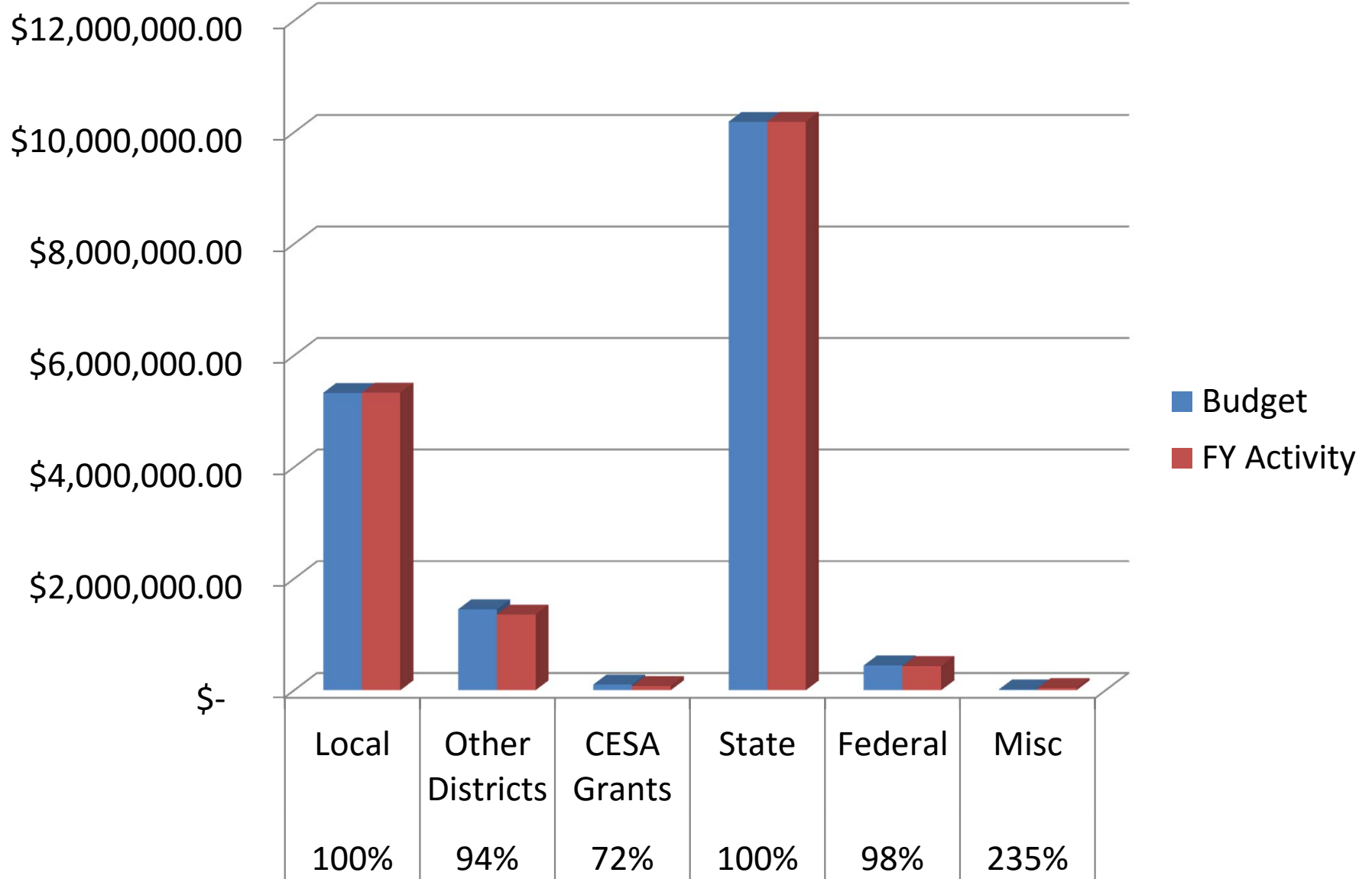
Fd	T	Loc	Obj	Fu	Src	2015-16	2015-16	2015-16	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	R	800	21-	--	TAXES	5,259,616.00	5,259,616.00	5,249,131.72	10,484.28
10	R	800	26-	--	NON-CAPITAL SALES	1,000.00	1,000.00		1,000.00
10	R	800	27-	--	SCHOOL ACTIVITY-INCOME	35,300.00	35,300.00	40,269.75	-4,969.75
10	R	800	28-	--	INTEREST ON INVESTMENT	3,000.00	3,000.00	7,718.13	-4,718.13
10	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	31,050.00	31,050.00	36,127.98	-5,077.98
10	R	800	31-	--	TRANSIT OF AIDS-INTERDISTRICT			6,178.48	-6,178.48
10	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	1,453,000.00	1,453,000.00	1,353,693.58	99,306.42
10	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES	55,000.00	55,000.00	55,602.72	-602.72
10	R	800	58-	--	MEDICAL SERVICE REIMBURSEMENTS	50,000.00	50,000.00	20,058.98	29,941.02
10	R	800	61-	--	STATE AID-CATEGORICAL	308,000.00	308,000.00	311,901.14	-3,901.14
10	R	800	62-	--	STATE AID-GENERAL	9,331,364.00	9,331,364.00	9,331,364.00	
10	R	800	63-	--	SPECIAL PROJECTS GRANT	10,000.00	10,000.00	13,047.06	-3,047.06
10	R	800	65-	--	SAGE GRANT	525,000.00	525,000.00	519,030.44	5,969.56
10	R	800	69-	--	OTHER REVENUE - STATE SOURCES	13,749.00	13,749.00	13,749.00	
10	R	800	73-	--	SPECIAL PROJECTS GRANTS	160,000.00	160,000.00	160,000.00	
10	R	800	75-	--	TITLE I	285,785.00	285,785.00	276,791.00	8,994.00
10	R	800	96-	--	ADJUSTMENTS			20,806.00	-20,806.00
10	R	800	97-	--	REFUND OF DISBURSEMENT	18,000.00	18,000.00	12,788.51	5,211.49
10	R	800	99-	--	Other Miscellaneous Revenue	200.00	200.00	9,152.28	-8,952.28
10	R	---	---	--	Revenue	17,540,064.00	17,540,064.00	17,437,410.77	102,653.23
10	-	---	---	--	GENERAL	17,540,064.00	17,540,064.00	17,437,410.77	102,653.23
21	R	150	29-	--	OTHER REVENUES-LOCAL SOURCES	250.00	250.00	250.00	
21	R	200	29-	--	OTHER REVENUES-LOCAL SOURCES			1,000.00	-1,000.00
21	R	400	29-	--	OTHER REVENUES-LOCAL SOURCES	1,500.00	1,500.00	4,510.00	-3,010.00
21	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	11,400.00	11,400.00	11,601.17	-201.17
21	R	---	---	--	Revenue	13,150.00	13,150.00	17,361.17	-4,211.17
21	-	---	---	--	SPECIAL REVENUE TRUST FUND	13,150.00	13,150.00	17,361.17	-4,211.17
27	R	800	11-	--	OPERATING TRANSFERS-IN	1,694,536.00	1,694,536.00	1,651,556.76	42,979.24
27	R	800	31-	--	TRANSIT OF AIDS-INTERDISTRICT			7,304.03	-7,304.03
27	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	49,000.00	49,000.00	47,995.99	1,004.01
27	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES			2,932.00	-2,932.00
27	R	800	58-	--	MEDICAL SERVICE REIMBURSEMENTS	135,000.00	135,000.00	116,333.46	18,666.54
27	R	800	61-	--	STATE AID-CATEGORICAL	550,000.00	550,000.00	609,234.00	-59,234.00
27	R	800	73-	--	SPECIAL PROJECTS GRANTS	209,750.00	209,750.00	172,329.30	37,420.70
27	R	800	86-	--	SALES OF FIXED ASSETS			2,500.00	-2,500.00
27	R	---	---	--	Revenue	2,638,286.00	2,638,286.00	2,610,185.54	28,100.46
27	-	---	---	--	SPECIAL EDUCATION FUND	2,638,286.00	2,638,286.00	2,610,185.54	28,100.46
38	R	800	21-	--	TAXES	50,000.00	50,000.00	50,000.00	
38	R	---	---	--	Revenue	50,000.00	50,000.00	50,000.00	
38	-	---	---	--	NON-REFERENDUM DEBT	50,000.00	50,000.00	50,000.00	
39	R	800	11-	--	OPERATING TRANSFERS-IN	400,000.00	400,000.00	400,000.00	
39	R	800	21-	--	TAXES	1,201,711.00	1,201,711.00	1,201,711.00	
39	R	800	28-	--	INTEREST ON INVESTMENT	250.00	250.00	724.25	-474.25
39	R	---	---	--	Revenue	1,601,961.00	1,601,961.00	1,602,435.25	-474.25
39	-	---	---	--	REFERENDUM APPROVED DEBT SERV	1,601,961.00	1,601,961.00	1,602,435.25	-474.25
49	R	800	28-	--	INTEREST ON INVESTMENT	60,000.00	60,000.00	48,743.56	11,256.44
49	R	---	---	--	Revenue	60,000.00	60,000.00	48,743.56	11,256.44
49	-	---	---	--	OTHER CAPITAL PROJECTS	60,000.00	60,000.00	48,743.56	11,256.44
50	R	800	25-	--	FOOD SERVICE SALES	259,000.00	259,000.00	223,017.89	35,982.11
50	R	800	28-	--	INTEREST ON INVESTMENT			255.13	-255.13
50	R	800	61-	--	STATE AID-CATEGORICAL	17,250.00	17,250.00	17,161.23	88.77

Fd	T	Loc	Obj	Fu	Src	2015-16	2015-16	2015-16	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
50	R	800	71-	--	FEDERAL AID-CATEGORICAL	380,000.00	380,000.00	369,378.16	10,621.84
50	R	---	---	--	Revenue	656,250.00	656,250.00	609,812.41	46,437.59
50	-	---	---	--	FOOD SERVICE	656,250.00	656,250.00	609,812.41	46,437.59
73	R	800	28-	--	INTEREST ON INVESTMENT	10,000.00	10,000.00	7,794.73	2,205.27
73	R	800	95-	--	Contributions to Emp Benefits	454,300.00	454,300.00	753,296.00	-298,996.00
73	R	---	---	--	Revenue	464,300.00	464,300.00	761,090.73	-296,790.73
73	-	---	---	--	Employee Benefit Trust Fund	464,300.00	464,300.00	761,090.73	-296,790.73
80	R	800	21-	--	TAXES	62,500.00	62,500.00	62,500.00	
80	R	---	---	--	Revenue	62,500.00	62,500.00	62,500.00	
80	-	---	---	--	COMMUNITY SERVICE	62,500.00	62,500.00	62,500.00	
<hr/>									
Grand Revenue T						23,086,511.00	23,086,511.00	23,199,539.43	-113,028.43

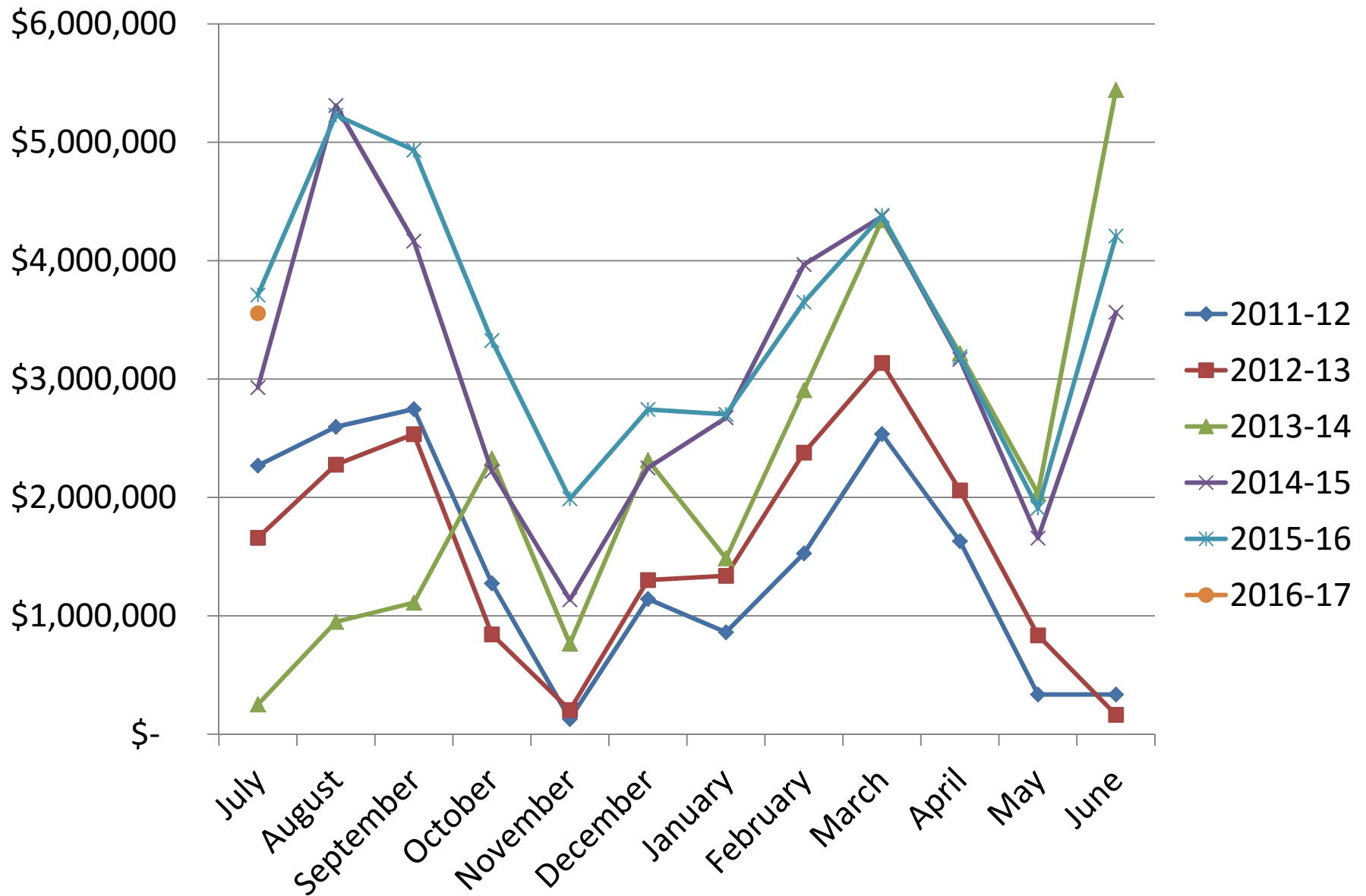
Number of Accounts: 80

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

Board Approved Revenues vs. Budget



Cash Position 2011-12 to 2015-16 - General Fund





School District of Altoona

809 7th Street West Altoona, WI 54720
715-839-6032 715-839-6066 FAX

Dr. Connie Biedron, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION
Negotiation/Meet & Confer Committee
District Board Room
August 8, 2016
9:45 a.m.

Agenda

1. Call to Order
2. Roll Call
3. Report of Notice
4. “Meet and Confer” Sessions Regarding Base Wage Salary Increases (Times given may be subject to change)
 - Clerical/Paraprofessional Employees, 10:00 a.m.
 - Custodial/Maintenance Employees, 10:15 a.m.
 - Food Service Employees, 10:30 a.m.
 - Professional Educators, 10:45 a.m.
5. Adjourn

The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach.

The Board expects employees to follow employee handbook, board policies, individual building rules, and state regulations. Administrators and/or supervisors are expected to discipline employees when such action becomes necessary. Maintaining a level of acceptable behavior on the part of all employees' results in the best possible learning environment for students.

Discipline may result when an employee's actions fall short of accepted standards of professional behavior or violate a policy or rule, when an employee's performance is not acceptable, or the employee's conduct is detrimental to the interest of the District.

Typically, disciplinary action will involve any of four steps: verbal warning, written warning, suspension with or without pay, and termination of employment. Specific disciplinary actions may depend on the behavior and frequency of occurrences. Some serious employee behaviors may lead to suspension or termination without following progressive discipline steps. The District reserves the right to impose disciplinary action as may be appropriate in particular circumstances.

Legal Ref: 118.22 Wisc. Statutes

ADOPTED:

A personnel file shall be maintained for each District employee. To the extent required by applicable law, employee medical records, including genetic information regarding an employee, shall be maintained separately from an employee's other personnel records.

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the administrator or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the Superintendent with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part of it may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of documents contained in the personnel file upon payment of the actual cost for making such a copy. An employee shall not have the right to review the contents of or receive copies of the following items:

- Records relating to the investigation of possible criminal offenses committed by that employee.
- Letters of reference for that employee.
- Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.
- Materials used by the employer for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the employer's planning purposes.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

Personnel records shall be released to third parties only in accordance with relevant law.

Legal Ref: 19.31-19.37, 103.13, 146.82-146.84, 252.15 **Wisc. Statutes**

Americans with Disabilities Act [nondiscrimination on the basis of disability; employee medical examinations and recordkeeping], Health Insurance Portability and Accountability Act (HIPAA) [restrictions on disclosure of personal health information], Genetic Information Nondiscrimination Act of 2008 [restrictions on disclosure of genetic information] **Federal Laws**

ADOPTED: 01/20/92

AMENDED:



2016 FALL REGIONAL MEETINGS & WORKSHOPS

SUPPORTING, PROMOTING AND ADVANCING PUBLIC EDUCATION



DATES: SEPT. & NOV. – VARIES PER LOCATION
LOCATIONS DETERMINED BY REGION

Region 4 Meeting

September 20

Holiday Inn Eau Claire South

Join us at your Regional Meeting this fall to network with area board members, celebrate accomplishments, and learn about WASB's activities and plans.

In six regions, your board will be voting for a WASB regional director. (WASB directors serve staggered, three-year terms.)

The Regional Meeting feature presentation will highlight the school board's role in continuous improvement. Led by an experienced WASB consultant, this interactive session is intended to give school board members an opportunity to take a closer look at how they are measuring improvement and learn what other boards are doing.

Prior to your Regional Meeting, take part in an optional workshop on how to plan and conduct effective school board meetings. Whether you are new to the board or an experienced member, this workshop will provide valuable tips from an experienced WASB attorney.

Schedule at a Glance

4:00 PM	Pre-Regional Meeting Workshop Registration
4:30-6:00 PM	Pre-Regional Meeting Workshop (Optional) \$65 per member
6:00 PM	REGISTRATION / Networking
6:30 pm	DINNER
7:30-9:00 PM	Program agenda <ul style="list-style-type: none"> • Regional Director Welcome • Member Recognition Awards • Elections (Select Regions) • Feature Presentation <ul style="list-style-type: none"> • <i>The Continuous Improvement of School Boards</i> • LEGISLATIVE UPDATE: 2017-18 LEGISLATIVE SESSION PREVIEW • EXECUTIVE DIRECTOR'S REPORT

RSVP to Joyce

by

September 9

Attending Meeting Only ?

OR

Workshop + Meeting?



Economics for Opinion Leaders - Superintendents, School Board and Board of Education Members

September 22 & 23 2016

Stout's Island Lodge

2799 27th Street, Birchwood, WI

Registration Fee \$45 (includes breakfast and lunch both days of the seminar, along with a reception following the meeting day one. A \$150 stipend will be offered to those in attendance to all sessions both days.)

EconomicsWisconsin invites you to participate in this two-day seminar on basic economic concepts. This seminar features presenters who are talented, experienced economists with a unique ability to help you understand and communicate economic principles in ways that are powerful, entertaining, and engaging to those with little or no formal training in economics.

The seminar stresses how the economic way of thinking can help you become a better policy maker and a more informed citizen. Engaging readings and interactive simulations will be included.

In addition, a Wisconsin expert on school finance will help board members gain a better understanding of Wisconsin school district financial issues. A brief session will cover personal finance, but the majority of the seminar will cover economic concepts and theories similar to an "Introduction to Economics" course one would take in college.

Here is what past participants have said about this professional development opportunity:

- "It was a very positive and informative experience that I would recommend to anyone who has the opportunity to attend this event. The information was presented in an understandable and unbiased format. The presenters were engaging and knowledgeable."
- "I found the information at this seminar both interesting and useful as a basis for making choices. Economics is all about choices. I prefer big picture thinking and this was "spot on" in that respect. Of particular interest would be the big picture concept of incentives and how properly thought incentives help guide favorable choices often with minimal conflict. I would highly recommend this to anyone."
- "Ability to explain emotionally charged topics without political animosity."

WASB will award 20 board development points to the members who participate in the two-day program.

What's *Right* in Education

CHICAGO 2016
STUDER CONFERENCES



AGENDA

DAY ONE

August 1

1:00 p.m. - 6:45 p.m.

KEYNOTE: Setting the Stage for Success

Dr. Janet Pilcher, Executive Leader, Studer Education

SUPERINTENDENT'S PANEL: Leading the Journey to Excellence

KEYNOTE: Difficult but Doable Conversations

Lynne Cunningham, International Speaker & Author, Studer Group

INTERACTIVE TABLES: Processing the Learning

LEADERSHIP TOOLS: Straight A Leadership, Scorecard Tool, Book Study

NETWORKING RECEPTION

Sky Deck, Wyndham Grand Riverfront Chicago

DAY TWO

August 2

7:00 a.m. - 4:00 p.m.

NETWORKING BREAKFAST

THEMES & QUESTIONS: Pause in the Journey

Dr. Janet Pilcher, Executive Leader, Studer Education

KEYNOTE: ESSA: So What? Now What?

Dr. Bryan Goodwin, CEO, McREL

SCHOOL DISTRICT SHOWCASE: Why, What, & How

PARTNER GALLERY WALK

NETWORKING LUNCH: Dine & Discuss

KEYNOTE: The Power of Gratitude

Dr. Giacomo Bono, Assistant Professor and Author, California State University

CONCURRENT SESSIONS: Pieces of the Puzzle: Partner Practices

Studer Education Partner Districts

INTERACTIVE TABLES: Connecting the Pieces

CLOSING REMARKS

Dr. Janet Pilcher, Executive Leader, Studer Education

NETWORKING: How Can We Help?

Studer Education Team

What's *Right* in Education

CHICAGO 2016
STUDER CONFERENCES



AGENDA

DAY THREE

August 3

Optional Day

7:00 a.m. - 11:45 a.m.

SESSIONS WITH STUDER GROUP
HEALTH CARE ATTENDEES

NETWORKING BREAKFAST

KEYNOTE

CONCURRENT SESSIONS: Interactive Tools and Tactics

To-Go Lunches Available at 11:45 a.m.

CONFERENCE CONTACT

Dr. KK Owen

Leader Coach
Studer Education

850.898.3883

karen.owen@studereducation.com

REGISTER: StuderEducation.com/WRIE-2016

StuderEducation
Excellence in Education

StuderGroup
a Huron Healthcare solution

August 5, 2016
Cluster A Administrative Retreat
UWEC Centennial Hall, Room 3314
AGENDA

8:30-8:45 a.m. Rolls, fruit, coffee, and juice

8:45-9:00 a.m. Welcome by Ryan Nelson, Cluster A President, and introductions of new Cluster A Staff Members

9:10-9:30 a.m. Carmen Manning, Dean - Education & Human Services

9:30-11:15 a.m. Joe Schroeder -- *“Leadership Practice that Impacts Student Learning”*

11:15 - 11:30 a.m. Break

11:30-12:00 p.m. Breakout into groups--Superintendents, MS/HS Principals, etc.

12:00-12:45 p.m. Lunch -- Lantern Lounge

12:45-1:15 p.m. Vision of Cluster A -- future initiatives



SCHOOL BOARD POLICY AND PHILOSOPHY OF GOVERNANCE

Policy: School Board policy is defined as general, written statements by the governing Board, which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations. The policies and regulations shall provide the structure essential to the management of the school and the development of an optimum teaching-learning environment.

Philosophy of Governance:

The Altoona School Board's philosophy of governance recognizes the Board's elected responsibility to represent the interests of District constituents without involving itself or engaging in the administrative operation of school facilities of the District's educational programs.

It is the responsibility of the Board to be advocates for education and to provide visionary leadership and guidance on matters of enduring significance to the District. This leadership and guidance shall be articulated as statements of Board policy reflecting the philosophies, beliefs, ends, and practices of the District. These policies will provide the broad guidelines governing district programs and facilities while allowing some flexibility for individual site operation. All Board policies will adhere to state and federal law pertaining to governance, management, operation, and any other issues about schools.

The development, monitoring, and evaluation of Board policies, and annual District, Superintendent and Board goals will be realized as a collaborative partnership between the Board and Superintendent with input from constituents and staff where appropriate. With the exception of Board policies or goals specifically related to the organization and governance of itself, the Board delegates the responsibility for the execution of Board policy, and goals to the Superintendent and his/her designees.

Altoona School Board Agreement:

- We base our decisions on the best interest of the students.
- We are guided by our Vision, Mission and our Strategic Plan.
- We believe that every employee makes a contribution to the success of every student.
- We conduct ourselves within commonly understood principles of integrity.
- We listen carefully and respectfully to ensure all voices are heard.
- We practice good stewardship of our tax dollars.
- We seek to operate with as much transparency as possible.
- We do not engage in drama or political rhetoric.
- We seek a way around obstacles; reframing from an attitude of "we can't," to "how can we?"

The School Board of the School District of Altoona sets forth the following statements to encapsulate the vision and fundamental purpose of the District and its schools:

VISION

The Altoona school district, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach.

MISSION

The School District of Altoona strongly believes in:

- *Promoting our students' emotional well-being and enabling them to meet all the state standards for core subject areas while encouraging competency in problem solving and critical thinking skills;*
- *Utilizing technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity;*
- *Preparing our students for post-secondary education, or for the contemporary job market;*
- *Supporting the learning of students with special needs and prepare them for adult life;*
- *Attracting and retaining strong teachers and evaluating them by measuring their performance, effectiveness and innovation;*
- *Strategically monitoring and being responsible stewards for the Altoona school district, and always advocating for public education;*
- *Jointly planning and sharing resources with outside entities including local government, businesses, and non-profit groups;*
- *Engaging the community by providing unique learning and recreation opportunities for adults and encouraging partnerships between parents, teachers, students and community members.*

It is the Board's intent that the above statements will guide and influence the work of the District's leadership team, the formulation of the District's strategic priorities, and the formulation of short-term and long-term goals at all levels of leadership, programs, and operations.

The Board believes that one of the important functions of the District's leadership team is to successfully communicate and reinforce the District's vision and guiding principles throughout the school community.

Legal Reference: Wisconsin State Statute Sections 120.12, 120.13

ADOPTED:

In addition to policy, the Board will advance its governance philosophy and District functioning through the articulation of District annual goals. These goals shall be consistent with the District's vision and mission, and be measurable in order to facilitate regular monitoring and evaluation. These goals will take three forms:

1. The Board and Superintendent will work collaboratively to develop annual goals for the District (related to Strategic Plan);
2. The Board and Superintendent will work collaboratively to develop annual personal performance and/or development goals for the Superintendent (related to Superintendent evaluation);
3. The Board will develop annual development goals for itself (related to Board self-evaluation).

Legal Reference: Wisconsin State Statute Sections 118.001, 120.13

ADOPTED:

The School Board delegates executive powers to the Superintendent for the management of the District and its schools within Board policies. Board members shall refrain from involving themselves in administrative matters. Individual Board members with questions, data needs, constituent complaints, or other issues of administrative concern will direct these issues to the Superintendent. If the issues of concern are regarding agenda items of a future Board meeting, it is the individual Board member's duty to address said issues with the Superintendent before the Board meeting. If needed, the Superintendent shall bring these issues to the whole Board for possible action.

In cases where the Board has no policy, the Superintendent shall have authority to act. It is the Superintendent's responsibility to inform the Board of these actions as soon as practicable.

Legal Reference: Wisconsin State Statute Sections 120.12, 120.13

ADOPTED: 12/17/79

AMENDED:

The School Board recognizes the value of strategic planning. A strategic plan provides a means for continuous school improvement, District direction, and District accountability. The District's strategic plan has a general overall focus on and commitment to the learning of each student. The following are the Board's beliefs about strategic planning processes:

- Strategic planning is a means to both establish and make progress toward achieving a vision for the future of the District.
- Strategic planning facilitates continuous improvement.
- Strategic planning focuses the District's attention and resources on identified and prioritized goals.
- Strategic planning creates a framework for accountability.
- Strategic planning should seek and rely on data and reliable evidence when available.
- The process is iterative and ongoing, rather than something that reaches a definitive endpoint.
- Stakeholder input and involvement are important components of strategic planning.
- In some cases, external resources, data, and expertise add substantial value to local strategic planning.

The District's Superintendent or designee has the responsibility to communicate the information about strategic planning, accountability, and progress both internally within the District and externally within the broader community.

It shall be the responsibility of the Superintendent to assure that the following is accomplished:

- Selection of strategic planning team members (including informing them of their role in the strategic planning process and of related operating procedures),
- Successful implementation of the strategic planning process. An outside facilitator may be utilized at strategic planning meetings to allow all the team members, including the Superintendent, to actively participate in the planning discussions.

The Board has the final authority for adopting the District's vision, mission and priority goals and objectives as set forth in the strategic plan. It shall be the responsibility of the Board to approve budget needs based on District priority goals and action plans,

provide the necessary support to school district staff in carrying them out, and monitor progress on a regular basis.

Progress toward meeting the priority goals and objectives outlined in the District's strategic plan shall be reported to citizens of the District on an annual basis via a publicized report that is made available on the District's website and/or through such other communication mechanism(s) as the Board may approve.

Legal Reference: Wisconsin State Statute Sections 118.001, 120.12, 120.13

ADOPTED: 07/23/12

AMENDED:

The School Board emphasizes continuous quality improvement at all levels of the District. The Board realizes that in order for students to continue to achieve academic success in this ever-changing world, the District needs to continuously focus on evaluating and improving our systems. The District needs to do this while maintaining its culture and values. Continuous improvement means continuous change. The Board and District are aware that the idea of change in the education sector has gone from occasional to continuous. Systemic, systematic, and sustainable continuous improvement efforts ensure that all District students receive the highest possible standards and methods of learning. The Board believes that commitment to continuous quality improvement also increases the confidence of existing District stakeholders who are investing in an organization that is of a high standard and one that provides quality services for students and the community.

The Board is committed to providing staff with access to appropriate quality training and development that ensures staff will sustain and enhance their skills and competencies. Staff members are expected to learn quality improvement principles and actively embed District quality improvement strategies into their daily practice. This is a personal responsibility, a mindset, originating from the District's culture and values.

Legal Reference: Wisconsin State Statute Section 120

ADOPTED:

The legal and official name of the school district is the School District of Altoona ("District"). The District is organized and operated as a public school district under the Wisconsin Constitution, under Chapters 115 to 121 of the state statutes, and under other applicable laws and regulations.

The District is a common school district that operates both elementary and high school grades.

In addition to the public school grades operated by the District, the District operates such other programs and conducts such other activities as may be required by applicable law. The District may further operate other programs and activities to the extent permitted by applicable law.

Legal Reference: Wisconsin State Statute Sections 115 to 121

ADOPTED:

The School Board of the School District of Altoona is comprised of five (5) school board members. Board members are public officials who are elected or appointed to office as provided under state law.

The purpose of the Board, on behalf of the citizens of the District, is to ensure that the District provides the best educational opportunities to maximize the achievement of students of the District at a cost that reflects the resources available. Policies shall serve to indicate the manner in which the board or those delegated by the board shall act in situations that may or may not be explicitly established by the law.

The Board will create policies by which the District will be governed, that reflect prudence and wisdom, avoid unacceptable actions and situations, and will align board and administrative actions with those policies.

Consequently, the Board shall:

- Govern rather than manage the operations of the school district by establishing policies that express and interpret the educational vision and values of the Altoona community.
 - Make decisions as a collective body. Individual board members have no authority to act for the school district or to direct staff.
 - Advocate for the education of all Altoona students and ensure the system reflects the values of the community.
- Direct and monitor the school district through policies which:
 - Articulate the expected outcomes for the school district's performance.
 - Establish processes by which the Board will conduct its business.
 - Describe the relationship of the Board with the District staff.
 - Set parameters for administrative and staff action.
- Monitor compliance with policy, using:
 - Internal Reports: Reports authorized by the superintendent.
 - External Reports: Reports from outside individuals or agencies.

- Direct Inspection: Direct observation, by the Board, a committee, or appointed individual board member.
- Use the results of monitoring to improve performance by:
 - Reviewing existing policies and goals.
 - Revising existing policies and goals.
 - Creating new policies and goals.
- Create partnerships with other agencies to foster effective and efficient delivery of education and other services to the citizens of the district.
- Comply with other responsibilities as legally required.

Legal Reference: Wisconsin State Statute Sections 115, 118, 120

ADOPTED:

BOARD MEMBERS ELECTIONS
(amendment)

Policy 131

School Board members are public officials who are elected or appointed to office as provided under Wisconsin state law. Any qualified elector who resides anywhere within the territory of the District may hold any of the Board seats.

In order for an otherwise-eligible candidate's name to appear on a ballot for a Board seat at a spring election, a candidate must complete and file all of the required ballot access forms in a timely fashion. In addition to other required forms, candidates for the Board are required to circulate and obtain sufficient nomination paper signatures in order to appear on the ballot. A candidate must file a minimum of 100 valid signatures from residents of the School District of Altoona.

Qualified electors of the district shall elect school board members at the regular spring election held the first Tuesday in April at the regular polling places used for state and local judicial elections.

The term of office shall be for three years or for the unexpired term of a candidate unable to fulfill a full term. The term shall begin on the fourth (4th) Monday in April following said election. The names shall be placed on the ballot according to the Wisconsin Statute 120.06(8)(b). Within 24 hours after the polls close, the appointed Board of Canvassers shall canvass the votes.

Legal Reference: Wisconsin State Statute Section 120.06

ADOPTED: 12/17/79
AMENDED: ~~08/06/12~~

The Board believes that any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort, continuous learning, and dedication expected of all Board members, and that the citizen's intent to serve reflects his or her intention to serve a full term of office.

However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Resignations shall be made in writing and delivered to the Board clerk. The resignation shall take effect at the time indicated in the written resignation, or if no time is therein indicated, then upon delivery of the resignation.

Legal Reference: Wisconsin State Statute Sections 17.01, 17.02

ADOPTED:

The Board may employ a consultant(s) to counsel or coach the Board and administration. The Superintendent (or designees) or Board President shall be responsible for direct contact with consultant(s) unless otherwise directed by the Board as a whole.

ADOPTED:

It is the responsibility of the Superintendent to communicate new and revised policies to District Staff and others, as the Board deems applicable, in a timely manner.

The Board delegates to the Superintendent or his/her designee the authority and discretion to maintain lists of cross references (e.g., to District plans, handbooks, or related policies, procedures, and exhibits), legal references (e.g., to statutes and regulations), and adoptions/revision date histories that are relevant to particular policies, rules, and exhibits. Such annotations may be included for purposes of convenience and shall not be considered to be substantive terms of the policy, rule, or exhibit.

Legal Reference: Wisconsin State Statute Sections 120.13

ADOPTED: 07/02/84

AMENDED: ~~11/19/90~~

The School Board realizes that policy will not address all topics and issues or every implementation scenario that will arise in the day-to-day management and operation of the District. The Board also recognizes that the Superintendent is charged by state law with the general supervision and management of the professional work of the schools and the promotion of students, and that the Board itself expects the Superintendent and the District's other administrators to effectively perform the duties and responsibilities of their respective positions and to act as effective agents of the Board within their respective spheres of authority.

Therefore, the Superintendent and other administrative and supervisory staff are authorized, through the exercise of sound and reasonable professional judgment, to take or authorize action to address specific situations in the absence of an applicable Board policy or other Board directive. Such authority to act is not a requirement to act in all such situations or a requirement to otherwise immediately respond to a specific situation or request. Rather, when administrators or other supervisors recognize that they are in a situation that is not sufficiently addressed by applicable law and/or by existing policy, the Board's expectation is that, in consultation with a higher-level administrator to the extent practical and appropriate, they will evaluate the relevant circumstances to determine (1) the most reasonable administrative action to take, if any, in the absence of policy, and (2) whether and when to bring the topic or issue to the Board's attention for potential decisions, or follow-up decisions, at the Board level.

Whenever an administrator or supervisor other than the Superintendent concludes that a situation involving the absence of Board policy clearly calls for either the adoption of a Board policy or another Board-level decision, he/she is expected to bring the issue to the attention of the Superintendent before taking administrative action under this policy whenever it is practical to do so. The Superintendent shall then determine whether it would be practical and reasonable to refer the matter to the Board for a decision and resolution in the first instance.

Legal Reference: Wisconsin State Statute Sections 118.24, 120.13

ADOPTED:

One of the School Board's important functions is to serve as an advocate for the District and all of its students, and, more generally, as an advocate for public education and educational excellence and equity. The Board's advocacy role encompasses intra-district and local community responsibilities. It also extends beyond the District to include regional, state, and even national concerns.

Advocacy activities are attempts to engage and communicate effectively with others. Advocacy activities have varied purposes and include activities that aim to collaborate, promote, influence, persuade, listen, problem-solve, or simply inform.

The Board intends to work with the Superintendent on identifying and implementing advocacy initiatives that foster:

- Student engagement
- Parent engagement
- Staff engagement
- Community engagement
- Institutional engagement (e.g., businesses, other schools, institutions of higher education, etc.)
- Legislative/public policy engagement (e.g., connecting with elected representatives, the Department of Public Instruction, relevant state and federal agencies, other units of local government, etc.)

Although the Board and District will pursue many formal and planned advocacy activities, the Board also recognizes that opportunities for effective advocacy and engagement are presented in many day-to-day interactions and communications. The Board will rely on its individual members and expects all District employees to use both formal activities and informal interactions to build positive and collaborative relationships with the District's various stakeholder groups.

The Board authorizes and encourages the Superintendent and Board President to structure portions of Board meetings as advocacy opportunities to highlight student accomplishments, District programs, and District partnerships, and to use meeting time to identify and address legislative and other advocacy opportunities. The Board will also consider the extent to which standing or ad hoc committees might be utilized to further the Board's advocacy and engagement goals. For example, the Board may build such goals into a specific charge that is given to one or more committees.

Specifically related to legislative and public policy issues, the Board seeks to both proactively and reactively engage and advocate on behalf of the District and its students with lawmakers, agency personnel, and other government officials. On matters of common concern, the Board will leverage the resources and activities of interest-based collaborations and of regional and state-wide associations that are pursuing shared interests and objectives.

In the performance of their duties and regardless of their personal views, those individuals who are authorized to act as spokespersons for the express purpose of advocating District interests and Board positions to lawmakers, agency personnel, and other government officials shall convey such interests and positions in a manner that is consistent with any specific or general direction that has been given by the Board. The authorized spokespersons shall likewise adhere to any limitations on their authority as may be specified by the Board.

In pursuing the Board's legislative and public policy advocacy goals, neither the Board nor any District employee or authorized agent of the Board, while acting in his/her official District capacity, may (1) campaign for or against any particular candidate(s) in an election; (2) use District funds to make contributions to any candidate or political committee; or (3) use any public resources for any other political purpose that is prohibited by law.

Legal Reference: Wisconsin State Statute Sections 113.61-65, 120.13

ADOPTED:

Except as expressly provided by state law or as expressly authorized by the School Board (including through the Board's duly-adopted policies), the members of the Board exercise the duties and powers of the Board as a collective body through motions, resolutions, and other official actions taken at Board meetings. Accordingly, the primary power held by individual Board members is the power to actively participate in and vote on matters that come before the Board. The primary purpose of this policy is to identify the Board's expectations and the role and authority of individual Board members in several scenarios in which questions are likely to arise.

Authority to Make Statements on Behalf of the Board and District

The Board reserves the right to determine the Board's position on matters affecting the District and to designate and authorize one or more spokespersons to convey its positions and certain other District information. In the absence of any other designation, the Board President and Superintendent are the default spokespersons for the Board and District. In addition:

- Individual board members may not make unauthorized statements that purport to commit, or that another person would reasonably interpret as committing, the Board/District to a particular course of action or to an expenditure of District funds. This includes statements that indicate or imply that a formal decision has been made when the matter in question remains under consideration or is otherwise undecided.
- When stating or explaining individual views, opinions, or positions on District-related matters, individual board members are encouraged to expressly clarify that they are speaking for themselves and not on behalf of the Board or the District — particularly in the context of written communications, comments made to the media, or comments in public forums.

Receiving, Investigating and Resolving Complaints

If an individual Board member receives a complaint or other communication from a student, parent or guardian, District employee, or other person that appears to require further investigation on the part of the District and/or that appears to call for a response from the District, the Board member shall contact and refer the matter to the Superintendent in order to determine an appropriate response. However, in highly unusual circumstances where such referral to the Superintendent may not be appropriate, the Board member should instead contact the Board President (who may involve District legal counsel) or request a special meeting of the Board.

Unless authorized by the Board, or unless performing his/her legal or Board-authorized duties as a Board officer, individual Board members (1) shall not unilaterally conduct an investigation into complaints, petitions, or similar District matters, or (2) attempt to resolve a complaint, petition, or similar matter on the District's behalf outside of established procedures.

Disclosure of Legally Protected or Otherwise Confidential or Sensitive District Information

Board members may be privy to certain legally protected or otherwise confidential District information by virtue of their public office, including but not limited to certain negotiating, student-related, or personnel-related information. An individual Board member shall not (1) respond on behalf of the District to requests for access to records containing confidential information; (2) disclose such information in a manner that violates any law or fiduciary duty; (3) disclose any information that would compromise the District's attorney-client privilege; or (4) improperly use such information for any private financial gain or to obtain a dishonest advantage for any person.

Individual Board members are expected to recognize that legal and other consequences can result from the unauthorized disclosure of information from closed session meetings. Even in circumstances where the ongoing confidentiality of certain closed session information is not expressly required by law, it is the Board's belief that sound governance generally requires that individual Board members will preserve the confidentiality of the Board's lawful and appropriate closed session discussions and deliberations to the extent permitted by law. When the Board takes action in a closed session meeting, applicable law generally determines, on a case-by-case basis, the extent to which information about such action is protected from disclosure, and for how long. Further, where applicable law allows the Board to exercise discretion regarding the disclosure of information about action taken in closed session, the exercise of such discretion shall be the prerogative of the Board.

The previous paragraph of this policy shall be construed to permit the appropriate application and enforcement of the Open Meetings Law and to permit Board members and the Board's officers and agents to perform their legal and Board-authorized duties (including responding to subpoenas and public records requests, providing truthful testimony in legal proceedings, etc.). In addition, the previous paragraph shall not be interpreted or applied in a manner that violates any legally protected rights or in a manner that would strictly prohibit a Board member, in all situations, from identifying and stating the reason(s) for his/her individual vote on action taken in closed session. However, in identifying and explaining his/her vote, the Board member must not (1) compromise the ongoing confidentiality of a matter where the need for confidentiality has not yet expired; (2) compromise the District's attorney-client privilege; (3) unlawfully disclose any legally-protected information related to the matter; or (4) violate any fiduciary duty owed to the District.

Board Member Authority in Interactions with District Staff and District Operations

- Requesting Information

When an individual Board member requests data, reports, or other information from the District in his/her capacity as an elected District official, such requests shall be submitted to and coordinated through the Superintendent. The Superintendent may determine an appropriate response to the request or refer the request to the Board for further consideration. If a Board member seeks to inspect or receive copies of District records in some other capacity (e.g., parent of a student, member of the general public, etc.), the

Board member should clarify to the custodian of records that his/her request is not being submitted in his/her capacity as an elected District official.

- Directing Work of District Employees

Unless authorized by the Board, or unless reasonably required in the performance of his/her legal or Board-authorized duties as a Board officer, an individual Board member shall not attempt to direct the work of District employees.

- Access to Schools and District Operations

If an individual Board member wishes to visit and observe a District activity or operational area that is not generally open to a public audience, including visits to schools and classes during school hours, the Board member may do so in a manner consistent with any other specific role that the Board member has (e.g., as a parent of a student, if applicable) or by scheduling a visit as a Board member in advance with the relevant building principal or with the Superintendent. In the event that the administration and individual Board member disagree as to the timing or purpose of a Board member's request to schedule such a visit, the Board member or administrator may refer the request to a Board meeting for consideration.

Legal Reference: Wisconsin State Statute Sections 19.88(2), 120.11(2), 946.12

ADOPTED: 12/17/79

AMENDED:

The School Board recognizes that it is critical for Board members to have a sufficient understanding of the duties, responsibilities, and functions of (1) the District as a whole; (2) the Board, as the District's governing body; and (3) individual Board members, as District leaders and public officials. Therefore, the Board supports the ongoing development of the knowledge and skills of the individual Board members, and the Board encourages initiatives that foster the ability of the Board as a whole to provide effective management and leadership that is focused on student achievement. The Board further believes that a comprehensive and useful approach to Board development is carried out with the direct involvement and input of the Superintendent and includes:

- the identification of needs and opportunities,
- the establishment of specific goals, and
- the identification and utilization of both internal and external resources that will help to meet the identified needs and goals.

In support of the Board's beliefs regarding Board and Board member development:

1. The Board directs the Superintendent and Board President to oversee the preparation and implementation of an orientation process for newly-elected and newly-appointed Board members.
2. The Board directs the Superintendent to identify and inform Board members of Board-development resources and opportunities. In identifying such resources and opportunities, the Superintendent shall consider any specific Board-development goals or priorities that the Board may have established and shall also rely on his/her own professional judgment regarding the needs of the District's leadership team and the likely benefit or importance of a particular activity or resource to the District.
3. If the Board has adopted a written plan that approves specific Board-development activities for the then-current budget year, the activities expressly identified in the plan do not require further approval. In other cases:
 - Upon the submission of a request by any individual Board member and in the absence of any other applicable Board directive, the Superintendent may, within applicable budgetary constraints, authorize a Board member's (1) participation in a seminar, conference, or similar event that does not require out-of-state travel, or (2) attendance at a meeting of the Wisconsin Association of School Boards. However, if the Superintendent has concerns about the cost or the likely benefit or relevance of an event or meeting, or if the Superintendent prefers that the Board review and consider the request for any other reason, then the Superintendent may refer any such request to the Board.

- The Board's advance approval is required for participation in a seminar, conference, or similar Board-development event or activity that requires out-of-state travel.
4. A Board member who participates in an external (i.e., non-District) Board-development activity that is not structured as a whole-Board activity shall coordinate with the Superintendent and/or Board President to determine an appropriate means of sharing new or otherwise important information, resources, and ideas related to the activity with the remainder of the Board.
 5. By following established purchasing and procurement procedures, the Superintendent or any individual Board member may request that District funds be used to purchase books, subscriptions, or other similar resources that further the aims of this policy or any specific Board-development goals that the Board has established. Unless clearly intended as an item that is to be retained by an individual Board member (e.g., when a personal copy of a particular resource is purchased for each Board member), physical copies of any such District-purchased resources shall be added to a library of resources that is maintained in the District Office for the general use and benefit of all Board members and District staff.

Legal Reference: Wisconsin State Statute Section 120.13

ADOPTED:

Applicable state and federal law determines the taxability and tax status of all compensation, expense reimbursement, and other payments that the District makes to, or on behalf of, the members of the School Board. Board members shall follow administrative procedures for claiming and substantiating all amounts for which payment or reimbursement is requested. Any Board member who incurs an expense for which authorization was not expressly confirmed in advance does so at his/her own risk that any subsequent request for payment or reimbursement may not be approved.

Board-Authorized Direct Payment or Reimbursement of Certain Expenses

Subject to applicable limitations on the type and amount of reimbursements as further established within the District's specific expense reimbursement procedures, the Board authorizes the District to directly pay or reimburse a Board member for actual and necessary expenses that are incurred in relation to a Board member's authorized participation in an orientation or continuing education activity, such as a seminar, conference, or similar event, or for a Board member's authorized attendance at a meeting of an organization of Wisconsin school boards.

The District shall directly pay or reimburse the same expenses for persons who have been elected or appointed to the Board, but who have not yet taken office.

Board Member Compensation and Reimbursement Approved by the Electors

Pursuant to state law, the electors of the District, at an annual or special District meeting, have the authority to vote or authorize any or all of the following forms of compensation and reimbursement for Board members:

- Annual salaries for school board members or an amount for each school board meeting the member actually attends.
- The payment of actual and necessary expenses of a school board member when traveling in the performance of duties, which may include activities other than those activities expressly covered by the Board-approved reimbursements, as identified above.
- The reimbursement (whether full or partial) of a Board member for actual loss of earnings when duties performed as a Board member require the member to be absent from regular employment.

The current structure and amounts of the compensation and reimbursement that have been approved by the electors will be recorded in the proceedings of the applicable annual and/or special meeting(s).

Legal Reference: Wisconsin State Statute Sections 120.10, 120.13

ADOPTED:

In its governance, the Board will exemplify the characteristic core values desired in the work place, which guide development of policies and practices in the District. In addition, Board members will comply with all provisions of the legal code of ethics for local officials.

Board members will:

- Take actions and make decisions that are in the best interest of the students;
- Maintain contact with the public to ensure that their interests are being accurately represented;
- Maintain loyalty to the interests of the school district community rather than any singular, special, or personal interest;
- Stay abreast of local, state and federal issues affecting education in general, and the School District of Altoona in particular;
- Help create and sustain an atmosphere in which controversial or difficult issues can be addressed fairly;
- Maintain a learning and working environment free from any form of discrimination, harassment or intimidation;
- Provide nondiscriminatory educational opportunities for all students and equal employment opportunities within the context of agreements as stipulated in employee handbooks;
- Avoid conflict of interest;
- Maintain confidentiality of privileged information;
- Support due process and protect the civil and human rights of all;
- Recognize their responsibility to the Board as a whole and lack of authority to act on their own.

Specific expectations that display good character, trustworthiness, and professionalism of Board members include:

- Attending all official meetings of the Board. If a member of the Board is unable to attend an official meeting, the board member will notify the Board president or Superintendent prior to that meeting.
- Attending Board development and special meetings of the Board.
- Having reviewed all relevant materials prior to Board meetings to ensure well-informed participation.
- Asking for clarification regarding unclear issues on Board meeting agenda with Board President or Superintendent before Board meeting in order to make well-informed decisions.

- Using courtesy and civility in dealing with other Board members, members of the Administration, citizens, staff and students.
- Maintaining a respectful board environment by addressing conflicts between board members directly with the affected Board member outside of board meetings.
- Refraining from negative communication with or about fellow board members.
- Acting on behalf of the Board only in quorum with other Board members and to refrain from speaking or acting for the Board as an individual unless otherwise specifically directed by a majority of the Board.
- Notifying and communicating to the Board whenever a Board member has been asked to meet with employee groups, their representatives, or community groups, and refrain from speaking on behalf of the Board at these meetings.
- Abstaining from votes only when there may be a conflict of interest.

While Board members do not lose their first amendment rights by virtue of being a Board member, the exercise of such rights may impact Board members' real or perceived impartiality on a matter or issue that comes before the full Board.

To remain impartial, Board members commit:

- To preface any advocacy remarks with the statement that the Board member is acting in her/his individual capacity rather than as a Board member, and is not speaking on behalf of the Board unless authorized by the Board.
- To support majority vote positions of the Board.
- To utilize established channels of communication and direct citizens, staff or students to the appropriate teacher, staff member or administrator for resolution of complaints, comments or requests for information. IF the citizen, staff, or student has followed the established channels of communication and is not satisfied with the recommendation of the Superintendent, that person may request that the board review the complaint. The Board of Education will review the complaint and determine if all policies and procedures have been followed. Unless policies and procedures have not been followed, the decision of the Superintendent is final. At any point, the complainant may make a public appearance at a scheduled school board meeting and speak during the citizen comments portion of the posted agenda, but the Board will not address the issue at that time unless it is on the agenda.

Legal Reference: Wisconsin State Statute Sections 19.88(2), 120.11(2), 946.12

ADOPTED: 04/06/92

AMENDED:

The School Board and individual Board members have legal and ethical obligations to avoid situations in which their objectivity as elected public officials may be compromised due to a financial or other significant personal interest in a District business transaction or in other matters that come before the Board. Similarly, each member of the Board has obligations to avoid engaging in conduct that is incompatible with the proper discharge of his/her duties and authority as a public official.

The following list of issues and expectations is not intended to be a complete list of all situations in which a conflict of interest may exist under applicable law. In addition, adherence to this policy will not necessarily excuse any violation of applicable law, including in situations where (a) this policy does not address the legal issue in question; or (b) this policy is in some way an incomplete or imprecise statement of the applicable laws. Each individual Board member is ultimately responsible for personally identifying and taking appropriate action with respect to his/her own conflicts of interest in accordance with applicable law.

1. A Board member, in his/her private capacity, may not negotiate, bid for, or enter into any contract in which he/she has a private pecuniary interest (direct or indirect) if, in his/her capacity as a public official, he/she is either authorized or required to (a) take part in the making or awarding of the contract; or (b) perform in regard to that contract some official function requiring the exercise of discretion. In such a situation, the Board member cannot cure the conflict of interest or avoid violating the law by abstaining from voting on the contract as a member of the Board. The Board intends this paragraph to parallel the scope of section 946.13(1)(a), including all statutory exceptions that exist to the conduct prohibited therein.
2. A Board member may not, in his/her public or official capacity, participate in making or entering into a contract or other transaction involving receipts or expenditures on behalf of the District if such Board member has a direct or indirect private pecuniary interest in such contract or transaction. A Board member shall also avoid taking any action or performing any function in his/her official capacity that involves the exercise of discretion in regard to any such contract or transaction. The restrictions identified in this paragraph apply even if the Board member has not personally participated in the making of such contract or transaction in his/her private capacity. Should such a pecuniary interest exist, the Board member shall abstain from all consideration (e.g., debate/discussion) and action (e.g., voting) concerning the matter.
3. In the event a Board member is employed by a corporation or business which furnishes goods or services to the District, the Board member shall declare his/her association with the organization and refrain from both debating and voting

upon the question of the contract or transaction, and he/she shall also comply with the prohibition outlined in item (1) of this policy. Except where applicable law would prohibit the transaction or the making of the contract, it is not the intent of this paragraph to prevent the District from contracting with corporations or businesses solely because a Board member is an employee of the firm. Rather, this paragraph is intended to prevent placing a Board member in a position in which his/her interest in the public schools and interest in his/her place of employment might conflict and to avoid appearances of any conflict of interest, even though such conflict may not exist.

4. All members of the Board are required to adhere to the statutory Code of Ethics for Local Government Officials, including the requirement that no Board member may use his/her position or office to obtain financial gain or anything of substantial value for the private benefit of him/herself, his/her immediate family, or for an organization with which he/she is associated. The Board intends that the definitions found in Subchapter III of Chapter 19 of the state statutes be used to define specific terms that are used in this paragraph.
5. No Board member shall use confidential District records or any confidential information regarding the affairs of the District that the Board member has access to in his/her official capacity to inappropriately advance a private interest or for the private financial benefit of any person.

Notwithstanding the prohibitions identified above, there may be narrow circumstances under which, for example, a Board member whose spouse is employed by the District may lawfully participate in discussing and deciding a general policy matter that affects a broad class of individuals that includes the Board member's spouse, such as a general employment policy decision that affects staff working conditions and that does not affect the Board member's spouse in a way that differs materially from the effect on most other employees. The individual Board member must assess such issues on a case-by-case basis. Further, any such possible allowance permitting the Board member's participation in quasi-legislative general policy matters is presently understood not to apply to decisions that address certain items of substantial value or substantial monetary benefit, such as a wage schedule that is applicable to the Board member's spouse or a District group insurance benefit under which a Board member or his/her spouse has coverage.

The following are additional examples of situations in which a conflict of interest or an issue regarding partiality or bias may arise and in which the affected Board member needs to determine an appropriate course of action:

- An individual who is a close relative of the Board member is (a) employed by the District; (b) seeking employment with the District; or (c) seeking to engage in any business transaction with the District; and

- A Board member's own child attends school in the District or participates in other District programs, and an issue arises in which the Board member's child is directly involved (e.g., a disciplinary matter) or which would uniquely affect the Board member's child.

Due to the legal doctrine of incompatibility of office, no Board member who is currently in office may be simultaneously employed by the District in any other capacity. At the Board's discretion, a Board member may be appointed to serve as a volunteer coach or as a supervisor of an extracurricular activity if: (1) the Board member receives no compensation for coaching or supervising the extracurricular activity, (2) the Board member agrees to abstain from voting on issues substantially and directly related to the activity he/she coaches or supervises, and (3) the Board member has undergone a background check as required by all District employees and volunteers.

Legal Reference: Wisconsin State Statute Sections 119.42, 119.46, 119.59, 120.20, 946.12, 946.13

ADOPTED:

Each School Board member, as a public official, is a records authority for purposes of the Wisconsin Public Records Law. In addition, a Board member's electronic communications related to their office or to District matters are generally records that are subject to retention requirements and possible public disclosure. Accordingly, Board members have legal obligations to ensure that electronic communications that they send or receive related to their individual office or to District business are appropriately retained such that the communications can be retrieved, evaluated, and, where appropriate, disclosed pursuant to a lawful request.

Unless otherwise provided by Board policy or rule, when a Board member is communicating electronically as an individual Board member (e.g., when he/she writes a blog post that addresses school District matters or when he/she addresses school District matters through a non-District social media platform), the Board member is individually responsible for the retention of his/her individual electronic communications and for responding to any lawful requests for access to such records. Further, regardless of any otherwise applicable policy or rule, in no case will a District employee serve as the custodian of an individual Board member's electronic communications (or copies of such records) where either of the following are true: (1) the Board member has not, in the manner prescribed by the custodian of records, provided the records to the District for purposes of records management; or (2) the Board member has attempted to provide the records to the District in a format that the District's systems cannot reliably store or retrieve.

Each Board member also has an obligation to ensure that he/she does not violate the Wisconsin Open Meetings Law through his/her participation in electronic communications (or other technology-facilitated activities) that involve multiple members of the Board, a Board committee, or any other District-created governmental body on which the Board member serves. As an example of actions regulated under the Open Meetings Law, Board members must avoid creating a "walking quorum" through any series of communications among members of the Board who agree, tacitly or explicitly, to act uniformly in sufficient number to determine the Board's course of action on any matter.

As to any form of electronic communication that pertains to his/her office or to District business, a Board member should ask himself/herself the following questions:

1. Should I be using this method of electronic communication at all? (e.g., Will the content of my communication remain under my control or under the control of an appropriate custodian of records; and is the communication being retained

in a manner, and for a duration of time, such that it can be retrieved and produced if needed?); and

2. Should I be using this specific method of communication for this specific subject matter?

Electronic communications are generally an effective and efficient medium for activities such as addressing scheduling/availability for meetings, bringing potential agenda items to the attention of the Superintendent and Board President, and the one-way distribution of information (e.g., from the Superintendent to all Board members). However, the Board strongly discourages (and, in some circumstances, applicable laws will directly prohibit) individual Board members from using email or other forms of electronic communication for any of the following:

1. Interactive discussion of substantive Board business among multiple Board members, due to Open Meetings Law concerns (e.g., potential walking quorums or illegal meetings) and due to the potential appearance of impropriety surrounding communications that are perceived to be inappropriately “secretive” even if not unlawful;
2. Communications regarding matters that involve individually identifiable students, due to potential violation of the laws surrounding student privacy and the confidentiality of student record information; or
3. Communications regarding District matters that are considered confidential or highly sensitive (e.g., closed session content, personnel matters, etc.), due to issues surrounding the security and possible improper disclosure of the information.

Unless the Board member is performing a legally-designated duty or responsibility, or unless he/she has been expressly authorized by the Board, an individual Board member shall not, in his/her electronic or other communications, either (1) purport to speak on behalf of the entire Board or for the District, or (2) speak in a manner that purports to obligate the Board or District to a particular course of action.

Legal Reference: Wisconsin State Statute Chapter 19, subchapters II and IV; and Sections 120.13, 943.7, 947.0125

ADOPTED:

The District holds an annual meeting of the electors pursuant to the requirements of state law. Special meetings of the electors may be called upon a motion of the School Board or upon the filing of a signed and otherwise sufficient petition. State law, rather than any Board policy, exclusively governs the notice requirements for annual and special meetings of the District's electors.

Any annual meeting or special meeting of the District's electors has only those powers as are expressly specified in state law.

The annual public hearing on the District budget shall be held at the time and place of the annual meeting. An annual fiscal report shall be presented at the annual meeting and entered in the District's official records.

Pursuant to state law, the Board Clerk acts as the clerk of and records the proceedings of each annual and special meeting. If the Board Clerk is absent, the annual or special meeting elects a person to perform these functions.

Legal Reference: Wisconsin State Statute Sections 65.90, 120.08, 120.09, 120.10, 120.11

ADOPTED:

~~Members may abstain from voting on a matter but must announce their abstention.~~

A Board member may abstain from voting on a matter due to an actual or potential conflict of interest.

- If present at a meeting where the matter in question is going to be addressed, the Board member who will not be participating in the matter will declare their non-participation at the meeting(s) and should normally do so no later than just before the Board (or committee) begins to directly address the relevant item of business.
- Non-participation means that the Board member will not:
 - Discuss or debate the matter;
 - Make recommendations on the matter;
 - Make motions or vote on the matter; and
 - Otherwise use his/her public office to attempt to influence the decision of the Board (or committee) or the District's course of action.
- The Board member who is not participating in a matter due to an actual or potential conflict of interest to temporarily leave the meeting room for the time period during which the Board (or committee) is addressing the matter in question.
- The Board member's non-participation (including his/her departure from the meeting room if applicable) shall be expressly identified and recorded in the minutes of the meeting.

In the event a question has arisen after-the-fact as to the propriety, under Board policy or under applicable law, of a Board member's prior participation in debate or voting in any matter, the Board president or Superintendent should seek advice from the District's legal counsel to determine the following:

- How to assess the outcome of voting in light of any abstention or failure to abstain, and
- Whether it is in the District's best interest for the Board to, for example, consider rescission of any prior action, to take action on the matter in question a second

time without the participation of one or more Board members, or to simply permit an original vote to stand.

Votes on motions shall be taken by roll call vote or by other voting method that allows for the ascertaining and recording of the individual vote of each Board member as required by law or when requested by any member of the Board. Voting by roll call shall be initiated by the Board Clerk, or designee, and members shall respond as their name is called. The order of voting shall rotate, except that the Board President or other presiding officer shall vote last. The results of voting shall be recorded by the Board Clerk, or designee, who shall announce the results to those present at the meeting if the results are not apparent.

Voting by secret ballot may be used only in the election of Board officers.

A motion is passed/adopted when a majority of the members voting have cast their votes in favor of the motion, except as otherwise required by law or by the Board. For example, state statutes require a majority vote of the full membership of the Board to employ most licensed/certified employees of the District who hold individual employment contracts, and a two-thirds vote of the entire membership of the Board is required to change the appropriations stated in the District's previously-adopted annual operating budget.

~~Members may abstain from voting on a matter but must announce their abstention.~~ No board member may cast a vote by proxy or by absentee ballot.

No action of the Board shall be deemed void, voidable, or otherwise improper solely due to a failure to adhere to discretionary voting procedures set forth or incorporated within Board policy.

LEGAL REF.: 19.88, 120.11(1) Wisc. Statutes

CROSS REF.: 141, Board Officers

ADOPTED: 06/21/82

AMENDED: 10/01/12

AGREEMENT
Between the School District of Altoona
and
Marriage & Family Health Services, Ltd.

This agreement is entered into between the School District of Altoona (the “District”) and Marriage & Family Health Services, Ltd.

Whereas, the District seeks an independent MARRIAGE & FAMILY HEALTH SERVICES, LTD. to provide access to School-Based Mental Health Services for District students as a component of a Multi-Level System of Support.

Whereas, MARRIAGE & FAMILY HEALTH SERVICES, LTD. represents itself as in the business of providing such services.

Now, therefore, in consideration of the mutual promises in this Agreement, the parties agree as follows:

- I. TERM.** The Term of this Agreement shall be from September 1, 2016 through August 31, 2017 unless earlier terminated by either party upon sixty (60) days prior written notice for any reason.

Prior to the expiration of the Term, the Parties may agree, in writing, to renew this Agreement for a subsequent one (1) year term.

In order for MARRIAGE & FAMILY HEALTH SERVICES, LTD. to provide any mental health services within school facilities, a written and signed agreement covering the terms of the provision of those services must be in place prior to the beginning of the applicable school year.

- II. MARRIAGE & FAMILY HEALTH SERVICES, LTD. OBLIGATIONS.** MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall provide School-Based Mental Health Services (“Mental Health Services”) to students in the District who are eligible for such services based upon a professional mental health diagnostic assessment. Mental Health Services will be provided by private consent and agreement between MARRIAGE & FAMILY HEALTH SERVICES, LTD. and the student and/or family members, as appropriate. Mental Health Services will only be provided to a student with written permission of the adult student or the minor student’s parent or legal guardian.

- a. **Scope.** Mental Health Services will be provided by appropriately licensed therapeutic staff employed by MARRIAGE & FAMILY HEALTH SERVICES, LTD.. Mental Health Services will be available to students throughout the calendar year. Frequency and duration of the Mental Health Services will be based on mental health assessment and need. All Mental Health Services will be provided in accordance with all requirements and regulations set forth by the Wisconsin Department of Safety and Professional Services, Wisconsin Department of Health Services Division of Quality Assurance, and in compliance with all other applicable Wisconsin and federal laws.

- b. **Referral.** The District shall be under no obligation to refer District students or their families to MARRIAGE & FAMILY HEALTH SERVICES, LTD. for the provision of any mental health treatment services. Referral for mental health diagnostic assessment and services to

MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall originate from a student parent/guardian or the District after necessary informed consent is obtained from the parent/guardian. The referral shall identify the rationale for the assessment and contact information for the family.

- c. **Scheduling.** Arrangements for a student to be released from school activities to receive Mental Health Services will be made after the adult student or parent/guardian has authorized the services.
- d. **Client Relationship.** Students and/or family members receiving Mental Health Services pursuant to this Agreement are clients of MARRIAGE & FAMILY HEALTH SERVICES, LTD.. All communications to students and/or family members regarding the availability of Mental Health Services will clearly specify the Mental Health Services are provided (whether on-site or off-site) for the benefit and convenience of students and/or family members seeking Mental Health Services, and that MARRIAGE & FAMILY HEALTH SERVICES, LTD. is in no way an agent of the District.
- e. **Coordination.** MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall collaborate with the designated school mental health coordinator (School Coordinator) on the entry to, progress through, and exit from services based on data to the extent permitted by state and federal law. MARRIAGE & FAMILY HEALTH SERVICES, LTD. will provide regular progress updates with the school mental health coordinator as the point of contact unless invited to team discussion with proper releases of information.
- f. **Review.** The District and MARRIAGE & FAMILY HEALTH SERVICES, LTD. recognize that the Wisconsin Department of Health Services may conduct reviews of District office staffing records, policy and procedure or clinical records at MARRIAGE & FAMILY HEALTH SERVICES, LTD. on-site facilities. Reviews may include unannounced site visits at on-site facilities for the purpose of evaluating compliance or investigating complaints. Site visits will comply with District rules regarding visitors, student access, emergency drills and procedures, and entrance and egress policies and procedures.
- g. **Representations/Warranty.** All Mental Health Services provided under this Agreement will be provided by MARRIAGE & FAMILY HEALTH SERVICES, LTD.. MARRIAGE & FAMILY HEALTH SERVICES, LTD. represents and warrants that all employees and/or agents providing Mental Health Services shall be competent mental health professionals with appropriate degrees, licenses and qualifications for the Mental Health Services being provided.

MARRIAGE & FAMILY HEALTH SERVICES, LTD. represents and warrants to District that the Mental Health Services provided under this Agreement shall be performed with the degree of skill and care that is required by current, sound professional and commercial procedures and practices and in conformance with generally accepted professional and commercial standards prevailing at the time the work is performed.

- h. **District Policy.** MARRIAGE & FAMILY HEALTH SERVICES, LTD. therapists and clients will adhere to all District rules and policies within District facilities, including participation in emergency drills.

When a MARRIAGE & FAMILY HEALTH SERVICES, LTD. client is participating in therapy with MARRIAGE & FAMILY HEALTH SERVICES, LTD., his or her supervision is the responsibility of the therapist. The District remains responsible for supervising students and/or family members outside of therapy sessions.

The student code of conduct for the school site will apply to the student while receiving the Mental Health Services. Student violations of the code of conduct must be reported to the school site administrator as permitted by law.

Should a student exhibit violent behavior toward a MARRIAGE & FAMILY HEALTH SERVICES, LTD. therapist or school property, the therapist shall communicate and cooperate with District staff and law enforcement as appropriate.

- i. **Building Access.** MARRIAGE & FAMILY HEALTH SERVICES, LTD. employees or agents governed by this Agreement may only enter a District building with permission from a school administrator. Meetings with students will be scheduled to minimize disruption of the school day.
- j. **Property.** Any property or equipment purchased or otherwise provided by the District for use by MARRIAGE & FAMILY HEALTH SERVICES, LTD. employees or agents shall remain the property of the District and shall be returned to the District upon termination of this Agreement, regardless of the reason for termination.

Any property or equipment purchased by MARRIAGE & FAMILY HEALTH SERVICES, LTD. for use by its employees or agents working in the District shall remain the property of MARRIAGE & FAMILY HEALTH SERVICES, LTD. and shall be returned to MARRIAGE & FAMILY HEALTH SERVICES, LTD. upon termination of this Agreement.

III. DISTRICT OBLIGATIONS.

- a. The District will provide MARRIAGE & FAMILY HEALTH SERVICES, LTD. with mutually agreed upon space(s) within District facilities to provide Mental Health Services. The space(s) will be identified and must ensure the privacy and confidentiality of students and family members receiving Mental Health Services. The District will retain responsibility for cleaning and maintaining the provided space.
- b. The District will train building staff on how referrals for Mental Health Services provided by MARRIAGE & FAMILY HEALTH SERVICES, LTD. are assessed, administered and monitored.
- c. The District will facilitate identification of students for referral to Mental Health Services through the use of data including office discipline referral forms, a score of “clinical significance” on the BESS when used as part of gated screening, and other relevant data including AIMSweb screening and progress monitoring data, attendance records, and brief functional behavioral assessment data as applicable.

- d. The District will identify a school mental health coordinator (“School Coordinator”) at each building to facilitate the referral of students for Mental Health Services based on above-described criteria. School Coordinators will:
 - i. Receive information appropriately authorized for release from MARRIAGE & FAMILY HEALTH SERVICES, LTD. and provide information based on “need to know” basis back to school staff;
 - ii. Collaborate with students and family to assist in the referral process for Mental Health Services.
 - iii. Provide information appropriately authorized for release to MARRIAGE & FAMILY HEALTH SERVICES, LTD.;
 - iv. Engage in progress monitoring and update System Response Tool for school;
 - v. Coordinate student progress review with Tier II team per school process;
 - vi. Communicate progress data to District PBIS Coordinator/Student Services Director on semester basis.
- e. The District will identify methods in how service will be taken to scale based on school readiness in conjunction with MARRIAGE & FAMILY HEALTH SERVICES, LTD..
- f. The District shall display Client Rights Information prominently at each space in which MARRIAGE & FAMILY HEALTH SERVICES, LTD. Mental Health Services are provided.
- g. The District, in consultation with MARRIAGE & FAMILY HEALTH SERVICES, LTD., shall develop appropriate forms and information that shall be disseminated to District students, their families, and to the community regarding the availability of on-site mental health services provided by MARRIAGE & FAMILY HEALTH SERVICES, LTD..

IV. COMPENSATION. MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall provide Mental Health Services through private agreement with District students and/or family members. When providing Mental Health Services within a school or off-site clinic location, MARRIAGE & FAMILY HEALTH SERVICES, LTD. is responsible for identifying and billing any third-party funding source (i.e., insurance, Medicare, etc.) for all services rendered. Regardless of whether or not a funding source is secured, under no circumstances will the District be liable for Mental Health Services, and the District will not be billed for these services at any point by MARRIAGE & FAMILY HEALTH SERVICES, LTD..

V. INDEMNIFICATION. MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall indemnify District, its directors, employees and agents, from and against all claims, liabilities, damages, losses, costs or expenses (including but not limited to reasonable attorneys’ fees) arising out of the acts or omissions under this Agreement of MARRIAGE & FAMILY HEALTH SERVICES, LTD., its employees, subcontractors and other agents of MARRIAGE & FAMILY

HEALTH SERVICES, LTD. or its subcontractors, whether or not those acts are in breach of this Agreement.

VI. INSURANCE. MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall obtain and maintain insurance in the following amounts to provide protection and indemnification to District against any and all claims arising out of the provision of services under this Agreement:

- a. **Professional Liability** - \$1,000,000 Per Occurrence/\$3,000,000 Aggregate; and
- b. **General Liability** - \$1,000,000 Per Occurrence/\$2,000,000 Aggregate.

MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall name the District as an additional insured on its General Liability policy for purposes of implementing this Agreement, and MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall provide the School District with a certificate of insurance within ten (10) days of the Effective Date.

VII. CONFIDENTIALITY. The location of MARRIAGE & FAMILY HEALTH SERVICES, LTD. in District facilities does not in any way waive the confidentiality of treatment records or pupil records as defined in state or federal law. MARRIAGE & FAMILY HEALTH SERVICES, LTD. and the District acknowledge that educational data created, gathered or maintained by the District is subject to the requirements of the Family Educational Rights and Privacy Act and applicable Wisconsin statutes. The data created, gathered or maintained by MARRIAGE & FAMILY HEALTH SERVICES, LTD. is subject to the requirements of HIPAA and applicable Wisconsin statutes. MARRIAGE & FAMILY HEALTH SERVICES, LTD. and the District will not provide the other with information arising out of their respective relationships with the students and their parents or legal guardians, except pursuant to written and legally sufficient authorization by an adult student or a minor student's parent or legal guardian.

VIII. STATUS AND AUTHORITY OF MARRIAGE & FAMILY HEALTH SERVICES, LTD.. The parties intend to create by this Agreement an independent contractor relationship and not an employee/employer relationship. MARRIAGE & FAMILY HEALTH SERVICES, LTD. is not authorized to contractually bind District, unless so authorized by District in writing. The District has direction and control only as to the end result to be accomplished and MARRIAGE & FAMILY HEALTH SERVICES, LTD. has direction and control over the means and method of accomplishing that end result, subject to the terms and conditions of this Agreement.

IX. MARRIAGE & FAMILY HEALTH SERVICES, LTD. AS EMPLOYER. MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall be regarded, designated, and considered to be the employer with respect to all individuals whom MARRIAGE & FAMILY HEALTH SERVICES, LTD. may select and assign to provide the Mental Health Services. MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall be exclusively and solely responsible for compensating, hiring, retaining, evaluating, disciplining, dismissing, and otherwise regulating the employment conditions, employment rights, compensation, and other similar matters relative to all individuals whom MARRIAGE & FAMILY HEALTH SERVICES, LTD. utilizes in connection with providing Mental Health Services. Neither MARRIAGE & FAMILY HEALTH SERVICES, LTD. nor any of its agents, servants or employees are to be considered agents, servants or employees of District at any time or under any circumstances, nor is MARRIAGE & FAMILY

HEALTH SERVICES, LTD. or its employees entitled to any employee benefits from District, nor to any compensation from District except as specified by this Agreement.

- X. BACKGROUND CHECKS.** MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall not assign any individual to perform Mental Health Services without first conducting employment reference checks and criminal background checks as required by law and as required by the District. The District reserves the right to review the results of any background check and to refuse the assignment of any individual to render Mental Health Services where the employment or any criminal record history or employment references for that individual indicate, in District's sole and absolute discretion, unfitness and ineligibility to perform the services.
- XI. PAYMENT OF TAXES AND FEES.** MARRIAGE & FAMILY HEALTH SERVICES, LTD. shall be solely responsible for the payment of any and all taxes or fees relating to remuneration to be received by MARRIAGE & FAMILY HEALTH SERVICES, LTD. pursuant to this Agreement, including without limitation, all federal, state, and local income taxes, Social Security taxes, Unemployment Insurance taxes, and any other such taxes, whether foreign or domestic, and any business license or other fees arising from MARRIAGE & FAMILY HEALTH SERVICES, LTD.'s activities pursuant to this Agreement. MARRIAGE & FAMILY HEALTH SERVICES, LTD. further warrants that it holds a federal employer identification number with the Internal Revenue Service (IRS) and has filed business or self-employment income tax returns with the IRS based on work or service in the previous year. MARRIAGE & FAMILY HEALTH SERVICES, LTD. will provide proof of such to District upon request.
- XII. EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION.** MARRIAGE & FAMILY HEALTH SERVICES, LTD. agrees to provide equal opportunity to all employees and applicants for employment in accordance with applicable laws, directives, and regulations of federal, state and local governing bodies or agencies.

MARRIAGE & FAMILY HEALTH SERVICES, LTD. acknowledges that in performance of this Agreement, no person or persons may, on the grounds of race, color, religion, age, sex, disability, marital status, familial status, sexual orientation, HIV status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any or all applicable federal and state laws, including the Civil Rights Act of 1964.

XIII. MISCELLANEOUS PROVISIONS

- a. **Dispute Resolution.** Disagreements between MARRIAGE & FAMILY HEALTH SERVICES, LTD. and District staff arising out of the performance of this Agreement shall be brought to the attention of the Director of Student Services, who shall resolve the disagreement in consultation with MARRIAGE & FAMILY HEALTH SERVICES, LTD. when necessary.
- b. **Choice of Law and Severability.** This Agreement shall be governed by the laws of the State of Wisconsin, without reference to its conflicts of law principles. If a court of competent jurisdiction determines that any part of this Agreement is void or voidable, violates any law,

or is otherwise unenforceable, the remaining portions of this Agreement will remain in full force and effect.

- c. **Joint Drafting.** This Agreement must be construed to have been drafted equally by the parties.
- d. **Responsibility for Costs.** Unless explicitly outlined in this Agreement, each party shall be responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.
- e. **Enforcement.** Failure to insist on compliance with any term, covenant, or condition contained in this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time.
- f. **Voluntary Agreement.** The parties have voluntarily signed this Agreement. No party has been threatened, coerced, intimidated, or otherwise forced to sign this agreement by any other party, any officer, employee, agent, representative, or attorney of any other party, or any other person or entity acting on behalf of any other party.
- g. **Complete Agreement.** This Agreement constitutes the entire agreement between the parties relating to the matters addressed in this document. No party has relied upon any statements, promises or representations other than those contained in this Agreement. No changes to this Agreement shall be considered valid unless they are in writing and signed by both parties.

By signing this Agreement, each party acknowledges and agrees that it has read this Agreement, has had an opportunity to review this Agreement with legal counsel, understands this Agreement, and is legally bound by all terms of this Agreement.

FOR THE SHOOOL DISTRICT:

_____ Date: _____
[Title]

_____ Date: _____
[Title]

MARRIAGE & FAMILY HEALTH SERVICES, LTD.:

_____ Date: _____
[Title]

_____ Date: _____
[Title]

AGREEMENT
Between the School District of Altoona
and
Children’s Service Society of Wisconsin
d/b/a Children’s Hospital of Wisconsin Community Services

This agreement is entered into between the School District of Altoona (the “District”) and Children’s Service Society of Wisconsin d/b/a Children’s Hospital of Wisconsin Community Services (“CHWCS”).

Whereas, the District seeks an independent CHWCS to provide access to School-Based Mental Health Services for District students as a component of a Multi-Level System of Support.

Whereas, CHWCS represents itself as in the business of providing such services.

Now, therefore, in consideration of the mutual promises in this Agreement, the parties agree as follows:

I. TERM. The Term of this Agreement shall be from September 1, 2016 through August 31, 2017 unless earlier terminated by either party upon sixty (60) days prior written notice for any reason.

Prior to the expiration of the Term, the Parties may agree, in writing, to renew this Agreement for a subsequent one (1) year term.

In order for CHWCS to provide any mental health services within school facilities, a written and signed agreement covering the terms of the provision of those services must be in place prior to the beginning of the applicable school year.

II. CHWCS OBLIGATIONS. CHWCS shall provide School-Based Mental Health Services (“Mental Health Services”) to students in the District who are eligible for such services based upon a professional mental health diagnostic assessment. Mental Health Services will be provided by private consent and agreement between CHWCS and the student and/or family members, as appropriate. Mental Health Services will only be provided to a student with written permission of the adult student or the minor student’s parent or legal guardian.

a. **Scope.** Mental Health Services will be provided by appropriately licensed therapeutic staff employed by CHWCS. Mental Health Services will be available to students throughout the calendar year. Frequency and duration of the Mental Health Services will be based on mental health assessment and need. All Mental Health Services will be provided in accordance with all requirements and regulations set forth by the Wisconsin Department of Safety and Professional Services, Wisconsin Department of Health Services Division of Quality Assurance, and in compliance with all other applicable Wisconsin and federal laws.

b. **Referral.** The District shall be under no obligation to refer District students or their families to CHWCS for the provision of any mental health treatment services. Referral for mental health diagnostic assessment and services to CHWCS shall originate from a student parent/guardian or the District after necessary informed consent is obtained from the parent/guardian. The referral shall identify the rationale for the assessment and contact information for the family.

- c. **Scheduling.** Arrangements for a student to be released from school activities to receive Mental Health Services will be made after the adult student or parent/guardian has authorized the services.
- d. **Client Relationship.** Students and/or family members receiving Mental Health Services pursuant to this Agreement are clients of CHWCS. All communications to students and/or family members regarding the availability of Mental Health Services will clearly specify the Mental Health Services are provided (whether on-site or off-site) for the benefit and convenience of students and/or family members seeking Mental Health Services, and that CHWCS is in no way an agent of the District.
- e. **Coordination.** CHWCS shall collaborate with the designated school mental health coordinator (School Coordinator) on the entry to, progress through, and exit from services based on data to the extent permitted by state and federal law. CHWCS will provide regular progress updates with the school mental health coordinator as the point of contact unless invited to team discussion with proper releases of information.
- f. **Review.** The District and CHWCS recognize that the Wisconsin Department of Health Services may conduct reviews of District office staffing records, policy and procedure or clinical records at CHWCS on-site facilities. Reviews may include unannounced site visits at on-site facilities for the purpose of evaluating compliance or investigating complaints. Site visits will comply with District rules regarding visitors, student access, emergency drills and procedures, and entrance and egress policies and procedures.
- g. **Representations/Warranty.** All Mental Health Services provided under this Agreement will be provided by CHWCS. CHWCS represents and warrants that all employees and/or agents providing Mental Health Services shall be competent mental health professionals with appropriate degrees, licenses and qualifications for the Mental Health Services being provided.

CHWCS represents and warrants to District that the Mental Health Services provided under this Agreement shall be performed with the degree of skill and care that is required by current, sound professional and commercial procedures and practices and in conformance with generally accepted professional and commercial standards prevailing at the time the work is performed.

- h. **District Policy.** CHWCS therapists and clients will adhere to all District rules and policies within District facilities, including participation in emergency drills.

When a CHWCS client is participating in therapy with CHWCS, his or her supervision is the responsibility of the therapist. The District remains responsible for supervising students and/or family members outside of therapy sessions.

The student code of conduct for the school site will apply to the student while receiving the Mental Health Services. Student violations of the code of conduct must be reported to the school site administrator as permitted by law.

Should a student exhibit violent behavior toward a CHWCS therapist or school property, the therapist shall communicate and cooperate with District staff and law enforcement as appropriate.

- i. **Building Access.** CHWCS employees or agents governed by this Agreement may only enter a District building with permission from a school administrator. Meetings with students will be scheduled to minimize disruption of the school day.
- j. **Property.** Any property or equipment purchased or otherwise provided by the District for use by CHWCS employees or agents shall remain the property of the District and shall be returned to the District upon termination of this Agreement, regardless of the reason for termination.

Any property or equipment purchased by CHWCS for use by its employees or agents working in the District shall remain the property of CHWCS and shall be returned to CHWCS upon termination of this Agreement.

III. DISTRICT OBLIGATIONS.

- a. The District will provide CHWCS with mutually agreed upon space(s) within District facilities to provide Mental Health Services. The space(s) will be identified and must ensure the privacy and confidentiality of students and family members receiving Mental Health Services. The District will retain responsibility for cleaning and maintaining the provided space.
- b. The District will train building staff on how referrals for Mental Health Services provided by CHWCS are assessed, administered and monitored.
- c. The District will facilitate identification of students for referral to Mental Health Services through the use of data including office discipline referral forms, a score of “clinical significance” on the BESS when used as part of gated screening, and other relevant data including AIMSweb screening and progress monitoring data, attendance records, and brief functional behavioral assessment data as applicable.
- d. The District will identify a school mental health coordinator (“School Coordinator”) at each building to facilitate the referral of students for Mental Health Services based on above-described criteria. School Coordinators will:
 - i. Receive information appropriately authorized for release from CHWCS and provide information based on “need to know” basis back to school staff;
 - ii. Collaborate with students and family to assist in the referral process for Mental Health Services.
 - iii. Provide information appropriately authorized for release to CHWCS;
 - iv. Engage in progress monitoring and update System Response Tool for school;

- v. Coordinate student progress review with Tier II team per school process;
 - vi. Communicate progress data to District PBIS Coordinator/Student Services Director on semester basis.
- e. The District will identify methods in how service will be taken to scale based on school readiness in conjunction with CHWCS.
 - f. The District shall display Client Rights Information prominently at each space in which CHWCS Mental Health Services are provided.
 - g. The District, in consultation with CHWCS, shall develop appropriate forms and information that shall be disseminated to District students, their families, and to the community regarding the availability of on-site mental health services provided by CHWCS.

IV. COMPENSATION. CHWCS shall provide Mental Health Services through private agreement with District students and/or family members. When providing Mental Health Services within a school or off-site clinic location, CHWCS is responsible for identifying and billing any third-party funding source (i.e., insurance, Medicare, etc.) for all services rendered. Regardless of whether or not a funding source is secured, under no circumstances will the District be liable for Mental Health Services, and the District will not be billed for these services at any point by CHWCS.

V. INDEMNIFICATION. CHWCS shall indemnify District, its directors, employees and agents, from and against all claims, liabilities, damages, losses, costs or expenses (including but not limited to reasonable attorneys' fees) arising out of the acts or omissions under this Agreement of CHWCS, its employees, subcontractors and other agents of CHWCS or its subcontractors, whether or not those acts are in breach of this Agreement.

VI. INSURANCE. CHWCS shall obtain and maintain insurance in the following amounts to provide protection and indemnification to District against any and all claims arising out of the provision of services under this Agreement:

- a. **Professional Liability** - \$1,000,000 Per Occurrence/\$3,000,000 Aggregate; and
- b. **General Liability** - \$1,000,000 Per Occurrence/\$2,000,000 Aggregate.

CHWCS shall name the District as an additional insured on its General Liability policy for purposes of implementing this Agreement, and CHWCS shall provide the School District with a certificate of insurance within ten (10) days of the Effective Date.

VII. CONFIDENTIALITY. The location of CHWCS in District facilities does not in any way waive the confidentiality of treatment records or pupil records as defined in state or federal law. CHWCS and the District acknowledge that educational data created, gathered or maintained by the District is subject to the requirements of the Family Educational Rights and Privacy Act and applicable Wisconsin statutes. The data created, gathered or maintained by CHWCS is subject to the requirements of HIPAA and applicable Wisconsin statutes. CHWCS and the District will not provide the other with information arising out of their respective relationships with the students

and their parents or legal guardians, except pursuant to written and legally sufficient authorization by an adult student or a minor student's parent or legal guardian.

- VIII. STATUS AND AUTHORITY OF CHWCS.** The parties intend to create by this Agreement an independent contractor relationship and not an employee/employer relationship. CHWCS is not authorized to contractually bind District, unless so authorized by District in writing. The District has direction and control only as to the end result to be accomplished and CHWCS has direction and control over the means and method of accomplishing that end result, subject to the terms and conditions of this Agreement.
- IX. CHWCS AS EMPLOYER.** CHWCS shall be regarded, designated, and considered to be the employer with respect to all individuals whom CHWCS may select and assign to provide the Mental Health Services. CHWCS shall be exclusively and solely responsible for compensating, hiring, retaining, evaluating, disciplining, dismissing, and otherwise regulating the employment conditions, employment rights, compensation, and other similar matters relative to all individuals whom CHWCS utilizes in connection with providing Mental Health Services. Neither CHWCS nor any of its agents, servants or employees are to be considered agents, servants or employees of District at any time or under any circumstances, nor is CHWCS or its employees entitled to any employee benefits from District, nor to any compensation from District except as specified by this Agreement.
- X. BACKGROUND CHECKS.** CHWCS shall not assign any individual to perform Mental Health Services without first conducting employment reference checks and criminal background checks as required by law and as required by the District. The District reserves the right to review the results of any background check and to refuse the assignment of any individual to render Mental Health Services where the employment or any criminal record history or employment references for that individual indicate, in District's sole and absolute discretion, unfitness and ineligibility to perform the services.
- XI. PAYMENT OF TAXES AND FEES.** CHWCS shall be solely responsible for the payment of any and all taxes or fees relating to remuneration to be received by CHWCS pursuant to this Agreement, including without limitation, all federal, state, and local income taxes, Social Security taxes, Unemployment Insurance taxes, and any other such taxes, whether foreign or domestic, and any business license or other fees arising from CHWCS's activities pursuant to this Agreement. CHWCS further warrants that it holds a federal employer identification number with the Internal Revenue Service (IRS) and has filed business or self-employment income tax returns with the IRS based on work or service in the previous year. CHWCS will provide proof of such to District upon request.
- XII. EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION.** CHWCS agrees to provide equal opportunity to all employees and applicants for employment in accordance with applicable laws, directives, and regulations of federal, state and local governing bodies or agencies.

CHWCS acknowledges that in performance of this Agreement, no person or persons may, on the grounds of race, color, religion, age, sex, disability, marital status, familial status, sexual orientation, HIV status, public assistance status, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to

discrimination under any program, service, or activity under the provisions of any or all applicable federal and state laws, including the Civil Rights Act of 1964.

XIII. MISCELLANEOUS PROVISIONS

- a. **Dispute Resolution.** Disagreements between CHWCS and District staff arising out of the performance of this Agreement shall be brought to the attention of the Director of Student Services, who shall resolve the disagreement in consultation with CHWCS when necessary.
- b. **Choice of Law and Severability.** This Agreement shall be governed by the laws of the State of Wisconsin, without reference to its conflicts of law principles. If a court of competent jurisdiction determines that any part of this Agreement is void or voidable, violates any law, or is otherwise unenforceable, the remaining portions of this Agreement will remain in full force and effect.
- c. **Joint Drafting.** This Agreement must be construed to have been drafted equally by the parties.
- d. **Responsibility for Costs.** Unless explicitly outlined in this Agreement, each party shall be responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.
- e. **Enforcement.** Failure to insist on compliance with any term, covenant, or condition contained in this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time.
- f. **Voluntary Agreement.** The parties have voluntarily signed this Agreement. No party has been threatened, coerced, intimidated, or otherwise forced to sign this agreement by any other party, any officer, employee, agent, representative, or attorney of any other party, or any other person or entity acting on behalf of any other party.
- g. **Complete Agreement.** This Agreement constitutes the entire agreement between the parties relating to the matters addressed in this document. No party has relied upon any statements, promises or representations other than those contained in this Agreement. No changes to this Agreement shall be considered valid unless they are in writing and signed by both parties.

By signing this Agreement, each party acknowledges and agrees that it has read this Agreement, has had an opportunity to review this Agreement with legal counsel, understands this Agreement, and is legally bound by all terms of this Agreement.

FOR THE SHOOOL DISTRICT:

[Title]

Date: _____

[Title]

Date: _____

**CHILDREN'S HOSPITAL OF WISCONSIN
COMMUNITY SERVICES:**

[Title]

Date: _____

[Title]

Date: _____