



School District of Altoona

1903 Bartlett Avenue 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
Altoona Commons Addition
August 19, 2013
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. August 5, 2013 Meeting Minutes
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 \$207,187.69
 - (2) Student activity fund checks totaling \$90.00
 - b. Approval of Treasurer's Report
9. School Showcase
 - a. Youth Risk Behavior Survey (YRBS) Results
10. Information
 - a. Committee Reports
 - (1) Demographic Trends and Facilities Planning Committee, August 8
 - (2) Altoona Area Foundation Inc, August 14
 - b. General Information
 - (1) Policy Development: 830-Exhibit – Community Use of Facilities - Schedule of Fees
 - c. President's Report
 - (1) WASB Educator Effectiveness Conference, August 14
 - (2) WASB Employment & School Law Seminar, October 10-11 or October 31-November 1

- (3) WASB Region 4 Fall Meeting, October 16
 - (4) Review Draft Board Goals
 - (a) Follow-up Test Score Data
 - (5) Discuss Book Study Process
- d. Superintendent's Report
- (1) Discussion Regarding Energy Use and Conservation (Policy and Rule 733)
 - (2) Employment Recommendation Letters Requirements
 - (3) 2013-15 Biennial Budget Implementation Update and Fund 80 Changes
 - (4) Parent Advisory Council
 - (5) Change in Drop Off/Pick Up Points for Elementary and Intermediate School Students
 - (6) Budget Update
 - (7) Overview of Cost Accounting Project for Copy Machines/Printing
 - (8) Review of Support Staff Handbook
 - (9) Aventa Training, August 14
 - (10) Eggs & Issues, August 16
 - (11) New Staff Orientation Luncheon, August 23
 - (12) NewsTalk 790 Interview, August 26
 - (13) Ice Cream Social, August 28
 - (14) Other News, Meeting and Events
11. Board Action after Consideration and Discussion
- a. Consider Employment Recommendation to Fill Extracurricular Positions
 - b. Consider Employment Recommendation to Fill Elementary Special Education Teacher Position
 - c. Consider Employment Recommendation to Fill 7th Grade Classroom Aide Position
 - d. Consider Employment Recommendation to Fill 7th Grade Classroom Aide Position
 - e. Consider Recommendation for Additional Part-time Aide Position
 - f. Consider Adoption of Support Staff Handbook
 - g. Consider Recommendation to Purchase Cost-Accounting Software and Hardware
12. Anticipated Closed Session as Per Section 19.785 (1)(e) - Wisc. Statutes
- a. Consider Closed Session Minutes for June 17, 2013
 - b. Preliminary discussion regarding the possible purchase of public properties – 19.85(1)(e)
13. Reconvene into Open Session and Take Necessary Action
14. 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
Altoona Commons Addition
August 5, 2013
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board Vice President, Robin Elvig at 6:30 p.m. in the Altoona commons addition.
2. Roll call was taken and the following were present:
Helen S. Drawbert, President; Absent
Robin E. Elvig, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member; Absent
Dr. Connie M. Biedron, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. Report of notice was given. 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. July 15, 2013 Regular Meeting. Motion by Hilger to approve the minutes as presented, seconded by Poquette. Elvig, yes; Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, absent. Motion carried 3-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. None. b. Agenda items - public comment and concern. None.
8. Treasurer's Report. a. Approval of Checks for Payment. Motion by Hilger to approve general fund checks totaling \$262,604.31 and student activity fund checks totaling \$2,000.00 as presented, seconded by Elvig. Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, absent. Motion carried 3-0.
9. Information. **a. Committee Reports.** (1) Demographic Trends & Facility Planning Committee. Committee progress and their most recent July 16 and 30 meetings were reviewed. The committee's next meeting is scheduled for August 8. **b. General Information.** None. **c. President's Report.** (1) WASB Fall Regional Meeting. The Region 4 Fall Meeting will be held at the 29 Pines, Eau Claire on October 16. (2) Board Goals Discussion. Draft board goals were discussed. **d. Superintendent's Report.** (1) Energy Management: Annual Report 2013. The 2013 Annual Report was presented. The report shows annual savings of \$16,806 in 2012/13 and cumulative savings February 2010 to date of \$155,728. (2) Open Enrollment Exceptions Update. A total of six nonresident open enrollment exceptions for 2012/13 have been submitted and approved since July 1. This compares to three resident exceptions submitted and approved.

(3) Project Based Learning School Update. Dr. Biedron shared a progress update. The facility has been painted and the “cubbies” have been installed. (4) WASB Executive Coaching Workshop. Dr. Biedron reviewed the July 26 workshop that she attended along with Helen Drawbert. The workshop is the first of four sessions designed for initial and second year administrators and board presidents. This session titled The Power of Effective Communication was held in Madison. (5) Coffee with Connie. Coffee with Connie is scheduled for August 7, 8:00 a.m. at the Altoona Family Restaurant. (6) Eggs & Issues: State of K-12 Education. The August 16 Eggs and Issues session will focus on K-12 education in Altoona and Eau Claire. Dr. Biedron, Dr. Hardebeck and Mark Gobler will present. (7) New Staff Orientation Luncheon. The board is invited to attend the luncheon on August 23 at 12-noon in the high school LMC. (8) Other News, Meetings and Events. Dr. Biedron reviewed the following: expanded voucher school program, expanded “choice” program, upcoming Aventa online class training on August 14, an LEA Cohort grant award, and the upcoming Race to the Top grant application.

10. Board Action after Consideration and Discussion. a. Consider Resignation of District Mentor Coordinator. Motion by Hilger to accept the resignation of Kimberly Wardean as mentor coordinator, seconded by Poquette. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, absent; Drawbert, absent. Motion carried 3-0. b. Consider Employment Recommendation to Fill District Mentor Coordinator Position. Motion by Poquette to employ Kelly Ostrander as mentor coordinator, seconded by Hilger. Poquette, yes; Elvig, yes; Rowe, absent; Hilger, yes; Drawbert, absent. Motion carried 3-0. c. Consider Employment Recommendation to Fill High School Spanish Teacher Position. Motion by Poquette to employ Jenna Baxter as high school Spanish teacher beginning in the 2013/14 school year as recommended, seconded by Hilger. Elvig, yes; Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, absent. Motion carried 3-0. d. Consider Employment Recommendation to Fill Title 1 Teacher Position. Motion by Hilger to employ Denise Madison as intermediate/middle school Title 1 teacher beginning in the 2013/14 school year as recommended, seconded by Poquette. Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, absent. Motion carried 3-0. e. Consider Employment Recommendation to Fill Early Childhood Special Education Teacher Position. Motion by Poquette to employ Kathryn Roen as early childhood teacher beginning in the 2013/14 school year as recommended, seconded by Hilger. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, absent; Drawbert, absent. Motion carried 3-0. f. Consider Employment Recommendation to Fill Elementary Intervention Specialist Position. Motion by Elvig to employ Sharon Asselin as elementary intervention specialist beginning in the 2013/14 school year as recommended, seconded by Poquette. Poquette, yes; Elvig, yes; Rowe, absent; Hilger, yes; Drawbert, absent. Motion carried 3-0. g. Consider Employment Recommendation to Fill Middle/Intermediate Intervention Specialist Position. Motion by Poquette to employ Patricia Solfest as intermediate/middle intervention specialist beginning in the 2013/14 school year as recommended, seconded by Hilger. Elvig, yes; Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, absent. Motion carried 3-0. h. Consider Employment Recommendation to Fill Extracurricular Positions. Motion by Elvig to approve coaches/advisors for the 2013/14 season as recommended: Kevin Garnett, high school football assistant, high school girls basketball assistant and high school head girls track; Steve Lippert, high school football assistant and weight room coordinator; Zach Honadel, high school football assistant; Ben Coenen, high school head football; Paul Meznarich, high school assistant cross country; Erin Welch, high school head girls tennis; Connie Oas, color guard; Gail Abernathy, middle school volleyball; Elissa Upward, high school head volleyball; Eric Mueller, high school head hockey; Carly Rahn, high school dance team; Kelly Herman, middle school volleyball; and Brittany Torud, middle school volleyball, seconded by Poquette. Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, absent. Motion carried 3-0. i. Consider 2013-2015 Contract for Computer/Network Support Technician. Motion by Hilger to approve the 2013-15 contract for the computer/network support technician as presented, seconded by Poquette. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, absent; Drawbert, absent. Motion carried 3-0. j. Consider 66.0301 Cooperative Agreement with the Cluster A Consortium. Motion by Elvig to approve the 66.0301 agreement with the Cluster A as presented, seconded by Poquette. Poquette, yes; Elvig, yes; Rowe, absent; Hilger, yes; Drawbert, absent. Motion carried 3-0. k. Consider Budget Revisions for 2012/13. Motion by Hilger to approve the budget revisions (3rd revision) as presented, seconded by Poquette. Elvig, yes; Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, absent. Motion carried 3-0.

11. Adjournment. Motion by Poquette to adjourn at 7:58 p.m., seconded by Hilger. Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, absent. Motion carried 3-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, August 19, 2013 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

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CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE	AMOUNT	POST
	NUMBER	NUMBER		DESCRIPTION		MONTH
08/01/2013	129273	10 E 800 310 162101	ORBISON, ANDREW	Arrangements for I Like to Dance and Music Totals for 129273	600.00 600.00	August
08/01/2013	129274	10 E 800 355 263300	AT&T	TELEPHONE Totals for 129274	132.86 132.86	August
08/01/2013	129275	10 E 200 942 241000	AWSA (ASSOC WI SCH ADMIN)	AWSA new school administrators leadership series for 2013-14 school year.	255.00	August
	129275	10 E 100 942 241000	AWSA (ASSOC WI SCH ADMIN)	AWSA membership 2013-2014 Totals for 129275	415.00 670.00	August
08/01/2013	129276	10 E 200 310 120000	BEAVER CREEK RESERVE	Beaver Creek Big Falls hike with naturalist Totals for 129276	125.00 125.00	August
08/01/2013	129277	10 E 800 358 221910	CHARTER COMMUNICATIONS	ACCOUNT 8245 11 460 0040346 Totals for 129277	29.99 29.99	August
08/01/2013	129278	10 E 100 310 110102	DAVIS, DEBBIE	Stipend for 4K Teacher Summer Work Day Totals for 129278	160.00 160.00	August
08/01/2013	129279	10 E 200 320 254300	DYNAMIC FABRICATION & FINISHIN	LOCKERS FOR 4TH & 5TH GRADE Totals for 129279	3,605.00 3,605.00	August
08/01/2013	129280	10 E 800 293 291000	EDUCATORS BENEFIT CONSULTANTS	RETIREMENT BENEFITS - STRUCK, KNUDSON Totals for 129280	750.00 750.00	August
08/01/2013	129281	10 E 800 711 270000	EMC INSURANCE COMPANIES	ADDITIONAL PREMIUM - ADDED ECASD - TENNIS COURT USAGE Totals for 129281	25.00 25.00	August
08/01/2013	129282	10 E 700 411 172000	HERTZ FURNITURE	OTL STUDENT CHAIRS Totals for 129282	717.94 717.94	August
08/01/2013	129283	10 E 100 310 110102	KAISER, ARIANA	Stipend for 4K Teacher Summer Work Day Totals for 129283	160.00 160.00	August
08/01/2013	129284	10 E 100 310 110102	PETERSON, WENDY	Stipend for 4K Teacher Summer Work Day Totals for 129284	160.00 160.00	August
08/01/2013	129285	10 E 100 310 110102	REDETZKE, CHRISTINE	Stipend for 4K Teacher Work Day Totals for 129285	160.00 160.00	August
08/01/2013	129286	10 E 200 433 120600	SCHOLASTIC BOOK CLUBS	Scholastic magazines to use for class and interventions. ORDER FOR PAT SOLFEST WAS CANCELLED ON 07/24/13 Totals for 129286	269.28 269.28	August

CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
08/01/2013	129287	10 E 100 310 110102	SZYDEL, JENNIFER	Stipend for 4K Teacher Summer Work Day	160.00	August
				Totals for 129287	160.00	
08/01/2013	129288	10 E 100 310 110102	WEIX, DONNA	Stipend for 4K Teacher Work Day	160.00	August
				Totals for 129288	160.00	
08/08/2013	129289	10 E 800 310 263300	CENTURYLINK - BUSINESS SERVICE	Long Distance Telephone service	45.78	August
				Totals for 129289	45.78	
08/08/2013	129290	27 E 800 370 436000	CLINCARE CORP/EC ACADEMY DIV	Eau Claire Academy	600.00	August
				Totals for 129290	600.00	
08/08/2013	129291	10 E 200 411 120000	CULLIGAN WATER SERVICE	BOTTLED WATER EQUIPMENT SERVICE	78.00	August
	129291	10 E 200 411 120000	CULLIGAN WATER SERVICE	LATE CHARGE	3.90	August
				Totals for 129291	81.90	
08/08/2013	129292	10 E 800 441 162101	CUSTOM ARRANGEMENTS	Arrangement from custom arrangements for the Locomotion show	350.00	August
				Totals for 129292	350.00	
08/08/2013	129293	10 E 100 411 110000	HALVERSON, DEANN	RAIL Supplies	54.93	August
				Totals for 129293	54.93	
08/08/2013	129294	10 E 100 411 253300	HILLYARD, INC - EAU CLAIRE	SEAL	97.48	August
	129294	10 E 200 411 253300	HILLYARD, INC - EAU CLAIRE	SEAL	97.48	August
	129294	10 E 400 411 253300	HILLYARD, INC - EAU CLAIRE	SEAL	97.48	August
	129294	10 E 100 411 253300	HILLYARD, INC - EAU CLAIRE	ARSENAL CLEANER	157.08	August
	129294	10 E 200 411 253300	HILLYARD, INC - EAU CLAIRE	ARSENAL CLEANER	157.08	August
	129294	10 E 400 411 253300	HILLYARD, INC - EAU CLAIRE	ARSENAL CLEANER	157.08	August
	129294	10 E 100 411 253300	HILLYARD, INC - EAU CLAIRE	ADVANCE EXTRACTOR - NEW CASTORS	152.00	August
	129294	10 E 200 411 253300	HILLYARD, INC - EAU CLAIRE	ADVANCE EXTRACTOR - NEW CASTORS	152.00	August
	129294	10 E 400 411 253300	HILLYARD, INC - EAU CLAIRE	ADVANCE EXTRACTOR - NEW CASTORS	152.00	August
	129294	10 E 100 411 253300	HILLYARD, INC - EAU CLAIRE	HAND TOOL	30.75	August
	129294	10 E 200 411 253300	HILLYARD, INC - EAU CLAIRE	HAND TOOL	30.75	August
	129294	10 E 400 411 253300	HILLYARD, INC - EAU CLAIRE	HAND TOOL	30.75	August
				Totals for 129294	1,311.93	
08/08/2013	129295	10 E 800 353 258500	L & M MAIL SERVICE, INC.	MAIL SERVICE - JULY	382.00	August
				Totals for 129295	382.00	
08/08/2013	129296	10 A 000 000 711210	PETTY CASH FUND	Petty Cash for Offices 2013/14	1,100.00	August
	129296	27 A 000 000 711210	PETTY CASH FUND	Petty Cash for Offices 2013/14	150.00	August
				Totals for 129296	1,250.00	
08/08/2013	129297	27 E 700 411 156600	PRO-ED	Speech and Language	130.90	August

CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
				Evaluation supplies		
				Totals for 129297	130.90	
08/08/2013	129299	10 E 100 411 254300	SHERWIN-WILLIAMS	PAINTING SUPPLIES	63.13	August
	129299	10 E 200 411 254300	SHERWIN-WILLIAMS	PAINTING SUPPLIES	63.13	August
	129299	10 E 400 411 254300	SHERWIN-WILLIAMS	PAINTING SUPPLIES	63.12	August
	129299	10 E 100 411 254300	SHERWIN-WILLIAMS	PAINT, LINERS	20.12	August
	129299	10 E 200 411 254300	SHERWIN-WILLIAMS	PAINT, LINERS	20.12	August
	129299	10 E 400 411 254300	SHERWIN-WILLIAMS	PAINT, LINERS	20.11	August
	129299	10 E 100 411 254300	SHERWIN-WILLIAMS	PAINTING SUPPLIES	11.91	August
	129299	10 E 200 411 254300	SHERWIN-WILLIAMS	PAINTING SUPPLIES	11.91	August
	129299	10 E 400 411 254300	SHERWIN-WILLIAMS	PAINTING SUPPLIES	11.92	August
	129299	10 E 100 411 254300	SHERWIN-WILLIAMS	PAINT	27.63	August
	129299	10 E 200 411 254300	SHERWIN-WILLIAMS	PAINT	27.63	August
	129299	10 E 400 411 254300	SHERWIN-WILLIAMS	PAINT	27.63	August
	129299	10 E 100 411 254300	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	67.73	August
	129299	10 E 200 411 254300	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	67.73	August
	129299	10 E 400 411 254300	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	67.72	August
				Totals for 129299	571.54	
08/08/2013	129300	10 E 800 730 270000	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT INSURANCE	8,184.81	August
				ACCOUNT 696007-000-2		
				Totals for 129300	8,184.81	
08/08/2013	129301	10 E 800 310 231100	WISC DEPT OF JUSTICE	BACKGROUND CHECKS	119.00	August
				Totals for 129301	119.00	
08/08/2013	129302	10 E 800 358 221910	WISCNET	Wisnet membership fee, Local	4,300.00	August
				filtering fee, Local		
				filtering hardware fee		
				Totals for 129302	4,300.00	
08/07/2013	131400027	10 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	196.80	August
				Totals for 131400027	196.80	
08/01/2013	131400030	10 E 100 320 254300	BRAUN CORPORATION LLC	QUARTERLY EXAM AND LUBE -	96.93	August
				LIFTS		
	131400030	10 E 400 320 254300	BRAUN CORPORATION LLC	QUARTERLY EXAM AND LUBE -	76.67	August
				LIFTS		
				Totals for 131400030	173.60	
08/01/2013	131400031	10 E 100 336 253300	CESA #10	Energy Management shared	3,360.98	August
				savings: Asbestos sampling		
				services		
	131400031	10 E 200 320 254300	CESA #10	Energy Management shared	500.00	August
				savings: Asbestos sampling		
				services		
	131400031	10 E 200 336 253300	CESA #10	Energy Management shared	3,360.98	August
				savings: Asbestos sampling		
				services		
	131400031	10 E 400 336 253300	CESA #10	Energy Management shared	3,360.99	August
				savings: Asbestos sampling		
				services		
				Totals for 131400031	10,582.95	
08/01/2013	131400032	10 E 400 411 162117	CHIPPEWA VALLEY SPORTING GOODS	awards for 2013	88.26	August

CHECK	CHECK ACCOUNT			INVOICE		POST
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	MONTH
				season/banquet		
				Totals for 131400032	88.26	
08/01/2013	131400033	10 E 200 320 254300	EAU CLAIRE PRESS COMPANY	Newspaper Ad for boiler	224.94	August
				project ACCOUNT 715839606300		
				Totals for 131400033	224.94	
08/01/2013	131400034	10 E 100 411 254300	THE FASTENAL COMPANY	PLASTIC ANCHORS, TAPCON	19.02	August
	131400034	10 E 200 411 254300	THE FASTENAL COMPANY	PLASTIC ANCHORS, TAPCON	19.02	August
	131400034	10 E 400 411 254300	THE FASTENAL COMPANY	PLASTIC ANCHORS, TAPCON	19.01	August
	131400034	10 E 100 411 254300	THE FASTENAL COMPANY	SCREW NUT, JOBBER, BIT	7.93	August
	131400034	10 E 200 411 254300	THE FASTENAL COMPANY	SCREW NUT, JOBBER, BIT	7.93	August
	131400034	10 E 400 411 254300	THE FASTENAL COMPANY	SCREW NUT, JOBBER, BIT	7.94	August
				Totals for 131400034	80.85	
08/01/2013	131400035	10 E 800 435 222200	FOLLETT LIBRARY RESOURCES	Hosted service for Destiny	3,799.00	August
				Library Manager		
				Totals for 131400035	3,799.00	
08/01/2013	131400036	10 E 200 320 254300	KARGES-FAULCONBRIDGE, INC.	Professional services through	1,126.17	August
				June 30th for Boiler		
				Replacement.		
	131400036	10 E 400 320 254300	KARGES-FAULCONBRIDGE, INC.	Professional services through	1,126.18	August
				June 30th for Boiler		
				Replacement.		
				Totals for 131400036	2,252.35	
08/01/2013	131400037	10 E 400 320 254300	NET GUARD SECURITY SOLUTIONS	Installed temp DVR and sent	243.40	August
				ours in for repairs		
				Totals for 131400037	243.40	
08/01/2013	131400038	27 E 800 382 436670	SCHOOL DISTRICT OF MENOMONIE	ADDITIONAL COST VI	300.00	August
				Totals for 131400038	300.00	
08/08/2013	131400039	10 E 400 382 162123	EAU CLAIRE AREA SCHOOL DIST	GIRLS HOCKEY	14,130.94	August
				Totals for 131400039	14,130.94	
08/08/2013	131400040	10 E 800 310 263300	MARCO INC	MOVED AND TESTED EXTENSIONS	462.88	August
				Totals for 131400040	462.88	
08/08/2013	131400041	10 E 200 342 241000	PSZENICZNY, GARY	Mileage to AWSA new	194.25	August
				administrator conference in		
				Madison.		
				Totals for 131400041	194.25	
08/08/2013	131400042	10 E 800 310 221910	RMM SOLUTIONS	SERVER	210.00	August
				Totals for 131400042	210.00	
08/08/2013	131400046	10 E 400 341 256740	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - HS SB TO OSSEO	200.40	August
	131400046	10 E 400 341 256740	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - NEW RICHMOND, BLACK	793.10	August
				RIV FALLS		
	131400046	10 E 400 341 256740	STUDENT TRANSIT EAU CLAIRE, IN	CHARTERS - WINONA FOOTBALL	754.89	August
	131400046	10 E 800 341 256710	STUDENT TRANSIT EAU CLAIRE, IN	CONTRACT - SUMMER SCH -	756.25	August
				JUMPSTART - SPEECH		
	131400046	10 E 400 341 256740	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - COCHRANE FOUNTAIN	950.40	August
				CITY, ARCADIA, BLOOMER		

CHECK	CHECK ACCOUNT			INVOICE		POST
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	MONTH
08/08/2013	131400046	10 E 800 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - BEAVER CRK, IRVINE PARK	304.88	August
	131400046	10 E 400 341 256740	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - RIVER FALLS, CHIP FALLS, FALL CRK	767.23	August
	131400046	10 E 400 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - HS TO INDOOR SPORT CENTER	147.88	August
	131400046	10 E 200 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - ACTION CITY, OAKWOOD MALL	210.00	August
	131400046	10 E 800 341 256710	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - SUMMER SCH - FAIRFAX POOL	1,260.00	August
	131400046	10 E 400 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - REAL LIFE ACADEMY	168.00	August
	131400046	10 E 400 341 256740	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - CHOIR TO FALL CREEK	544.00	August
	131400046	10 E 400 341 256740	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - TO AND FROM MADISON	1,203.00	August
	131400046	10 E 100 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - ELE TO THE OXFORD	204.50	August
	131400046	10 E 400 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - HS TO SCIENCE MUSEUM - UWEC GREENHOUSE	521.80	August
	131400046	27 E 800 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	CHARTER - RETURN TO HS	42.00	August
	131400046	10 E 800 341 256710	STUDENT TRANSIT EAU CLAIRE, IN	CONTACT - SUMMER SCHOOL - SPEECH	6,966.45	August
				Totals for 131400046	15,794.78	
08/12/2013	131400047	50 E 800 320 257220	CERTIFIED REFRIG & MECHANICAL	middle school repair of walk in freezer	1,754.57	August
	131400047	50 E 800 320 257220	CERTIFIED REFRIG & MECHANICAL	middle school repair of walk in cooler	925.57	August
				Totals for 131400047	2,680.14	
08/02/2013	201300043	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I	Flex plan charges	815.00	August
				Totals for 201300043	815.00	
08/07/2013	201300046	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	4,467.88	August
	201300046	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	242.14	August
	201300046	50 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	125.63	August
	201300046	10 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	190.00	August
	201300046	10 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	6,004.51	August
	201300046	27 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	229.64	August
	201300046	50 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	287.14	August
	201300046	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	1,044.94	August
	201300046	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	56.63	August
	201300046	50 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	29.38	August
				Totals for 201300046	12,677.89	
08/07/2013	201300047	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	4,467.88	August
	201300047	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	242.14	August
	201300047	50 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	125.63	August
	201300047	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	1,044.94	August
	201300047	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	56.63	August
	201300047	50 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	29.38	August
				Totals for 201300047	5,966.60	
08/07/2013	201300048	10 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	20.00	August
	201300048	50 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	55.00	August
	201300048	10 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	3,290.72	August
	201300048	27 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	164.57	August
	201300048	50 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	115.38	August
				Totals for 201300048	3,645.67	

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08/07/2013	201300049	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,088.02 August
	201300049	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	122.37 August
	201300049	10 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,321.25 August
	201300049	27 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	89.68 August
	201300049	50 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	107.52 August
	201300049	10 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,321.25 August
	201300049	27 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	89.68 August
	201300049	50 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	107.52 August
	201300049	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,088.02 August
	201300049	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	122.37 August
				Totals for 201300049		9,457.68
08/07/2013	201300050	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	200.00 August
	201300050	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	324.00 August
	201300050	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	20.00 August
				Totals for 201300050		544.00
08/07/2013	201300051	10 A 000 000	711100	WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 08/07/13	51,791.87 August
					12 MO	
	201300051	27 A 000 000	711100	WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 08/07/13	2,990.77 August
					12 MO	
	201300051	50 A 000 000	711100	WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 08/07/13	1,306.25 August
					12 MO	
				Totals for 201300051		56,088.89
08/05/2013	201300052	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	Flex plan charges	97.88 August
					Totals for 201300052	97.88
08/06/2013	201300054	10 E 100 249	110000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	122.05 August
	201300054	10 E 100 249	110100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	181.55 August
	201300054	10 E 100 249	110101	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	265.45 August
	201300054	10 E 100 249	110200	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	161.32 August
	201300054	10 E 100 249	110300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	190.08 August
	201300054	10 E 100 249	143000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	34.49 August
	201300054	10 E 100 249	213000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	51.64 August
	201300054	10 E 100 249	222200	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	39.43 August
	201300054	10 E 100 249	241000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	188.13 August
	201300054	10 E 100 249	253300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	62.21 August
	201300054	10 E 100 249	110100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	53.87 August
	201300054	10 E 100 249	110101	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	56.70 August
	201300054	10 E 100 249	110200	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	90.57 August
	201300054	10 E 100 249	110300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	45.28 August
	201300054	10 E 200 249	120000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	21.41 August
	201300054	10 E 200 249	120600	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	103.46 August
	201300054	10 E 200 249	121000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	6.59 August
	201300054	10 E 200 249	122000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	129.12 August
	201300054	10 E 200 249	123000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	11.80 August
	201300054	10 E 200 249	124000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	50.92 August
	201300054	10 E 200 249	125400	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	2.54 August
	201300054	10 E 200 249	125500	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	22.67 August
	201300054	10 E 200 249	125510	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	45.50 August
	201300054	10 E 200 249	126000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	59.21 August
	201300054	10 E 200 249	127000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	81.72 August
	201300054	10 E 200 249	132700	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	25.64 August
	201300054	10 E 200 249	136320	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	5.89 August

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DATE	NUMBER	NUMBER				VENDOR	DESCRIPTION	AMOUNT	MONTH
08/06/2013	201300054	10 E 200 249	141000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		5.66	August
	201300054	10 E 200 249	143000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		46.87	August
	201300054	10 E 200 249	213000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		90.72	August
	201300054	10 E 200 249	222200	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		75.71	August
	201300054	10 E 200 249	241000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		118.11	August
	201300054	10 E 200 249	241100	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		0.96	August
	201300054	10 E 200 249	253300	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		84.10	August
	201300054	10 E 200 249	254300	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		40.96	August
	201300054	10 E 400 249	121000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		33.53	August
	201300054	10 E 400 249	122000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		181.45	August
	201300054	10 E 400 249	123000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		79.02	August
	201300054	10 E 400 249	124000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		105.08	August
	201300054	10 E 400 249	125400	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		2.54	August
	201300054	10 E 400 249	125500	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		22.67	August
	201300054	10 E 400 249	126000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		151.82	August
	201300054	10 E 400 249	127000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		147.16	August
	201300054	10 E 400 249	141000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		8.60	August
	201300054	10 E 400 249	143000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		47.33	August
	201300054	10 E 400 249	213000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		63.81	August
	201300054	10 E 400 249	222200	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		75.61	August
	201300054	10 E 400 249	241000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		111.06	August
	201300054	10 E 400 249	241100	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		3.04	August
	201300054	10 E 400 249	253300	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		77.86	August
	201300054	10 E 400 249	254300	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		40.96	August
	201300054	10 E 400 249	132700	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		74.10	August
	201300054	10 E 400 249	136320	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		39.40	August
	201300054	10 E 700 249	172000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		57.92	August
	201300054	10 E 800 249	211100	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		25.18	August
	201300054	10 E 800 249	214400	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		30.04	August
	201300054	10 E 800 249	221910	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		78.94	August
	201300054	10 E 800 249	223100	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		24.14	August
	201300054	10 E 800 249	232100	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		85.34	August
	201300054	10 E 800 249	252000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		67.94	August
	201300054	10 E 800 249	254200	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		40.95	August
	201300054	10 E 800 249	254300	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		42.39	August
	201300054	10 E 800 249	239000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		1.28	August
	201300054	27 E 700 249	152000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		57.92	August
	201300054	27 E 700 249	158100	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		13.17	August
	201300054	27 E 700 249	158320	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		45.31	August
	201300054	27 E 700 249	158330	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		11.51	August
	201300054	27 E 700 249	158340	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		8.87	August
	201300054	27 E 700 249	158510	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		3.61	August
	201300054	27 E 700 249	158520	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		45.32	August
	201300054	27 E 700 249	158530	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		45.39	August
	201300054	27 E 700 249	158710	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		58.16	August
	201300054	27 E 700 249	158730	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		45.35	August
	201300054	27 E 700 249	158750	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		45.38	August
	201300054	27 E 700 249	158760	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		45.40	August
	201300054	27 E 700 249	159110	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		534.30	August
	201300054	27 E 700 249	213000	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		16.85	August
	201300054	27 E 700 249	214400	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		12.27	August
	201300054	27 E 700 249	223300	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		21.40	August
	201300054	27 E 700 249	223300	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		31.61	August
	201300054	10 E 100 249	110300	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		45.26	August
	201300054	10 E 150 249	110450	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		231.25	August
	201300054	27 E 700 249	158310	DIVERSIFIED BENEFIT SERVICES	I	HRA PAYMENTS		45.44	August

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT	MONTH	
08/06/2013	201300054	10 E 200 249 122000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			27.86	August	
	201300054	10 E 100 249 122000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			28.02	August	
			Totals for 201300054				5,711.14		
08/09/2013	201300057	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I	Flex plan charges			550.00	August	
			Totals for 201300057				550.00		
08/16/2013	201300058	10 E 100 249 110000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			102.74	August	
	201300058	10 E 100 249 110100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			152.83	August	
	201300058	10 E 100 249 110101	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			223.45	August	
	201300058	10 E 100 249 110200	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			135.80	August	
	201300058	10 E 100 249 110300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			160.01	August	
	201300058	10 E 100 249 143000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			29.03	August	
	201300058	10 E 100 249 213000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			43.47	August	
	201300058	10 E 100 249 222200	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			33.19	August	
	201300058	10 E 100 249 241000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			158.36	August	
	201300058	10 E 100 249 253300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			52.37	August	
	201300058	10 E 100 249 110100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			45.35	August	
	201300058	10 E 100 249 110101	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			47.73	August	
	201300058	10 E 100 249 110200	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			76.24	August	
	201300058	10 E 100 249 110300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			38.12	August	
	201300058	10 E 200 249 120000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			18.02	August	
	201300058	10 E 200 249 120600	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			87.09	August	
	201300058	10 E 200 249 121000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			5.55	August	
	201300058	10 E 200 249 122000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			108.69	August	
	201300058	10 E 200 249 123000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			9.94	August	
	201300058	10 E 200 249 124000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			42.86	August	
	201300058	10 E 200 249 125400	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			2.14	August	
	201300058	10 E 200 249 125500	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			19.08	August	
	201300058	10 E 200 249 125510	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			38.30	August	
	201300058	10 E 200 249 126000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			49.84	August	
	201300058	10 E 200 249 127000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			68.79	August	
	201300058	10 E 200 249 132700	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			21.58	August	
	201300058	10 E 200 249 136320	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			4.96	August	
	201300058	10 E 200 249 141000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			4.76	August	
	201300058	10 E 200 249 143000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			39.45	August	
	201300058	10 E 200 249 213000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			76.37	August	
	201300058	10 E 200 249 222200	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			63.73	August	
	201300058	10 E 200 249 241000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			99.42	August	
	201300058	10 E 200 249 241100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			0.81	August	
	201300058	10 E 200 249 253300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			70.80	August	
	201300058	10 E 200 249 254300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			34.48	August	
	201300058	10 E 400 249 121000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			28.23	August	
	201300058	10 E 400 249 122000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			152.74	August	
	201300058	10 E 400 249 123000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			66.52	August	
	201300058	10 E 400 249 124000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			88.46	August	
	201300058	10 E 400 249 125400	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			2.14	August	
	201300058	10 E 400 249 125500	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			19.08	August	
	201300058	10 E 400 249 126000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			127.80	August	
	201300058	10 E 400 249 127000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			123.88	August	
	201300058	10 E 400 249 141000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			7.24	August	
	201300058	10 E 400 249 143000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			39.84	August	
	201300058	10 E 400 249 213000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			53.72	August	
	201300058	10 E 400 249 222200	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			63.64	August	
	201300058	10 E 400 249 241000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			93.49	August	
	201300058	10 E 400 249 241100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS			2.56	August	

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08/16/2013	201300058	10 E 400 249 253300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	65.54	August	
	201300058	10 E 400 249 254300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	34.48	August	
	201300058	10 E 400 249 132700	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	62.37	August	
	201300058	10 E 400 249 136320	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	33.17	August	
	201300058	10 E 700 249 172000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	48.76	August	
	201300058	10 E 800 249 211100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	21.19	August	
	201300058	10 E 800 249 214400	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	25.29	August	
	201300058	10 E 800 249 221910	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	66.45	August	
	201300058	10 E 800 249 223100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	20.32	August	
	201300058	10 E 800 249 232100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	71.84	August	
	201300058	10 E 800 249 252000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	57.19	August	
	201300058	10 E 800 249 254200	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	34.47	August	
	201300058	10 E 800 249 254300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	35.68	August	
	201300058	10 E 800 249 239000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	1.08	August	
	201300058	27 E 700 249 152000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	48.76	August	
	201300058	27 E 700 249 158100	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	11.08	August	
	201300058	27 E 700 249 158320	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	38.14	August	
	201300058	27 E 700 249 158330	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	9.69	August	
	201300058	27 E 700 249 158340	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	7.47	August	
	201300058	27 E 700 249 158510	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	3.04	August	
	201300058	27 E 700 249 158520	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	38.15	August	
	201300058	27 E 700 249 158530	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	38.21	August	
	201300058	27 E 700 249 158710	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	48.96	August	
	201300058	27 E 700 249 158730	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	38.17	August	
	201300058	27 E 700 249 158750	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	38.20	August	
	201300058	27 E 700 249 158760	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	38.22	August	
	201300058	27 E 700 249 159110	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	449.77	August	
	201300058	27 E 700 249 213000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	14.18	August	
	201300058	27 E 700 249 214400	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	10.33	August	
	201300058	27 E 700 249 223300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	18.02	August	
	201300058	27 E 700 249 223300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	26.61	August	
	201300058	10 E 100 249 110300	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	38.10	August	
	201300058	10 E 150 249 110450	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	194.67	August	
	201300058	27 E 700 249 158310	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	38.25	August	
	201300058	10 E 200 249 122000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	23.45	August	
	201300058	10 E 100 249 122000	DIVERSIFIED BENEFIT SERVICES I	HRA PAYMENTS	23.58	August	
				Totals for 201300058	4,807.57		
08/12/2013	201300059	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I	Flex plan charges	98.66	August	
				Totals for 201300059	98.66		
08/13/2013	201300060	10 E 800 358 221910	CHARTER COMMUNICATIONS	INTERNET - DAHL	58.01	August	
				Totals for 201300060	58.01		
08/13/2013	201300061	10 E 100 320 254490	E O JOHNSON COMPANY	Printer/copier lease	4,751.99	August	
	201300061	10 E 200 320 254490	E O JOHNSON COMPANY	Printer/copier lease	3,267.17	August	
	201300061	10 E 400 320 254490	E O JOHNSON COMPANY	Printer/copier lease	5,020.99	August	
	201300061	10 E 800 320 254490	E O JOHNSON COMPANY	Printer/copier lease	422.49	August	
	201300061	50 E 800 320 257220	E O JOHNSON COMPANY	Printer/copier lease	122.25	August	
				Totals for 201300061	13,584.89		
08/13/2013	201300062	10 E 100 331 253300	XCEL ENERGY	MONTHLY UTILITIES-EARLY CHILDHOOD & Storage	20.00	August	
	201300062	10 E 100 336 253300	XCEL ENERGY	MONTHLY UTILITIES-EARLY CHILDHOOD & Storage	71.50	August	
	201300062	10 E 200 331 253300	XCEL ENERGY	MONTHLY UTILITIES-EARLY	21.82	August	

CHECK	CHECK ACCOUNT				INVOICE		POST
DATE	NUMBER	NUMBER		VENDOR	DESCRIPTION	AMOUNT	MONTH
	201300062	10 E 200 336 253300		XCEL ENERGY	CHILDHOOD & Storage		
					MONTHLY UTILITIES-EARLY	54.84	August
					CHILDHOOD & Storage		
					Totals for 201300062	168.16	
08/13/2013	201300063	10 E 100 331 253300		XCEL ENERGY	MONTHLY UTILITIES	52.94	August
	201300063	10 E 100 336 253300		XCEL ENERGY	MONTHLY UTILITIES	3,897.34	August
	201300063	10 E 200 331 253300		XCEL ENERGY	MONTHLY UTILITIES	32.20	August
	201300063	10 E 200 336 253300		XCEL ENERGY	MONTHLY UTILITIES	4,624.03	August
	201300063	10 E 400 331 253300		XCEL ENERGY	MONTHLY UTILITIES	147.35	August
	201300063	10 E 400 336 253300		XCEL ENERGY	MONTHLY UTILITIES	5,241.55	August
					Totals for 201300063	13,995.41	
08/13/2013	201300064	10 E 800 355 263300		AT&T	Early Childhood	89.71	August
					Totals for 201300064	89.71	
08/13/2013	201300065	10 E 800 355 263300		AT&T	DO fax	366.98	August
					Totals for 201300065	366.98	
08/13/2013	201300066	10 E 800 411 252000		MAGIC-WRIGHTER	Service fees	0.40	August
					Totals for 201300066	0.40	
08/13/2013	201300067	10 E 100 310 254300		WM OF NORTHERN WISCONSIN, INC	Garbage pickup	593.38	August
	201300067	10 E 200 310 254300		WM OF NORTHERN WISCONSIN, INC	Garbage pickup	593.38	August
	201300067	10 E 400 310 254300		WM OF NORTHERN WISCONSIN, INC	Garbage pickup	593.39	August
					Totals for 201300067	1,780.15	
					Totals for checks	207,187.69	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	84,543.62	0.00	109,920.82	194,464.44
27	SPECIAL EDUCATION FUND	4,556.62	0.00	3,075.41	7,632.03
50	FOOD SERVICE	2,288.83	0.00	2,802.39	5,091.22
***	Fund Summary Totals ***	91,389.07	0.00	115,798.62	207,187.69

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

CHECK			CHECK ACCOUNT		INVOICE		
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT		
08/07/2013	7909	61 L 000 000 814212 000	EQUAL RIGHTS DIVISIO	WORK PERMITS - OFFICE #7 JULY 2013	90.00		
				Totals for 7909	90.00		
				Totals for checks	90.00		

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	90.00	0.00	0.00	90.00
***	Fund Summary Totals ***	90.00	0.00	0.00	90.00

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

SCHOOL DISTRICT OF ALTOONA

Bank Balances

July 2013

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

Wells Fargo Bank

Beginning balance	(1,175,698.11)
Receipts	124,428.10
Disbursements	(441,060.54)
Transfers in	603,600.13
Transfers out	<u>0.00</u>
Ending Balance	<u>(888,730.42)</u>

Wells Fargo Bank Savings

Beginning balance	1,295,816.82
Transfers in	0.00
Transfers out	(603,600.13)
Interest (June and July)	<u>148.22</u>
Ending Balance	<u>692,364.91</u>

State Government Pool

Beginning balance	42,154.93
Receipts	403,567.63
Transfers in	0.00
Transfers out	<u>0.00</u>
Ending Balance	<u>445,722.56</u>

Wisconsin Liquid Asset Fund

Beginning balance	2,146.17
Interest (June and July)	<u>0.00</u>
Ending Balance	<u>2,146.17</u>

GENERAL ACCOUNTS TOTAL

\$251,503.22

SCHOOL DISTRICT OF ALTOONA

Bank Balances

July 2013

DEBT SERVICE FUND 39

Wells Fargo Bank

Beginning balance	130.60
Receipts	0.00
Disbursements	0.00
Interest (June and July)	<u>0.02</u>
Ending Balance	<u>130.62</u>

State Government Pool

Beginning balance	0.05
Transfers out	0.00
Interest (June and July)	<u>0.00</u>
Ending Balance	<u>0.05</u>

FUND 39 TOTAL **\$130.67**

STUDENT ACTIVITY FUND 60

Wells Fargo Bank

Beginning balance	73,034.14
Receipts	2,216.65
Disbursements	(3,400.51)
Ending Balance	<u>71,850.28</u>

FUND 60 TOTAL **\$71,850.28**

Employee Benefit Trust Fund 73

Mid America

Beginning balance	29,457.88
Receipts	0.00
Disbursements	0.00
Quarterly Gains	0.00
Gain or Loss	<u>882.22</u>
Ending Balance	<u>30,340.10</u>

FUND 73 TOTAL **\$30,340.10**

**One of action steps from 2012- 13 AODA Grant: “Belonging Not Bullying”
YRBS Data Retreat on July 1 & 2, 2013**

What does the YRBS data show?

- **Bullets note indicator data from MS(●) top section and HS(*) bottom section**

Traffic Safety

- 98% most or always wear seat belts
- 46% rarely or never wore a bike helmet
- 18% of students reported having rode in a vehicle driven by someone who had been drinking alcohol

- * 96% students report most or always wear seat belts
- * 12% of students reported having rode in a vehicle driven by someone who had been drinking alcohol
- * 3% of students reported having driven a car or other vehicle when they have been drinking alcohol during the past 30 days before the survey.

Weapons, Violence, Threats and Personal Safety

- From 2011- 2013 the 8th grade class reported a decrease in bullying on school property by 30%
- 99% of kids have never carried a weapon such as a gun, knife or club on school property
- 15% of students feel unsafe at school
- Belief that bullying is a problem by other students at our school- 64% between 6th and 7th grade and 35% in 8th grade
- Between 2011-2013 electronic bullying has slightly increased
- 20-25% of students reported that they were a victim of a verbal slur because of their weight, size, or physical appearance

- * 85% of students do not feel that violence is a problem in our school
- * From 2011-2013 it was reported that bullying on school property by other students decreased by 10%
- * 95% of students felt safe at school or on their way to or from school during the 30 days prior to the survey
- * 22% of students reported that someone tried to hurt them by hitting, punching, or kicking them while on school property during the past 12 months before the survey
- * 32% of students reported that they have been bullied on school property
- * 20-25% of students reported that they were a victim of a verbal slur because of their weight, size, or physical appearance

Depression and Suicide

- 22% of students reported feeling so sad or hopeless almost every day for two weeks or more in a row that they stopped doing some usual activities
- 8% of students reported making a plan of how they would commit suicide

- * 24% of students reported feeling so sad or hopeless almost every day for two weeks or more in a row that they stopped doing some usual activities
- * 13% of HS students reported making a plan of how they would commit suicide

Tobacco, Alcohol, Marijuana Use

- YRBS and Pride data show that Altoona has been lower than the county, state and national average in the area of alcohol consumption/use
- 0% of students reported that they smoked a cigarette, drank alcohol or used marijuana in the last 30 days
- 93-97% of students reported they feel their parents think smoking cigarettes or marijuana is wrong
- 1% of students reported sniffing glue, breathing the contents of spray cans, or inhaling paints to get high at least one time

- * 83% of students reported that they have never tried smoking a cigarette
- * 83% of students reported that they had not consumed alcohol during the past 30 days.
- * 75% of students reported that they feel their parents think drinking alcohol at least twice a month is wrong
- * 18% of students reported using marijuana (state average 37%, national average 39%)
- * 7% of students reported they have taken an over-the-counter drug to get high at least one time
- * 1 % of students reported using cocaine, including powder, crack, or freebase during the past 30 days
- * 5% of students reported sniffing glue, breathing the contents of spray cans, or inhaling paints to get high at least one time

Nutrition and Physical Activity

- 78% of students reported that they had eaten breakfast on the day of the survey
- 35% of students reported that they drank a can, bottle, or glass of soda or pop the day before the survey
- 74 % of students reported being physically active for a total of at least 60 minutes the day before the survey.
- 25% of students reported that on an average school day they watch TV or play video games for 3 or more hours

- * 11% of students reported that they were trying to lose weight
- * 46% of students reported that they ate fruit one or more times during the past 7 days
- * 89% of students reported that they ate vegetables one or more times during the past 7 days
- * 17% of students reported that they drank a can, bottle, or glass of soda or pop one or more times per day during the past 7 days
- * 50% of students reported that they do not eat breakfast
- * 13% of students reported that on an average school day they watch TV or play video games for 3 or more hours

Sexual Behaviors

- 30% of 6th graders and 51% of 7th graders report a parent or other adult has talked to them about what they expect them to do or not to do when it comes to sex

- * 24% of students reported it was important to them to delay having sexual intercourse until they were married
- * 77% of students reported that they have NOT had sexual intercourse

Social Support

- 90% of students reported that they agree that their family loves them and gives them help and support when they need it
- 75% of students reported that they agree that their teachers really care about them and give them a lot of encouragement
- 77% of students reported that they felt like they belonged at this school
- 77% of students reported that there is at least one teacher or other adult in this school that they can talk to if they have a program

- * 81% of students reported that they agree that their family loves them and gives them help and support when they need it
- * 65% of students reported that they agree that their teachers really care about them and give them a lot of encouragement

A few of the solutions discussed

- ❖ Intentionally incorporate asset development and protective behaviors across the curriculum
- ❖ Share data with leadership teams (Rtl, PBIS, SAT, LT, IIC, guidance team, Administrative)and staff meetings
- ❖ Update Health curriculum with information gained, and consider the grades when the information is provided
- ❖ Get sponsors for bike helmets. Plan ways that more children can be fit for helmets and be reinforced for wearing them.
- ❖ Provide lessons on healthy ways to cope with stress

- ❖ Plan ways to provide positive attention
- ❖ Follow-up reviewing data from ODR's, SWIS, Harassment forms, bullying survey for information about location and student comments
- ❖ Teach cool tool lesson about the process for reporting harassment.
- ❖ Infuse teaching and reinforcement into daily routines such as public service announcements, video clips from student council
- ❖ Build school-wide structures or options where a sense of belonging is provided (alternative recess, college students at recess/Play Fair)
- ❖ Provide Culturally Responsive Practices Training (identified as high need by RtI teams, Joel Rainey to train administration and leadership teams, RtI Team, unit leaders, school board)- implications for homework, instructional practices, enrichment. Schools read Ruby Paine book, Julie Keomen B. presented to Elementary and MS. Individual PIP's provided information. RtI visual with culturally responsive practices in the center has been shared.
- ❖ Increase ways to provide parent education. (Police and Altoona parent did technology safety sessions with parents, but it was not well-attended.) Other ideas: newsletter information, community liaison, library media specialists presenting, video clips on webpage
- ❖ Teach students lesson on accessing Skyward. Assign homework to show parent
- ❖ Send e-mail links to parents where to find information
- ❖ Look at data: How many students attended Boys and Girls Club, WYSP, summer classes? How can we reduce summer loss and provide positive social situations?
- ❖ The Second Steps Curriculum is being taught in grades 4K- 8, 4/5 will use 5th gr. lessons # 1-9. Plan a way to include 4th gr. lessons. Career class & guidance classes provide curriculum that addresses some of the data. Steps to Respect is used in 3rd gr. Check if 4K has updated to the new Second Steps Curriculum. Look at purchasing new edition for K- 3 grade levels. The curriculum materials are available in fall and incorporate more technology.
- ❖ Re-look at the c-team or MS/HS intramural teams so more students are involved instead of playing video games and watching TV for 3 or more.
- ❖ Develop after-school offerings or apply for a 21st Century Grant.
- ❖ Provide parents with information about what to talk with their kids about and at what ages based on YRBS results.
- ❖ Share some of the data with parents so they see the impact that they have on their child's beliefs and choices

About the YRBS:

The Wisconsin Youth Risk Behavior Survey (YRBS) is conducted as part of a national effort by the U.S. Centers for Disease Control and Prevention to monitor health-risk behaviors of the nation's high school students. These behaviors, in turn, result in the most significant causes of both mortality and morbidity during youth and adulthood. The behaviors monitored by the Wisconsin YRBS include traffic safety; weapons and violence; suicide; tobacco use; alcohol and other drug use; sexual behavior; and diet, nutrition and exercise.

The Department of Public Instruction (DPI) has administered the YRBS every two years beginning with 1993. The YRBS is administered to students in Wisconsin's public middle and high schools. Survey procedures were designed to protect the privacy of students by allowing anonymous and voluntary participation. Local parent permission procedures were followed before administration, including informing parents that their child's participation was voluntary.

2013

**Wisconsin Youth Risk Behavior Survey
High School Questionnaire**

Wisconsin 2013 Youth Risk Behavior Survey High School Questionnaire

This survey is about health behavior. It has been developed so you can tell us what you do that may affect your health. The information you give will be used to develop better health education for young people like yourself.

DO NOT write your name on this survey. The answers you give will be kept private. No one will know what you write. Answer the questions based on what you really do.

Completing the survey is voluntary. Whether or not you answer the questions will not affect your grade in this class. If you are not comfortable answering a question, just leave it blank.

The questions that ask about your background will be used only to describe the types of students completing this survey. The information will not be used to find out your name. No names will ever be reported.

Make sure to read every question. Fill in the ovals completely. When you are finished, follow the instructions of the person giving you the survey.

Thank you very much for your help.

Directions

- Use a #2 pencil only.
- Make dark marks.
- Fill in a response like this: A B ● D.
- To change your answer, erase completely.
- Choose only one answer for each question (except question 5).

- How old are you?
 - 12 years old or younger
 - 13 years old
 - 14 years old
 - 15 years old
 - 16 years old
 - 17 years old
 - 18 years old or older
- What is your sex?
 - Female
 - Male
- In what grade are you?
 - 9th grade
 - 10th grade
 - 11th grade
 - 12th grade
 - Ungraded or other grade
- Are you Hispanic or Latino?
 - Yes
 - No
- What is your race? **(Select one or more responses.)**
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White

- How tall are you without your shoes on?
Directions: Write your height in the shaded blank boxes. Fill in the matching oval below each number on your answer sheet.

Example:

Height	
Feet	Inches
5	7
③	⑩
④	①
●	②
⑥	③
⑦	④
	⑤
	⑥
	●
	⑧
	⑨
	⑩
	⑪

- How much do you weigh without your shoes on?
Directions: Write your weight in the shaded blank boxes. Fill in the matching oval below each number on your answer sheet.

Example:

Weight		
Pounds		
1	5	2
①	①	①
●	①	①
②	②	●
③	③	③
	④	④
	●	⑤
	⑥	⑥
	⑦	⑦
	⑧	⑧
	⑨	⑨

- During the past 12 months, how would you describe your grades in school?
 - Mostly A's
 - Mostly B's
 - Mostly C's
 - Mostly D's
 - Mostly F's
 - None of these grades
 - Not sure

The next 4 questions ask about safety.

9. How often do you wear a seat belt when **riding** in a car driven by someone else?
- A. Never
 - B. Rarely
 - C. Sometimes
 - D. Most of the time
 - E. Always
10. During the past 30 days, how many times did you **ride** in a car or other vehicle **driven by someone who had been drinking alcohol**?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times
11. During the past 30 days, how many times did you **drive** a car or other vehicle **when you had been drinking alcohol**?
- A. I did not drive a car or other vehicle during the past 30 days
 - B. 0 times
 - C. 1 time
 - D. 2 or 3 times
 - E. 4 or 5 times
 - F. 6 or more times
12. During the past 30 days, on how many days did you **text or e-mail** while **driving** a car or other vehicle?
- A. I did not drive a car or other vehicle during the past 30 days
 - B. 0 days
 - C. 1 or 2 days
 - D. 3 to 5 days
 - E. 6 to 9 days
 - F. 10 to 19 days
 - G. 20 to 29 days
 - H. All 30 days

The next 12 questions ask about violence-related behaviors.

13. During the past 30 days, on how many days did you carry a **weapon** such as a gun, knife, or club?
- A. 0 days
 - B. 1 day
 - C. 2 or 3 days
 - D. 4 or 5 days
 - E. 6 or more days

14. During the past 30 days, on how many days did you carry a weapon such as a gun, knife, or club **on school property**?
- A. 0 days
 - B. 1 day
 - C. 2 or 3 days
 - D. 4 or 5 days
 - E. 6 or more days
15. During the past 30 days, on how many days did you **not** go to school because you felt you would be unsafe at school or on your way to or from school?
- A. 0 days
 - B. 1 day
 - C. 2 or 3 days
 - D. 4 or 5 days
 - E. 6 or more days
16. During the past 12 months, how many times has someone threatened or injured you with a weapon such as a gun, knife, or club **on school property**?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or 7 times
 - F. 8 or 9 times
 - G. 10 or 11 times
 - H. 12 or more times
17. During the past 12 months, how many times were you in a physical fight?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or 7 times
 - F. 8 or 9 times
 - G. 10 or 11 times
 - H. 12 or more times
18. During the past 12 months, how many times were you in a physical fight **on school property**?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or 7 times
 - F. 8 or 9 times
 - G. 10 or 11 times
 - H. 12 or more times

19. During the past 12 months, how many times has someone tried to hurt you by hitting, punching, or kicking you while **on school property**?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or 7 times
 - F. 8 or 9 times
 - G. 10 or 11 times
 - H. 12 or more times
20. When you are at school, how often do you feel safe from physical harm?
- A. Never
 - B. Rarely
 - C. Sometimes
 - D. Most of the time
 - E. Always
21. Do you agree or disagree that violence is a problem at your school?
- A. Strongly agree
 - B. Agree
 - C. Not sure
 - D. Disagree
 - E. Strongly disagree
22. Have you ever been forced, either verbally or physically, to take part in a sexual activity?
- A. Yes
 - B. No
 - C. Not sure
23. During the past 12 months, how many times did someone you were dating or going out with physically hurt you on purpose? (Count such things as being hit, slammed into something, or injured with an object or weapon.)
- A. I did not date or go out with anyone during the past 12 months
 - B. 0 times
 - C. 1 time
 - D. 2 or 3 times
 - E. 4 or 5 times
 - F. 6 or more times

24. During the past 12 months, how many times did someone you were dating or going out with force you to do sexual things that you did not want to do? (Count such things as kissing, touching, or being physically forced to have sexual intercourse.)
- A. I did not date or go out with anyone during the past 12 months
 - B. 0 times
 - C. 1 time
 - D. 2 or 3 times
 - E. 4 or 5 times
 - F. 6 or more times

The next 3 questions ask about bullying. Bullying is when 1 or more students tease, threaten, spread rumors about, hit, shove, or hurt another student over and over again. It is not bullying when 2 students of about the same strength or power argue or fight or tease each other in a friendly way.

25. During the past 12 months, have you ever been bullied **on school property**?
- A. Yes
 - B. No
26. During the past 12 months, have you ever been **electronically** bullied? (Count being bullied through e-mail, chat rooms, instant messaging, Web sites, or texting.)
- A. Yes
 - B. No
27. Do you agree or disagree that harassment and bullying by other students is a problem at your school?
- A. Strongly agree
 - B. Agree
 - C. Not sure
 - D. Disagree
 - E. Strongly disagree

The next question asks about hurting yourself on purpose.

28. During the past 12 months, how many times did **you** do something to purposely **hurt yourself** without wanting to die, such as cutting or burning yourself on purpose?
- A. 0 times
 - B. 1 time
 - C. 2 or 3 times
 - D. 4 or 5 times
 - E. 6 or more times

The next 5 questions ask about sad feelings and attempted suicide. Sometimes people feel so depressed about the future that they may consider attempting suicide, that is, taking some action to end their own life.

29. During the past 12 months, did you ever feel so sad or hopeless almost every day for **two weeks or more in a row** that you stopped doing some usual activities?
- A. Yes
B. No
30. During the past 12 months, did you ever **seriously** consider attempting suicide?
- A. Yes
B. No
31. During the past 12 months, did you make a plan about how you would attempt suicide?
- A. Yes
B. No
32. During the past 12 months, how many times did you actually attempt suicide?
- A. 0 times
B. 1 time
C. 2 or 3 times
D. 4 or 5 times
E. 6 or more times
33. **If you attempted suicide** during the past 12 months, did any attempt result in an injury, poisoning, or overdose that had to be treated by a doctor or nurse?
- A. **I did not attempt suicide** during the past 12 months
B. Yes
C. No

The next 8 questions ask about tobacco use.

34. Have you ever tried cigarette smoking, even one or two puffs?
- A. Yes
B. No
35. How old were you when you smoked a whole cigarette for the first time?
- A. I have never smoked a whole cigarette
B. 8 years old or younger
C. 9 or 10 years old
D. 11 or 12 years old
E. 13 or 14 years old
F. 15 or 16 years old
G. 17 years old or older

36. During the past 30 days, on how many days did you smoke cigarettes?
- A. 0 days
B. 1 or 2 days
C. 3 to 5 days
D. 6 to 9 days
E. 10 to 19 days
F. 20 to 29 days
G. All 30 days
37. During the past 30 days, on the days you smoked, how many cigarettes did you smoke **per day**?
- A. I did not smoke cigarettes during the past 30 days
B. Less than 1 cigarette per day
C. 1 cigarette per day
D. 2 to 5 cigarettes per day
E. 6 to 10 cigarettes per day
F. 11 to 20 cigarettes per day
G. More than 20 cigarettes per day
38. During the past 30 days, on how many days did you smoke cigarettes **on school property**?
- A. 0 days
B. 1 or 2 days
C. 3 to 5 days
D. 6 to 9 days
E. 10 to 19 days
F. 20 to 29 days
G. All 30 days
39. During the past 12 months, did you ever try to **quit** smoking cigarettes?
- A. I did not smoke during the past 12 months
B. Yes
C. No
40. During the past 30 days, on how many days did you use **chewing tobacco, snuff, or dip**, such as Redman, Levi Garrett, Beechnut, Skoal, Skoal Bandits, or Copenhagen?
- A. 0 days
B. 1 or 2 days
C. 3 to 5 days
D. 6 to 9 days
E. 10 to 19 days
F. 20 to 29 days
G. All 30 days
41. During the past 30 days, on how many days did you smoke **cigars, cigarillos, or little cigars**?
- A. 0 days
B. 1 or 2 days
C. 3 to 5 days
D. 6 to 9 days
E. 10 to 19 days
F. 20 to 29 days
G. All 30 days

The next 6 questions ask about drinking alcohol. This includes drinking beer, wine, wine coolers, and liquor such as rum, gin, vodka, or whiskey. For these questions, drinking alcohol does not include drinking a few sips of wine for religious purposes.

42. During your life, on how many days have you had at least one drink of alcohol?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 9 days
 - D. 10 to 19 days
 - E. 20 to 39 days
 - F. 40 to 99 days
 - G. 100 or more days
43. How old were you when you had your first drink of alcohol other than a few sips?
- A. I have never had a drink of alcohol other than a few sips
 - B. 8 years old or younger
 - C. 9 or 10 years old
 - D. 11 or 12 years old
 - E. 13 or 14 years old
 - F. 15 or 16 years old
 - G. 17 years old or older
44. During the past 30 days, on how many days did you have at least one drink of alcohol?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 to 19 days
 - F. 20 to 29 days
 - G. All 30 days
45. During the past 30 days, on how many days did you have 5 or more drinks of alcohol in a row, that is, within a couple of hours?
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 to 5 days
 - E. 6 to 9 days
 - F. 10 to 19 days
 - G. 20 or more days

46. During the past 30 days, how did you **usually** get the alcohol you drank?
- A. I did not drink alcohol during the past 30 days
 - B. I bought it in a store such as a liquor store, convenience store, supermarket, discount store, or gas station
 - C. I bought it at a restaurant, bar, or club
 - D. I bought it at a public event such as a concert or sporting event
 - E. I gave someone else money to buy it for me
 - F. Someone gave it to me
 - G. I took it from a store or family member
 - H. I got it some other way
47. How wrong do your parents feel it would be for you to drink alcohol at least twice a month?
- A. Very wrong
 - B. Wrong
 - C. A little bit wrong
 - D. Not at all wrong
 - E. Not sure

The next 3 questions ask about marijuana use. Marijuana also is called grass or pot.

48. During your life, how many times have you used marijuana?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 to 99 times
 - G. 100 or more times
49. How old were you when you tried marijuana for the first time?
- A. I have never tried marijuana
 - B. 8 years old or younger
 - C. 9 or 10 years old
 - D. 11 or 12 years old
 - E. 13 or 14 years old
 - F. 15 or 16 years old
 - G. 17 years old or older
50. During the past 30 days, how many times did you use marijuana?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

The next 7 questions ask about other drugs.

51. During your life, how many times have you used **any** form of cocaine, including powder, crack, or freebase?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
52. During your life, how many times have you sniffed glue, breathed the contents of aerosol spray cans, or inhaled any paints or sprays to get high?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
53. During your life, how many times have you taken a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
54. During the past 30 days, how many times did you take a **prescription drug** (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
55. During your life, how many times have you taken an **over-the-counter drug** to get high?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times

56. During the past 12 months, how many times did you attend school under the influence of alcohol or other illegal drugs, such as marijuana or cocaine?
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
57. During the past 12 months, has anyone offered, sold, or given you an illegal drug **on school property**?
- A. Yes
 - B. No

The next 11 questions ask about sexual behavior.

58. It is important to me to delay having sexual intercourse until ... (Select only **one** response.)
- A. I'm married
 - B. I'm engaged
 - C. I'm an adult and in a long-term committed relationship
 - D. I'm in love
 - E. I finish high school
 - F. It is not important to me to delay having sexual intercourse
 - G. Not sure
59. Have you ever had sexual intercourse?
- A. Yes
 - B. No
60. How old were you when you had sexual intercourse for the first time?
- A. I have never had sexual intercourse
 - B. 11 years old or younger
 - C. 12 years old
 - D. 13 years old
 - E. 14 years old
 - F. 15 years old
 - G. 16 years old
 - H. 17 years old or older
61. During your life, with how many people have you had sexual intercourse?
- A. I have never had sexual intercourse
 - B. 1 person
 - C. 2 people
 - D. 3 people
 - E. 4 people
 - F. 5 people
 - G. 6 or more people

62. During the past 3 months, with how many people did you have sexual intercourse?
- I have never had sexual intercourse
 - I have had sexual intercourse, but not during the past 3 months
 - 1 person
 - 2 people
 - 3 people
 - 4 people
 - 5 people
 - 6 or more people
63. Did you drink alcohol or use drugs before you had sexual intercourse the **last time**?
- I have never had sexual intercourse
 - Yes
 - No
64. The **last time** you had sexual intercourse, did you or your partner use a condom?
- I have never had sexual intercourse
 - Yes
 - No
65. The **last time** you had sexual intercourse, what **one** method did you or your partner use to **prevent pregnancy**? (Select only **one** response.)
- I have never had sexual intercourse
 - No method was used to prevent pregnancy
 - Birth control pills
 - Condoms
 - An IUD (such as Mirena or ParaGard) or implant (such as Implanon or Nexplanon)
 - A shot (such as Depo-Provera), patch (such as Ortho Evra), or birth control ring (such as NuvaRing)
 - Withdrawal or some other method
 - Not sure
66. During your life, with whom have you had sexual contact?
- I have never had sexual contact
 - Females
 - Males
 - Females and males
67. The **last time** you had sexual contact, how many years younger or older than you was your partner?
- I have never had sexual contact
 - 5 or more years younger
 - 3 to 4 years younger
 - About the same age
 - 3 to 4 years older
 - 5 or more years older
 - Not sure

68. Which of the following best describes you?
- Heterosexual (straight)
 - Gay or lesbian
 - Bisexual
 - Not sure

The next question asks about body weight.

69. Which of the following are you trying to do about your weight?
- Lose** weight
 - Gain** weight
 - Stay** the same weight
 - I am **not trying to do anything** about my weight

The next 8 questions ask about food you ate or drank during the past 7 days. Think about all the meals and snacks you had from the time you got up until you went to bed. Be sure to include food you ate at home, at school, at restaurants, or anywhere else.

70. During the past 7 days, how many times did you drink **100% fruit juices** such as orange juice, apple juice, or grape juice? (Do **not** count punch, Kool-Aid, sports drinks, or other fruit-flavored drinks.)
- I did not drink 100% fruit juice during the past 7 days
 - 1 to 3 times during the past 7 days
 - 4 to 6 times during the past 7 days
 - 1 time per day
 - 2 times per day
 - 3 times per day
 - 4 or more times per day
71. During the past 7 days, how many times did you eat **fruit**? (Do **not** count fruit juice.)
- I did not eat fruit during the past 7 days
 - 1 to 3 times during the past 7 days
 - 4 to 6 times during the past 7 days
 - 1 time per day
 - 2 times per day
 - 3 times per day
 - 4 or more times per day
72. During the past 7 days, how many times did you eat vegetables such as green salad, carrots, green beans, or other vegetables? (Do **not** count potatoes.)
- I did not eat vegetables during the past 7 days
 - 1 to 3 times during the past 7 days
 - 4 to 6 times during the past 7 days
 - 1 time per day
 - 2 times per day
 - 3 times per day
 - 4 or more times per day

73. During the past 7 days, how many times did you drink a **can, bottle, or glass of soda or pop**, such as Coke, Pepsi, or Sprite? (Do **not** count diet soda or diet pop.)
- I did not drink soda or pop during the past 7 days
 - 1 to 3 times during the past 7 days
 - 4 to 6 times during the past 7 days
 - 1 time per day
 - 2 times per day
 - 3 times per day
 - 4 or more times per day
74. During the past 7 days, how many times did you drink a **can, bottle, or glass of an energy drink**, such as Red Bull or Jolt? (Do **not** count diet energy drinks or sports drinks such as Gatorade or PowerAde.)
- I did not drink energy drinks during the past 7 days
 - 1 to 3 times during the past 7 days
 - 4 to 6 times during the past 7 days
 - 1 time per day
 - 2 times per day
 - 3 times per day
 - 4 or more times per day
75. During the past 7 days, how many times did you drink a **can, bottle, or glass of a sugar-sweetened beverage** such as lemonade, sweetened tea or coffee drinks, flavored milk, Snapple, or Sunny Delight? (Do **not** count soda or pop, energy drinks, or 100% fruit juice.)
- I did not drink sugar-sweetened beverages during the past 7 days
 - 1 to 3 times during the past 7 days
 - 4 to 6 times during the past 7 days
 - 1 time per day
 - 2 times per day
 - 3 times per day
 - 4 or more times per day
76. During the past 7 days, how many **glasses of milk** did you drink? (Count the milk you drink in a glass or cup, from a carton, or with cereal. Count the half pint of milk served at school as equal to one glass.)
- I did not drink milk during the past 7 days
 - 1 to 3 glasses during the past 7 days
 - 4 to 6 glasses during the past 7 days
 - 1 glass per day
 - 2 glasses per day
 - 3 glasses per day
 - 4 or more glasses per day

77. During the past 7 days, on how many days did you eat **breakfast**?
- 0 days
 - 1 day
 - 2 days
 - 3 days
 - 4 days
 - 5 days
 - 6 days
 - 7 days

The next 5 questions ask about physical activity.

78. During the past 7 days, on how many days were you physically active for a total of **at least 60 minutes per day**? (Add up all the time you spent in any kind of physical activity that increased your heart rate and made you breathe hard some of the time.)
- 0 days
 - 1 day
 - 2 days
 - 3 days
 - 4 days
 - 5 days
 - 6 days
 - 7 days
79. On an average school day, how many hours do you watch TV?
- I do not watch TV on an average school day
 - Less than 1 hour per day
 - 1 hour per day
 - 2 hours per day
 - 3 hours per day
 - 4 hours per day
 - 5 or more hours per day
80. On an average school day, how many hours do you play video or computer games or use a computer for something that is not school work? (Count time spent on things such as Xbox, PlayStation, an iPod, an iPad or other tablet, a smartphone, YouTube, Facebook or other social networking tools, and the Internet.)
- I do not play video or computer games or use a computer for something that is not school work
 - Less than 1 hour per day
 - 1 hour per day
 - 2 hours per day
 - 3 hours per day
 - 4 hours per day
 - 5 or more hours per day

81. In an average week when you are in school, on how many days do you go to physical education (PE) classes?
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 days
 - E. 4 days
 - F. 5 days
82. In an average week when you are in school, on how many days do you walk or ride your bike **to school** when weather allows you to do so?
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 days
 - E. 4 days
 - F. 5 days

The next 11 questions ask about other health-related topics.

83. When you are outside for more than one hour on a sunny day, how often do you wear sunscreen with an SPF of 15 or higher?
- A. Never
 - B. Rarely
 - C. Sometimes
 - D. Most of the time
 - E. Always
84. During the past 12 months, how many times did you use an indoor tanning device such as a sunlamp, sunbed, or tanning booth? (Do **not** count getting a spray-on tan)
- A. 0 times
 - B. 1 or 2 times
 - C. 3 to 9 times
 - D. 10 to 19 times
 - E. 20 to 39 times
 - F. 40 or more times
85. Have you ever been taught about AIDS or HIV infection in school?
- A. Yes
 - B. No
 - C. Not sure
86. Have you ever talked about AIDS or HIV infection with your parents or other adults in your family?
- A. Yes
 - B. No
 - C. Not sure

87. Have you ever been told by a doctor or nurse that you had a sexually transmitted disease (STD)?
- A. Yes
 - B. No
 - C. Not sure
88. Have you ever been told by a doctor or nurse that you have asthma?
- A. Yes
 - B. No
 - C. Not sure
89. When was the last time you saw a dentist for a check-up, exam, teeth cleaning, or other dental work?
- A. During the past 12 months
 - B. Between 12 and 24 months ago
 - C. More than 24 months ago
 - D. Never
 - E. Not sure
90. How do you describe your health in general?
- A. Excellent
 - B. Very good
 - C. Good
 - D. Fair
 - E. Poor
91. Do you have any physical disabilities or long-term health problems? (Long-term means 6 months or more.)
- A. Yes
 - B. No
 - C. Not sure
92. During the past 30 days, on how many days was your physical health not good? (Physical health includes physical illness and injury.)
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 days
 - E. 4 to 5 days
 - F. 6 to 7 days
 - G. 8 to 13 days
 - H. 14 or more days
93. During the past 30 days, on how many days was your mental health not good? (Mental health includes stress, depression, and problems with emotions.)
- A. 0 days
 - B. 1 day
 - C. 2 days
 - D. 3 days
 - E. 4 to 5 days
 - F. 6 to 7 days
 - G. 8 to 13 days
 - H. 14 or more days

The next 6 questions are general questions about you.

94. Are you receiving special education services as part of an individual education plan or IEP?
- A. Yes
 - B. No
 - C. Not sure
95. On an average school night, how many hours of sleep do you get?
- A. 4 or less
 - B. 5 hours
 - C. 6 hours
 - D. 7 hours
 - E. 8 hours
 - F. 9 hours
 - G. 10 or more hours
96. Where do you typically sleep at night?
- A. At home or at a friend's or relative's home with my parents or guardians
 - B. At a friend's or relative's home without my parents or guardians
 - C. In a foster home or group home
 - D. In a supervised shelter with my parents or guardians
 - E. In a supervised shelter without my parents or guardians
 - F. In a hotel or motel, car, park, campground, or other public place with my parents or guardians
 - G. In a hotel or motel, car, park, campground, or other public place without my parents or guardians
 - H. Somewhere else

97. During the past 30 days, on how many days did you miss classes or school without permission?
- A. 0 days
 - B. 1 or 2 days
 - C. 3 to 5 days
 - D. 6 to 9 days
 - E. 10 or more days
98. Do you agree or disagree that you feel like you belong at this school?
- A. Strongly agree
 - B. Agree
 - C. Not sure
 - D. Disagree
 - E. Strongly disagree
99. Is there at least one teacher or other adult in this school that you can talk to if you have a problem?
- A. Yes
 - B. No
 - C. Not sure

**This is the end of the survey.
Thank you very much for your help.**



School District of Altoona

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715-839-6032 715-839-6066 FAX

Dr. Connie Biedron, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION
Demographic Trends & Facility Planning Committee
District Board Room
August 8, 2013
7:30 a.m.

1. The meeting of the Demographic Trends & Facility Planning Committee was called to order by committee chair Robin Elvig at 7:34 a.m. in the district board room.
2. Roll Call was taken and the following were present:

Robin Elvig, Chair	Matt Biren	<i>Members Absent:</i>
Dave Rowe	Kelley Gaynier	Frank Borg
Dr. Connie Biedron	Ann Kaiser	Susan Sivertson
Joyce Orth	Bob Wilcox	Todd Trapani
David Cihasky	Jeannie York	Jan Zander
3. Report of Public Notice. All posting requirements were met.
4. Approval of Minutes. a. July 30, 2013 Meeting. The minutes were approved as presented.
5. Discuss any Follow-up from July 30 Meeting
6. Review Draft Timeline and Discuss School Perceptions Survey. Dr. Biedron will try to schedule an online conference link with Bill Foster, School Perceptions for the August 20 meeting.
7. Further Define/Narrow Options and Next Steps. New drafts(labeled as Options 1-4) were distributed, discussed and revised. Overall facts (assumptions) that apply to all, and facts (both pro and con) for each option were discussed. A list of “facts” to accompany conceptual drawings for the options will be further developed before the next meeting.
8. Adjournment. The meeting adjourned at 10:45 a.m.

The next meeting of the Demographic Trends & Facility Planning Committee is scheduled for August 20, 7:30 a.m.

Joyce Orth CAP

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 Area Foundation Inc.

DATE: August 14th. 2013
TIME: 6:30 pm
LOCATION: SCHOOL DISTRICT OFFICE
1903 Bartlett Av, Altoona

AGENDA:

1. **Call to Order**
2. **Roll Call**
3. **SECRETARY'S REPORT**
4. **TREASURER'S REPORT**

5. **COMMITTEE REPORTS**

 A: PROMOTION-Placement of boxes.
 B: SCHOLARSHIP/ AWARDS
 C: ALUMNI RELATIONS-
6. **STAR GRANTS.**
7. **OLD BUSINESS**
 Buy a brick update, goals for 2013-2014.
 Mike Siker and Business correspondence.
 Introduce new board member
8. **NEW BUSINESS**-Altoona Historical Society

9. **ADJOURN**

IF UNABLE TO ATTEND, PLEASE NOTIFY Bob Wilcox Wilcox.bob@mayo.edu

SCHOOL DISTRICT OF ALTOONA
Facility Use Fee Schedule

830-Exhibit

The Altoona School District buildings and grounds are first and foremost for the education and enrichment of our students. Secondly, they serve as a valuable asset for educational, governmental, civic, cultural and recreational activities of the citizens of Altoona. The following fee schedule is intended to best maintain the facilities for the students and the community.

Building Use Classifications and Applicable Rate Schedules:

CLASS 1

All School District of Altoona activities, school booster Clubs and PTO/PTA organizations.

All Use

*Applicable
Rate
Schedule*

No Charge

CLASS 2

Activities organized by and under the jurisdiction of the Altoona City Park and Recreation Department that are comprised primarily of students of the School District of Altoona.

Use During Standard Operating Hours

Use During Non-Standard Operating Hours

A

B

CLASS 3

Activities organized by and under the jurisdiction of the Altoona City Park and Recreation Department that are comprised primarily of adults of the School District of Altoona

All Use

B

CLASS 4

Activities of Organizations that:

1. Are located in the School District of Altoona
2. Are service, civic, recreational, or educational in nature.
3. Are comprised primarily of students of the School District of Altoona.

Use during standard operating hours where there is no admission or fund raising in connection with the event

A

Use during standard operating hours where there is admission or fund raising in connection with the event

B

Use during non-standard operating hours

B

CLASS 5

Activities of Organizations that:

1. Are located in the School District of Altoona.
2. Are service, civic, recreational, or educational in nature.
3. Are comprised primarily of adults of the School District of Altoona.

All Use

B

Class 6

Activities of Organizations with headquarters located outside of the School District of Altoona.

All Use

C

DESCRIPTION	CAPACITY	CHARGE PER	RATE A	RATE B	RATE C
REGISTRATION FEE					
Request is for 1 Event	N/A	Request	\$ 14.00	\$ 14.00	\$ 28.00
Request is for 2 to 5 Events	N/A	Request	\$ 18.00	\$ 18.00	\$ 36.00
Request is for 6 to 10 Events	N/A	Request	\$ 21.00	\$ 21.00	\$ 42.00
Request is for 11 to 20 Events	N/A	Request	\$ 28.00	\$ 28.00	\$ 56.00
Request is for Over 20 Events	N/A	Request	\$ 56.00	\$ 56.00	\$ 112.00
CANCELLATION FEE					
	N/A	Event	\$ 25.00	\$ 25.00	\$ 50.00
CLASSROOM					
Classroom Only See "Equipment" below for additional needs	Varies	Hour	No Charge	\$ 3.00	\$ 6.00
COMPUTER LAB					
Lab with Computers, data Projector & Guest Network Acct	N/A	Day	\$ 600.00	\$ 600.00	\$ 1,200.00
AUDITORIUM					
Auditorium with House Lights, Lectern, 1 Microphone & Stand Altoona High School		Hour	No Charge	\$ 12.00	\$ 24.00
GYMNASIUM					
Elementary Gymnasium		Hour	No Charge	\$ 6.00	\$ 12.00
Middle School Gymnasium		Hour	No Charge	\$ 10.00	\$ 20.00
High School Gymnasium		Hour	No Charge	\$ 12.00	\$ 24.00
Locker Room (each)		Hour	No Charge	\$ 20.00	\$ 40.00
KITCHEN					
Kitchen with Dry or Cold Food Storage Only					
Elementary/Middle School	N/A	Hour	\$ 25.00	\$ 25.00	\$ 50.00
High School	N/A	Hour	\$ 25.00	\$ 25.00	\$ 50.00
Kitchen with Equipment, Dry Cold, or Hot Food Storage					
Elementary/Middle School	N/A	Hour	\$ 50.00	\$ 50.00	\$ 100.00
High School	N/A	Hour	\$ 50.00	\$ 50.00	\$ 100.00

DESCRIPTION	CAPACITY	CHARGE PER	RATE A	RATE B	RATE C
COMMONS					
Commons Addition - North		Hour	<i>No Charge</i>	\$ 4.00	\$ 8.00
Commons Addition - South		Hour	<i>No Charge</i>	\$ 7.00	\$ 14.00
High School		Hour	<i>No Charge</i>	\$ 11.00	\$ 22.00
CONCESSION STAND					
	N/A	Day	\$ 150.00	\$ 150.00	\$ 300.00
EQUIPMENT					
Classroom Computer and Guest network Account	N/A	Day	\$ 150.00	\$ 150.00	\$ 300.00
Data Projector	N/A	Day	\$ 40.00	\$ 40.00	\$ 80.00
Data Projector and Computer	N/A	Day	\$ 190.00	\$ 190.00	\$ 380.00
Overhead Transparency Projector	N/A	Day	\$ 15.00	\$ 15.00	\$ 30.00
Document Camera	N/A	Day	\$ 40.00	\$ 40.00	\$ 80.00
Portable PA System	N/A	Day	\$ 20.00	\$ 20.00	\$ 40.00
Television with VCR/DVD	N/A	Day	\$ 40.00	\$ 40.00	\$ 80.00
Portable Projection Screen	N/A	Event	\$ 10.00	\$ 10.00	\$ 20.00
Coral Riser (per section)	N/A	Day	\$ 10.00	\$ 10.00	\$ 20.00
Platform Riser, 3' x 6" (per section)	N/A	Day	\$ 10.00	\$ 10.00	\$ 20.00
Platform Riser, 4' x 8" (per section)	N/A	Day	\$ 12.00	\$ 12.00	\$ 24.00
Band Shell	N/A	Day	\$ 150.00	\$ 150.00	\$ 300.00
Piano (not tuned)	N/A	Day	\$ 75.00	\$ 75.00	\$ 150.00
Table (per table)	N/A	Day	\$ 5.00	\$ 5.00	\$ 10.00
Chairs (Quantity: 5 to 40)	N/A	Day	\$ 30.00	\$ 30.00	\$ 60.00
Chairs (Quantity: 41 to 60)	N/A	Day	\$ 35.00	\$ 35.00	\$ 70.00
Chairs (Quantity: 61 to 80)	N/A	Day	\$ 40.00	\$ 40.00	\$ 80.00
Chairs (Quantity: Over 80)	N/A	Day	\$ 50.00	\$ 50.00	\$ 100.00
Follow Spotlight	N/A	Day	\$ 50.00	\$ 50.00	\$ 100.00
Wired Microphone	N/A	Day	\$ 5.00	\$ 5.00	\$ 10.00
Wireless Microphone	N/A	Day	\$ 10.00	\$ 10.00	\$ 20.00
Wireless Hand-held Microphone	N/A	Day	\$ 10.00	\$ 10.00	\$ 20.00
Telex Intercom Headset (per 2 stations)	N/A	Day	\$ 30.00	\$ 30.00	\$ 60.00
Additional Telex Intercom Headset	N/A	Day	\$ 15.00	\$ 15.00	\$ 30.00

DESCRIPTION	CAPACITY	CHARGE PER	RATE A	RATE B	RATE C
EQUIPMENT - Cont'd					
Food Service Cooler (Each)	N/A	Day	\$ 25.00	\$ 25.00	\$ 50.00
Batting Cages (Each)	N/A	Event	\$ 50.00	\$ 50.00	\$ 100.00
Scoreboards (Each)	N/A	Use/Day	\$ 20.00	\$ 20.00	\$ 40.00
Wrestling Mats (Each)	N/A	Hour	No Charge	\$ 15.00	\$ 30.00
Wrestling Mats (Each)	N/A	Day	No Charge	\$ 100.00	\$ 200.00
Portable Bleachers (per section)	N/A	Day	\$ 40.00	\$ 40.00	\$ 80.00
Portable Fencing, White	N/A	Event	\$ 100.00	\$ 100.00	\$ 200.00
Extension Cords	N/A	Event	\$ 10.00	\$ 10.00	\$ 20.00

STAFF ASSISTANCE

Staff Charges (Billed in 15 Minutes Increments)

Technology Department Staff Support	N/A	Hour	\$ 60.00	\$ 60.00	\$ 120.00
Auditorium Manager	N/A	Hour	\$ 36.00	\$ 36.00	\$ 72.00
Auditorium Student Technician	N/A	Hour	\$ 8.00	\$ 8.00	\$ 16.00
Custodial Assistance, Straight Time	N/A	Hour	\$ 24.00	\$ 24.00	\$ 48.00
Custodial Assistance, time and one/half	N/A	Hour	\$ 36.00	\$ 36.00	\$ 72.00
Custodial Assistance, Double Time	N/A	Hour	\$ 48.00	\$ 48.00	\$ 96.00
Food Service Worker, Straight Time	N/A	Hour	\$ 24.00	\$ 24.00	\$ 48.00
Food Service Worker, Time and one/half	N/A	Hour	\$ 36.00	\$ 36.00	\$ 72.00
Food Service Worker, Double Time	N/A	Hour	\$ 48.00	\$ 48.00	\$ 96.00
Building Manager	N/A	Hour	\$ 35.00	\$ 35.00	\$ 70.00
Kitchen Manager	N/A	Hour	\$ 30.00	\$ 30.00	\$ 60.00

Charges for staff assistance other than that listed above will be determined on a case-by-case basis.

Rates may be subject to change without prior notice.

APPROVED:

Policy is included for reference purposes.

The Altoona Board of Education recognizes and is appreciative that members of the Altoona community support its public schools. The Altoona public school facilities will therefore be operated primarily for the benefit of District students and citizens. All organizations requesting facility use shall meet the criteria set forth herein which provides, among other things, that the organizations' purpose shall not be contrary to the District's mission, conflict with Board Policy or undermine the District's educational objectives. No organization shall be construed as, or constitute an endorsement by the District, Board, or School, of the organization or its product, service, or program, etc.

The Altoona School District's "Community Use of School Facilities" policy governs the use of all District property including, but not limited to, classrooms, auditoriums, gymnasiums, cafeterias and recreational facilities. This policy and its rules are designed to comply with local, state and federal law.

The Altoona School District may grant temporary facility use to organizations when it does not interfere with the instructional programming, co-curricular activities, or school-sponsored events of the District. A schedule of fees will be approved by the Board of Education. The schedule will take into consideration the purpose of the event and include fees sufficient to cover operational expenses, in addition to any required custodial services, technological services, or other additional help.

All applications for school facility use shall be submitted to the school director's Activities Director's office.

The Fee Schedule and priority of use are as follows:

Class 1: All Altoona School District activities, school booster clubs, PTO, and similar school-associated activities

Class 2: Activities organized by and under the jurisdiction of the Altoona Parks and Recreation Department; or organized activities that contribute to the health and wellness of students of the Altoona School District

Class 3: Other non-school activities of organizations that are located within the Altoona School District

Class 4: Other non-school activities of organizations that are located outside of the Altoona School District


The Board and the schools reserve the right to refuse or decline the offer of facility rental. In determining whether a request for use of facilities should be referred to the Board of Education on the basis that a proposed activity may be denied, the Superintendent or designee shall consider:

- Whether the proposed activity is inconsistent with the educational mission of the public schools as identified by reference to Chapter 118 of the Wisconsin Statutes;
- Whether the proposed activity involves or encourages behavior that is deemed inappropriate under school policies governing student conduct during school hours;
- Whether the proposed activity poses an unreasonable risk of physical injury to school age attendees or participants;
- Whether the proposed activity poses a substantial risk to school personnel or security;
- Whether the proposed activity poses a substantial risk of damage to school property;
- Whether the proposed activity poses a substantial risk of illegal activities;
- Whether the proposed activity involves subject matter which is obscene, determined by reference to an activity's intended audience or participants.

The failure of an organization or group to follow this policy or the associated administrative rules relating to community use of school facilities may lead to the suspension of that organization's facility usage privileges.


CROSS REF.: Section 120.12 Wisconsin Statute

Adopted: 06/15/81
Amended: 05/20/13



2013 EDUCATOR EFFECTIVENESS CONFERENCES

ESTABLISH THE FRAMEWORK FOR SUCCESS



AUG. 6 MADISON MARRIOTT WEST MADISON	AUG. 8 KI CONVENTION CENTER GREEN BAY	AUG. 14 CESA 11 TURTLE LAKE
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Attending? let Joyce know which session by July 15!

Improve student achievement levels in your district by learning what you can do to enhance and support educator effectiveness.

The WASB 2013 Educator Effectiveness Conference will provide information on the state's educator effectiveness initiative, testing, compensation plans, evaluations and more to help you establish the framework for success in your district.

Schedule At-A-Glance for Wednesday August 14 Session @Turtle Lake

- 8:00 AM Registration / Breakfast

- 8:30 am Update on the Wisconsin Educator Effectiveness State System
 Sheila Briggs, Assistant State Superintendent, Wisconsin DPI
 Katharine Rainey, Consultant, DPI Educator Effectiveness Team

- 9:15 am STATE BUDGET/LEGISLATIVE UPDATE
 Dan Rossmiller, WASB Director of Government Relations

- 10:15 am Break

- 10:30 am TESTING INTEGRITY
 Barry Forbes, WASB Associate Executive Director and Staff Counsel

- 11:30 AM Lunch

- 12:30 pm Get our board on the same page
 Bill Foster, School Perceptions

- 1:30 pm EDUCATOR EFFECTIVENESS: ARE YOU READY?
Kristen Joannes, Consultant, DPI Educator Effectiveness Team
Katharine Rainey, Consultant, DPI Educator Effectiveness Team
- 2:30 AM Break
- 2:45 pm Common Core State Standards and school boards:
What you need to know
DPI Common Core State Standards Implementation Team
- 3:45 pm Adjourn

August 14 Session:

CESA 11
225 Ostermann Drive
Turtle Lake WI

Directions:

From Hwy 8, turn south onto Prosser Blvd (frontage road), then south onto Ostermann Drive. Use the south parking lot.



2013 EMPLOYMENT & SCHOOL LAW SEMINAR

*A JOINT SEMINAR FOR SCHOOL BOARD MEMBERS AND ADMINISTRATORS BY THE
WISCONSIN SCHOOL ATTORNEYS ASSOCIATION AND THE WISCONSIN ASSOCIATION OF SCHOOL BOARDS*



OCTOBER 10-11, WAUSAU • WESTWOOD CONFERENCE CENTER
OCTOBER 31-NOVEMBER 1, MADISON • ALLIANT ENERGY CENTER

Oct. 10-11, 2013

Westwood Conference Center
1800 Westwood Center Blvd Wausau, WI •
715.847.9200

Oct. 31-Nov. 1, 2013

Alliant Energy Center
1919 Alliant Energy Center Way
Madison, WI • 608.267.3976

Seminar Topics vary depending on location!

Go to the following website to review session topics and schedule:

http://www.wasb.org/websites/meetings_events/index.php?p=1197

Accommodations

Oct. 10-11 Seminar

Courtyard by Marriott • Wausau
1000 S. 22nd Avenue
Wausau • 715.849.2124
Hotel Rates: All Rooms \$109.00
Cut-off Date for Hotel Rooms: Sept. 27

Oct. 31-Nov. 1 Seminar

Sheraton Madison Hotel • Madison
706 John Nolen Drive
Madison, WI • 608.251.2300
Hotel Rates: Double and King \$109.00 /\$129.00
Cut-off Date for Hotel Rooms: Sept. 30

Attending?


- Let Joyce know which session prior to the prior to the hotel cut-off date
- Let Joyce know if attending one day or two-days



2013 FALL REGIONAL MEETINGS

FORWARD TOGETHER: PUBLIC SCHOOLS LEADING THE WAY

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



Region 4	October 16	29 Pines	Eau Claire
6 PM – Registration/Networking	6:30 PM – Dinner	7:30-9:00 PM – Program	

6 PM Registration/Networking

6:30 PM Dinner

7:30 – 9 PM Program

Regional Director’s Welcome

Member Recognition Awards

Elections (select Regions)

Feature Presentation

Legislative Update

What do Employees Want?

Use Wellness Programs to Increase Student Achievement

Local School District Presentations (will vary by Region)

Executive Director’s Report

Boards Goals:

1. Understand that conversations build relationships, relationships build trust, and trust builds student achievement. So create opportunities for more conversations.

Suggested: As per the Strategic Plan, create opportunities for more conversations.

2. Beginning in 2014-2015, every student will read at grade level by the end of 3rd grade.

3. Beginning in 2015-2016, at least 90% of students at each grade level will meet or exceed proficiency benchmarks in all subjects areas on the State assessments.

4. Beginning in 2016-2017, at least 80% of each class will have taken the ACT and achieved an average composite score of 25.

Suggestions/Discussion for 2-3:

- "exceed state average" rather than specifying a number.
- Are percentages realistic? Connie will check data
- What date does the new law (ACT) go into effect?

Altoona's Report Card- Tier 1 Trends

	Reading- AMO 40.3				
Grade	2008-9	2009-10	2010-11	2011-12	2012-13
3	43.8	40.6	35.4	46.1	45.1
4	43.6	39.8	45	36.7	42.7
5	33.3	40.4	47.6	36.2	34.1*
6	35.6	36	44.2	41.1	38.7*
7	48.6	44.3	38.3	51.1	53.3
8	29.5	47.4	47.1	29.1*	51.5
10	41.4	44.7	43.9*	55	36.6*

	Math- AMO 52.9				
Grade	2008-9	2009-10	2010-11	2011-12	2012-13
3	56.3	59.4	43	66.3	66.7
4	47.5	69.3	56	65.8	65.2
5	44.1	51.5	61.9	45.7	47.6*
6	42.3	37.8	46.3	44.4	34.6**
7	48.6	52.4	41.7	41.5	58.7
8	34.8	54.3	50	41.7*	46.5*
10	39.4	39.4	48.2*	51.4	43*

Hi Connie,

This morning I conducted a walk through at your Elementary and Middle Schools and wanted to report on my observations. I noticed a lot of bright colored furniture and décor which is great. I also noticed a lot more 5-bulb floor lamps in the classrooms, most with incandescent bulbs (ancient, inefficient technology), which isn't great for your operating costs. I also noticed more and more refrigerators being brought from home, and what's worse is that some teachers are coming back already and plugging them in a full month before school starts.

Especially in a time of tight budgets, the wasteful spending on electricity for unnecessary classroom appliances should be one of the first places to tighten up. Teachers that push back at this initiative don't have a leg to stand on because no other school districts that I work with or have worked with in the past (including Augusta, Arcadia, Chetek, Durand, Eau Claire, Elk Mound, Gilman, Menomonie, New Richmond, St Croix Falls) allow classroom appliances. Greg and I have worked very hard the last 3 years to reduce energy use and costs at Altoona Schools and I would hate to see energy use go up because of unnecessary practices.

I strongly recommend that Altoona Schools adopt an energy policy which doesn't allow floor lamps and appliances in the classrooms. An energy policy is also the best way to standardize heating and cooling setpoints. If staff knows that the heat will be set at 70 degrees and cooling will be set at 75 degrees (or whatever setpoints you decide on), they will dress accordingly and the number of complaints or requests to change the temperature that Greg has to deal with goes down. I have attached an Energy Policy template for you to consider. I would be happy to sit down with you and Greg to go through it in detail if you like. Please let me know. Thanks.

Todd Wanous, CEM

CESA 10-Energy Manager

[715-720-2143](tel:715-720-2143)

The School Board has established energy conservation as a priority of the Altoona School District. The Board recognizes that sustainable energy consumption and education about energy conservation are in the best interest of society, as well as our local community.

The energy conservation program in the Altoona School District shall be organized to provide comprehensive energy operation guidelines, practices, and procedures that minimize the use of all forms of energy and natural resources in the District's facilities. In addition, educational initiatives shall foster an awareness of energy consumption and an appreciation for energy conservation.

It shall be the responsibility of each District employee and student to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state, federal, and local guidelines. The Superintendent, or his/her designee, shall implement, direct, monitor, evaluate, and report District energy conservation efforts to the School Board.

ADOPTED: 12/17/12

Energy Use and Conservation Guidelines:

Education

- Staff and Students will be provided with on-going education regarding energy saving measures.
- Curricular material and presentation should contain relevant and practical information and instruction relating to energy conservation.

Professional Development

- All staff will receive training on energy conservation.
- All staff will contribute to energy efficiency in the District.

Heating and Air Conditioning

- General Temperatures:
 - Cooling season occupied temperature: 75°F - 78°F
 - Heating season occupied temperature: 68°F - 71°F
 - Cooling season unoccupied temperature: HVAC off
 - Heating season unoccupied temperature: 60°F
- Auditorium Temperatures:
 - Auditorium thermostats will be set at 68°F for heating and 74°F for cooling during occupied times. During unoccupied times, heating will be set at 60°F and cooling will not occur.
- Public Areas Temperatures:
 - Vestibules with separate thermostats shall be set at 60°F during the heating season
 - Locker rooms will be heated at a minimum of 70°F.
 - Food service occupancies, mechanical/electrical rooms, unoccupied storage spaces, vehicle service and storage buildings, industrial/shop occupancies, utility buildings and similar areas will not be air conditioned.
- Operating schedules for heating and cooling:
 - During the heating season, the equipment will be started one hour before classes begin, to allow adequate time to heat the building to the requisite temperatures.
 - During the cooling season, the equipment will be started two to three hours before classes begin, to allow adequate time to cool the building to the requisite temperatures.
 - During the unoccupied summer months, only the air handling equipment will be operated for maintenance. The scheduled time to run will be during the off peak rate hours.
 - Classroom doors will be kept closed for energy efficiency as much as possible.

- Energy Conservation
 - Window blinds will be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.
 - Window blinds will be closed at the end of the school day during the heating season.
 - Windows will be kept closed if the air conditioning or heating systems are in operation.
 - Staff will not obstruct ventilation ducts or return grilles with books, charts, furniture, plants, or any other objects or materials.
 - New equipment purchases will be energy efficient models that are Energy Star rated.
 - The use of portable electric heaters or any other auxiliary heating devices will only be permitted by approval of buildings and grounds supervisor.
 - Any classroom refrigerators will be cleaned out and unplugged before leaving for the summer. Continued use of classroom refrigerators will be evaluated based on adherence and proper use.

Lighting

- Lighting schedules will be optimized to reduce usage.
- Classroom lights will be turned off when the last person exits the room.
- Custodians will turn on lights only in the areas in which they are working.
- Classroom lighting levels will be maintained at state code levels (30-50 foot candles).
- Gym lighting will be adjusted to state code levels for classes. Lighting levels for events and practices can be adjusted to a higher foot candle level as needed.
- District will identify energy saving lighting projects.

Food Service

- Run time of equipment will be kept to a minimum.
- Exhaust fans will run only when necessary.
- Energy saving equipment will be utilized whenever possible.

Computer and Office Machines

- All office and classroom equipment/machines (smart boards, copy machines, laminating equipment, etc.) will be turned off at the end of the day. Fax machines will remain on.
- Computers, monitors, printers, and other related equipment will be turned off at the end of the day.
- All new computers, computer peripherals, and office equipment that are purchased by the District should be Energy Star rated.

Building Improvements

- Building air leaks will be identified and sealed with caulking, energy efficient seals and/or insulation.
- The buildings and grounds supervisor will be responsible for the development and implementation of long-range projects.

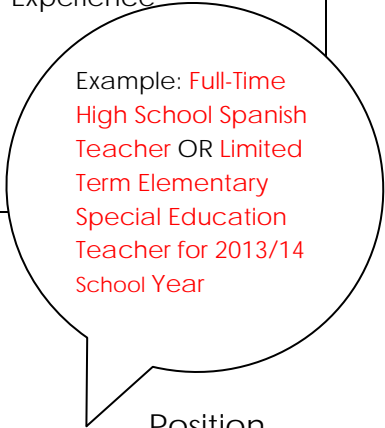
Other

- The domestic hot water temperature will be set no higher than 120°F. Food service operations required higher temperature levels by code will use booster units or dedicated water heaters when possible.
- Requests for exemption and questions regarding set point temperatures that are considered to be too hot or too cold must be addressed in writing to the buildings and grounds supervisor at which time he/she will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the buildings and grounds supervisor will make the determination as to what action, if any, will be taken. The appeal process will follow the normal chain of command.
- The buildings and grounds supervisor may adjust set points to provide the best overall performance of the heating and cooling systems.
- Vending machines will be Energy Star rated, whenever possible.
- Vending companies will be required to install vending misers, as available, on drink machines in the district.
- Disposal of personal appliances including but not limited to refrigerators and microwaves is the responsibility of the staff member.

APPROVED: 12/17/12

EMPLOYMENT RECOMMENDATIONS - REQUIRED ELEMENTS:

Position:	About the Interviews:	About the Candidate:
<ul style="list-style-type: none"> Position Title 	<ul style="list-style-type: none"> Names of interview team 	<ul style="list-style-type: none"> Degree(s)
<ul style="list-style-type: none"> Include Full-Time or FTE if Part-Time 	<ul style="list-style-type: none"> Interview date 	<ul style="list-style-type: none"> Experience
<ul style="list-style-type: none"> If limited term, specify term (1- or 2-year, etc.) 	<ul style="list-style-type: none"> How many interviewed 	
	<ul style="list-style-type: none"> Size of applicant pool 	



SAMPLE LETTER:

RE: Employment Recommendation to Fill _____ Position

The interview team of _____ is pleased to recommend the employment of _____ to fill _____ position beginning _____ (in the 2013/14 school year OR on specific date (if after school start date) OR in the 2013/14 for a limited term of one-year, etc.)

From an applicant pool of ____ candidates, _____ was one of ____ interviewed on _____.

(About the candidate – degrees, experience, etc.)

(Include information about the position if new or changed)

Date: August 2, 2013
To: District Administrators
From: Mike Thompson, PhD, Deputy State Superintendent
Subject: 2013-15 Biennial Budget Implementation Update

As you are aware, Governor Walker signed 2013 Wisconsin Act 20, the 2013-15 biennial budget bill, into law on June 30, 2013. I want to provide you with an update on the implementation of several key education-related initiatives contained in the budget. For a complete summary of the budget bill's impact on K-12 education, please refer to [DPI's full summary of Act 20](#).

COMMON CORE STATE STANDARDS

As part of Act 20, the Legislature and Governor directed a review of Wisconsin's new standards, but supported continuing implementation of the Common Core State Standards (CCSS) in English Language Arts and Mathematics and fully funded the accompanying assessments that will measure mastery of the CCSS. Specifically, Act 20 directs DPI to do the following:

- Provide a written evaluation of the CCSS to the: (a) Governor; (b) Speaker of the Assembly and President of Senate; and (c) chairperson of a CCSS legislative study committee if one is convened, by September 1, 2013;
- Work with the Legislative Fiscal Bureau to estimate the fiscal impact of the CCSS by September 1, 2013;
- Participate as a member of a legislative study committee to study issues relating to CCSS or other standards, if one is convened;
- Hold at least three public meetings and takes public testimony regarding the adoption of educational standards; and
- By July 1, 2014, adopt educational standards that meet national and international benchmarks for college and career readiness standards, are aligned with postsecondary educational expectations, and fulfill the requirements necessary for the state to receive a waiver under 20 USC 7861 [Elementary and Secondary Education Act].

As a result, **no part of this budget provision affects local implementation of the CCSS or a local district's preparation for the change to CCSS-aligned assessments in 2014-15.** DPI looks forward to the opportunity presented by Act 20 to work with students, parents, educators, business leaders, elected officials, and the public around the Common Core and our efforts in support of higher, more rigorous standards. For questions about implementation of the CCSS, please visit our [DPI District Implementation Center](#) webpage for local implementation resources.

STATEWIDE STUDENT INFORMATION SYSTEM

Act 20 eliminated the existing statutory requirement for a statewide student information system (SSIS) that had been enacted as part of 2011 Act 32, the 2011-13 biennial budget bill, and eliminated the \$13.9 million in funding that the DPI and Governor had proposed to fund the requirements of the law. In its place, the Legislature allocated \$7,100,000 GPR in FY14 and requires DPI to develop a proposal for a multi-vendor student information system for the standardized collection of pupil data. DPI must submit any new proposal to the Joint Committee on Finance (JCF) for its approval, disapproval, or modification, and the JCF must authorize the release of any funds.

A modernized student information and data collection system is critical to the success and timely implementation of many key educational initiatives. DPI is in the process of exploring next steps and alternatives to the SSIS, based on the new language adopted by the Legislature. DPI will keep you apprised as the process moves forward, and updates will be posted to [DPI's SSIS webpage](#) as they develop.

STATEWIDE PRIVATE SCHOOL VOUCHER EXPANSION

The budget expanded the private school voucher program to all school districts statewide. It specified that no more than 500 FTE pupils in 2013-14 and 1,000 FTE pupils in 2014-15 and in each year thereafter outside of Milwaukee Public Schools and Racine Unified School District would be able to attend the voucher program. A pupil's total family income cannot exceed 185% of the federal poverty level to be eligible for the program, and no more than 1% of the pupil membership of a newly eligible district could attend a participating voucher school.

The department is working diligently to get the statewide program up and running for the 2013-14 school year, as directed by law. For the most up-to-date information on program requirements, dates, and timelines, please visit the [statewide voucher webpage](#).

COURSE OPTIONS

Act 20 made significant changes to part-time open enrollment, now renamed "Course Options." Among other changes, Course Options is now open to students in all grades and allows pupils to take courses offered by an "educational institution," including a nonresident school district, UW System, technical college, nonprofit institution of higher learning, tribal college, charter school (including a "2r" charter school), and nonprofit organization approved by the department. The resident school district is required to pay the cost of the course to the educational institution, but requires DPI to determine the manner of calculating the cost of the course and prohibits the educational institution from charging a pupil or the pupil's school district any additional payment for attending the course.

DPI is currently working to develop guidance around the implementation of this new program, which will be available to districts and families in the near future.

EDUCATOR EFFECTIVENESS

The budget fulfilled the DPI's request for resources to implement the state's educator effectiveness evaluation system. Funding includes grants to school districts and independent (2r) charter schools to fully support the development and implementation of the Wisconsin educator effectiveness system (or an equivalency process developed by administrative rule), including training, Teachscape licenses, regional support, and technical assistance.

Statewide piloting and implementation of the educator effectiveness system is ongoing. Please visit DPI's [Educator Effectiveness website](#) for more information.

EXPANDED PALS ASSESSMENT OF READING READINESS

The budget provides funds to phase in the PALS reading assessment program by adding pupils in grades 4K through 2 over the biennium (as recommended by the Read to Lead Task Force). In the 2013-14 school year, 4K, 5K, and first grade students will participate in the reading assessment program. Second graders will be added in the 2014-15 school year. In addition, the budget requires that, in 2014-15, the department pilot an oral vocabulary assessment for second grade pupils. Additional information can be found on the [PALS website](#).

NEXT GENERATION ASSESSMENTS/ACT SUITE

The budget provides resources to: a) fund the final year of the Wisconsin Knowledge and Concepts Examinations (WKCE) in 2013-14; b) administer the new Smarter Balanced and Dynamic Learning assessment systems in 2014-15; c) continue the science and social studies portions of the WKCE in 2014-15; and d) implement the full ACT suite for high school pupils statewide, including Explore (9th grade), Plan (10th grade), ACT college entrance exam and WorkKeys (11th grade) in 2014-15. Additional information about student assessments can be found via [DPI's Office of Student Assessment](#).

ACADEMIC AND CAREER PLANS

Academic and Career Plans (ACPs), also known as individual learning plans or individual graduation plans, are student-driven tools that help students create programs of study that are aligned with high school graduation requirements, personal interests, and individually-defined career goals. An ACP can refer to both a process that helps students engage in career development activities and a product (document/portfolio) that is created and maintained for the student's academic, career, and personal advancement.

Act 20 requires that, beginning in the 2017-18 school year, every school board provide ACP services to all district pupils in grades 6 to 12. The budget allocates \$1,100,000 GPR in 2014-15 to DPI to implement academic and career planning services and requires DPI to procure, install, and maintain information technology, including computer

District Administrators

Page 4 of 4

August 2, 2013

software, to be used statewide by school districts to provide ACP services, and requires DPI to provide guidance, training, and technical assistance to school districts and staff, including teachers and counselors, on how to implement model ACPs. In partnership with a variety of stakeholders, the department has begun working on guidance around the implementation of ACPs, with much work to be done in coming years. We look forward to working with you to ensure the success of this critical new endeavor.

WISEDASH

The budget provides resources for the department to continue development and maintenance of the longitudinal data system (LDS) and WISEdash, the department's data warehouse and reporting systems to meet the needs of education decision makers at both the state and local level as well as federal and state reporting requirements. The LDS is comprised of a comprehensive data warehouse storing pupil and school data from a variety of sources, including reporting tools to access the data and for users to use for reporting and analysis. WISEdash is the department's business intelligence tool. The goal of WISEdash is to increase access to education data - and, in doing so, enable more data-informed decisions - by providing access to an unprecedented number of reports on a variety of topics. The statewide rollout of WISEdash is continuing in 2013, and additional information can be found on the [WISEdash homepage](#).

Act 20 includes several new challenges and opportunities that must be addressed, but also invests substantially in many of the core educational reforms that we have worked together to put in place over the past several years. Thank you for your continued work on behalf of Wisconsin's students, and we look forward to continuing to work with you as we implement the requirements of the new budget bill. If you have further questions on these budget items, please contact me.

MT/mjc



School District of Altoona

1903 Bartlett Avenue Altoona, WI 54720
715-839-6032 715-839-6066 FAX

Dr. Connie M. Biedron, Superintendent

www.altoona.k12.wi.us

August 14, 2013

Dear City Council Members,

Over the course of this past school year the district staff has worked with Officer James to improve the safety conditions around and at the School District of Altoona. The major concerns addressed were the drop off and pick up areas around the elementary school and the lack of consistent signage around the buildings.

In an effort to improve safety for students, buses, parents and community members, the drop off and pick up points for the Elementary and Intermediate School will be changed from Third Street to Bartlett Avenue, in front of the Elementary and Middle Schools, for the 2013-2014 school year. This change will improve safety for students, parents and community members as well as create more off street parking for staff and visitors. Elementary and Intermediate students will be dismissed at 3:30pm from doors E3, E11 and M1. Non-bus riders will be dismissed from the playground. In conversations with Officer James and Student Transit representatives, we have determined that the best signage to offer consistency to parents and safety for all would be the following.

No parking signs will be posted on Bartlett Avenue from the northwest side of the playground fence-east side of Pedersen Elementary to the end of the Middle School building or west side of building near 6th Street West. Green Student Drop-Off and Pick-Up Signs will be placed in front (north side) of the playground and from 6th Street West to 7th Street West on Middle School side. Cones will be placed and identified as a No Parking zone from 4th Street West heading east to the play-ground fence area for safety reasons and crossing of students.

We will have the Pedersen Elementary buses travel north onto 4th Street west requesting that the entire 500 block of 4th Street west be a No Parking zone, again for safety reasons and a clean exit for the buses. There is a worry about the traffic congestion at 3rd Street west and Bartlett Avenue. This would allow the buses to depart without issue. Adult crossing guards would stop traffic when the buses are ready to depart after school just like the present Middle School procedure.

We would like to request that the entire 4th Street west be marked at the east-west intersections north to Spooner Avenue with stop signs. This would assist in a critical incident having multiple lanes for emergency vehicles to travel on. (4th Street West and 6th Street West) There have been several complaints of speeding traffic on Garfield Avenue and this would assist and create a safer route to come and go from school. We would request that No Parking signs from here to corner at the 1700 block of Garfield Avenue be placed mid-block and go west to intersection for safe turning of buses upon departure from the school.

If these ideas would not work we would have to look at making the entire south side of Bartlett Avenue from 3rd Street West to 7th Street west a complete No Parking zone and that will create even further traffic and safety issues for parents within our school district and community.

We have funds from a "Safe Routes to Schools" grant that should cover most if not all of the costs for the signs. I hope you will consider these requests for the safety of our children and community members.

Sincerely,

Connie Biedron,
Superintendent

Fd	T	Loc	Obj	Func	Func	2013-14		2013-14	Unexpended	
						Original Budget	Revised Budget	FY Activity	Balance	
10	E	---	---	11	---	UNDIFF CURRICULUM	3,725,556.00	3,725,556.00	42,790.29	3,682,765.71
10	E	---	---	12	---	REGULAR CURRICULUM	3,962,152.00	3,962,152.00	37,178.59	3,924,973.41
10	E	---	---	13	---	VOCATIONAL CURRICULUM	364,225.00	364,225.00	1,607.05	362,617.95
10	E	---	---	14	---	PHYSICAL CURRICULUM	375,122.00	375,122.00	1,062.77	374,059.23
10	E	---	---	16	---	CO-CURRICULAR ACTIVITIES	213,214.00	213,214.00	23,681.57	189,532.43
10	E	---	---	17	---	SPECIAL NEEDS	86,595.00	86,595.00	2,928.59	83,666.41
10	E	---	---	21	---	PUPIL SERVICES	504,434.00	504,434.00	16,589.98	487,844.02
10	E	---	---	22	---	INSTRUCTIONAL STAFF SERVICES	1,005,950.00	1,005,950.00	66,879.65	939,070.35
10	E	---	---	23	---	GENERAL ADMINISTRATION	368,524.00	368,524.00	43,502.59	325,021.41
10	E	---	---	24	---	SCHOOL BUILDING ADMINISTRATION	756,490.00	756,490.00	48,240.13	708,249.87
10	E	---	---	25	---	BUSINESS ADMINISTRATION	2,499,788.00	2,499,788.00	254,547.81	2,245,240.19
10	E	---	---	26	---	CENTRAL SERVICES	71,680.00	71,680.00	2,592.32	69,087.68
10	E	---	---	27	---	INSURANCE/DISTRICT	161,750.00	161,750.00	9,476.25	152,273.75
10	E	---	---	28	---	DEBT SERVICES - SHORT TERM	50,300.00	50,300.00	2,661.11	47,638.89
10	E	---	---	29	---	OTHER SUPPORT SERVICES	12,914.00	12,914.00	1,500.00	11,414.00
10	E	---	---	41	---	INTERFUND TRANSFERS	1,370,032.00	1,370,032.00		1,370,032.00
10	E	---	---	43	---	GENERAL TUITION PAYMENTS	1,120,978.00	1,120,978.00		1,120,978.00
10	-	---	---	-----	---	GENERAL	16,649,704.00	16,649,704.00	555,238.70	16,094,465.30
21	E	---	---	11	---	UNDIFF CURRICULUM	275.00	275.00		275.00
21	E	---	---	12	---	REGULAR CURRICULUM	1,217.00	1,217.00		1,217.00
21	E	---	---	16	---	CO-CURRICULAR ACTIVITIES	210.00	210.00		210.00
21	E	---	---	21	---	PUPIL SERVICES	7,790.00	7,790.00		7,790.00
21	E	---	---	22	---	INSTRUCTIONAL STAFF SERVICES	2,101.00	2,101.00		2,101.00
21	E	---	---	26	---	CENTRAL SERVICES	268.00	268.00		268.00
21	-	---	---	-----	---	SPECIAL REVENUE TRUST FUND	11,861.00	11,861.00		11,861.00
27	E	---	---	15	---	SPECIAL ED CURRICULUM	1,934,276.00	1,934,276.00	11,904.60	1,922,371.40
27	E	---	---	21	---	PUPIL SERVICES	253,761.00	253,761.00	3,025.07	250,735.93
27	E	---	---	22	---	INSTRUCTIONAL STAFF SERVICES	125,128.00	125,128.00	10,011.03	115,116.97
27	E	---	---	25	---	BUSINESS ADMINISTRATION	38,400.00	38,400.00	42.00	38,358.00
27	E	---	---	43	---	GENERAL TUITION PAYMENTS	80,138.00	80,138.00	13,884.75	66,253.25
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	2,431,703.00	2,431,703.00	38,867.45	2,392,835.55
39	E	---	---	28	---	DEBT SERVICES - SHORT TERM	279,991.00	279,991.00		279,991.00
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT SERV	279,991.00	279,991.00		279,991.00
50	E	---	---	25	---	BUSINESS ADMINISTRATION	605,623.00	605,623.00	11,121.26	594,501.74
50	E	---	---	27	---	INSURANCE/DISTRICT	12,100.00	12,100.00		12,100.00
50	-	---	---	-----	---	FOOD SERVICE	617,723.00	617,723.00	11,121.26	606,601.74
73	E	---	---	42	---	Fiduciary Fund Expenditures	250,000.00	250,000.00		250,000.00
73	-	---	---	-----	---	Employee Benefit Trust Fund	250,000.00	250,000.00		250,000.00
80	E	---	---	12	---	REGULAR CURRICULUM	690.00	690.00		690.00
80	E	---	---	16	---	CO-CURRICULAR ACTIVITIES	45,149.00	45,149.00		45,149.00
80	E	---	---	25	---	BUSINESS ADMINISTRATION	3,406.00	3,406.00		3,406.00
80	E	---	---	31	---	COMMUNITY SERVICE	13,452.00	13,452.00		13,452.00
80	-	---	---	-----	---	COMMUNITY SERVICE	62,697.00	62,697.00		62,697.00
Grand Expense Total							20,303,679.00	20,303,679.00	605,227.41	19,698,451.59

Number of Accounts: 1547

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

Fd	T	Loc	Obj	Fu	Src	2013-14		2013-14	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	R	800	21-	--	TAXES	4,735,283.00	4,735,283.00	2,309.86	4,732,973.14
10	R	800	26-	--	NON-CAPITAL SALES	200.00	200.00	2,285.90	-2,085.90
10	R	800	27-	--	SCHOOL ACTIVITY-INCOME	29,290.00	29,290.00	150.00	29,140.00
10	R	800	28-	--	INTEREST ON INVESTMENT	1,500.00	1,500.00	148.22	1,351.78
10	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	99,230.00	99,230.00	7,995.00	91,235.00
10	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	1,000,000.00	1,000,000.00		1,000,000.00
10	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES	45,500.00	45,500.00		45,500.00
10	R	800	61-	--	STATE AID-CATEGORICAL	66,000.00	66,000.00		66,000.00
10	R	800	62-	--	STATE AID-GENERAL	10,512,362.00	10,512,362.00		10,512,362.00
10	R	800	65-	--	SAGE GRANT	400,000.00	400,000.00		400,000.00
10	R	800	69-	--	OTHER REVENUE - STATE SOURCES	15,575.00	15,575.00		15,575.00
10	R	800	75-	--	TITLE I	336,157.00	336,157.00		336,157.00
10	R	800	96-	--	ADJUSTMENTS	12,000.00	12,000.00		12,000.00
10	R	800	97-	--	REFUND OF DISBURSEMENT	10,000.00	10,000.00	716.64	9,283.36
10	R	800	99-	--	Other Miscellaneous Revenue	500.00	500.00		500.00
10	R	---	---	--	Revenue	17,263,597.00	17,263,597.00	13,605.62	17,249,991.38
10	-	---	---	--	GENERAL	17,263,597.00	17,263,597.00	13,605.62	17,249,991.38
27	R	800	11-	--	OPERATING TRANSFERS-IN	1,370,032.00	1,370,032.00		1,370,032.00
27	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	37,650.00	37,650.00		37,650.00
27	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES	110,000.00	110,000.00		110,000.00
27	R	800	58-	--	MEDICAL SERVICE REIMBURSEMENTS	84,334.00	84,334.00		84,334.00
27	R	800	61-	--	STATE AID-CATEGORICAL	460,000.00	460,000.00		460,000.00
27	R	800	73-	--	SPECIAL PROJECTS GRANTS	369,104.00	369,104.00		369,104.00
27	R	---	---	--	Revenue	2,431,120.00	2,431,120.00		2,431,120.00
27	-	---	---	--	SPECIAL EDUCATION FUND	2,431,120.00	2,431,120.00		2,431,120.00
39	R	800	21-	--	TAXES	299,200.00	299,200.00		299,200.00
39	R	800	28-	--	INTEREST ON INVESTMENT			0.02	-0.02
39	R	---	---	--	Revenue	299,200.00	299,200.00	0.02	299,199.98
39	-	---	---	--	REFERENDUM APPROVED DEBT SERV	299,200.00	299,200.00	0.02	299,199.98
50	R	800	25-	--	FOOD SERVICE SALES	270,800.00	270,800.00	50.00	270,750.00
50	R	800	28-	--	INTEREST ON INVESTMENT	180.00	180.00		180.00
50	R	800	61-	--	STATE AID-CATEGORICAL	17,000.00	17,000.00		17,000.00
50	R	800	71-	--	FEDERAL AID-CATEGORICAL	328,000.00	328,000.00		328,000.00
50	R	800	73-	--	SPECIAL PROJECTS GRANTS	2,000.00	2,000.00		2,000.00
50	R	---	---	--	Revenue	617,980.00	617,980.00	50.00	617,930.00
50	-	---	---	--	FOOD SERVICE	617,980.00	617,980.00	50.00	617,930.00
73	R	800	28-	--	INTEREST ON INVESTMENT	1,000.00	1,000.00	498.40	501.60
73	R	800	95-	--	Contributions to Emp Benefits	250,000.00	250,000.00		250,000.00
73	R	---	---	--	Revenue	251,000.00	251,000.00	498.40	250,501.60
73	-	---	---	--	Employee Benefit Trust Fund	251,000.00	251,000.00	498.40	250,501.60
80	R	800	21-	--	TAXES	50,000.00	50,000.00		50,000.00
80	R	---	---	--	Revenue	50,000.00	50,000.00		50,000.00
80	-	---	---	--	COMMUNITY SERVICE	50,000.00	50,000.00		50,000.00
Grand Revenue T						20,912,897.00	20,912,897.00	14,154.04	20,898,742.96

Number of Accounts: 54

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

Cost Accounting Software and Hardware Recommendation
August 19, 2013

About the Project:

This project entails the installation of user keypad (or keyfob reader) on copiers for the purpose of tracking use and the resulting costs

- Expected return on investment: 2-4 years
- Installation will occur before school begins

We are currently in year 4- of a 5-year contract with EO Johnson for copying and printing services. Because of this current contract status, they are uniquely able to integrate the accounting system with the equipment that we currently have deployed, and roll the cost into the contract making the monthly payments manageable.

<u>Options</u>	<u>Bid Amount</u>	<u>Recommendation</u>
EO Johnson Option 1	\$19,072 (\$920/month)	
EO Johnson Option 2	\$22,237.00 (\$1,071/month)	X

On-going yearly cost after the remainder of our current contract is minimal (\$2,115/year).



economize. optimize.™

Prepared for:
Altoona Schools
Attn: Mark Schepke

Uniflow Business Edition **Price:**

Includes:

- **250 Concurrent Users**
- **Internet Gateway**
- **Statistics Module**
- **Secure Public Printing (Mobile Printing)**
- **1 year Software Assurance**
- **Installation and Training**

Copy Cost Accounting:

(Touch Panel integration for Canon & HP)

- **Canon MEAP Embedded License (2 machines)**
- **Ricoh (Numeric Keypad & microMIND) w/ cable (13 machines)**

OPTION 1: TOTAL FOR COPY COST ACCOUNTING	\$19,072
LEASE RATE CONCURRENT W/ MPS (Approx. 22 months):	\$920/month

Per Printer Secure Print Release (HID):

- **Canon w/ MiCard Plus (2 machines)**
- **Ricoh w/ MiCard Plus & microMind w/ cable (13 machines)**

OPTION 2: TOTAL FOR COPY COST ACCOUNTING & HID	\$22,237
LEASE RATE CONCURRENT W/ MPS (Approx. 22 months):	\$1,071/month

ADDITIONAL YEARLY SOFTWARE ASSURANCE	\$2,115/year
---	---------------------

Submitted by,

Maria Paulus
Solution Sales Specialist

Quotation Accepted
Authorized Agent

By: _____
Title: _____

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School District of Altoona



Let "life-long learning;" the "emotional well-being of our students;" and "large school opportunities with a small school approach " define us.

Draft
Draft

Adopted:

Support Staff Handbook

Effective: August 2013 for Food Service Employees and Other Nonunion/Non-Contracted Support Staff
Effective: July 2014 for Custodial/Maintenance and Clerical/Aides Employees

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OUR VISION

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.

OUR MISSION

We strongly believe 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.

Adopted: July 2, 2012
Amended: July 15, 2013

INTRODUCTION

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WELCOME

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We are pleased to have you as support staff in the School District of Altoona. The five members of the Altoona School Board believe that every employee makes a contribution to the success of every student. The skills and commitment each support staff brings to his/her job makes an important contribution to our vision and mission as we work in partnership to build a foundation for life-long learning and the emotional well-being of our students from 4-year-old kindergarten through twelfth grade.

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The Superintendent is delegated with the responsibility for overall administration of the schools and implementation of Board policies.

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It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein. Any section in the handbook that is governed by a Board policy will note the policy number for easy access.

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This *Support Staff Handbook* has been written to provide information and guidance. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that support staff may have questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to your building principal or supervisor.

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For purposes of this handbook, the category Support Staff includes foodservice employees, clerical and aide employees, custodial and maintenance employees, crossing guards, playground and lunchroom aides, and other nonunion/non-contracted support staff who may be added to the work force on a permanent, temporary or seasonal basis.

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We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

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DISCLAIMER

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This *Support Staff Handbook* has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the district's employees are employed at will and employment is not for any definite period, unless otherwise provided by individual contract.

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Violations of the terms of the *Support Staff Handbook*, policies, regulations, or guidelines may result in disciplinary action up to and including termination of employment (see Grievance Procedure - Policy 527).

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The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District. This *Support Staff Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal, written or established by past practice.

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This Handbook is not all-inclusive of the information for which staff members are responsible for knowing and following.

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EMPLOYMENT POLICIES

THE ROLE OF THE MANAGEMENT

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Employer reserves any and all management rights regarding employee's employment status.

General Guidelines: The role of management includes, but is not limited to, the right to:

- A. Manage and direct employees;**
- B. Hire, promote, schedule, transfer and assign employees;**
- C. Layoff and recall employees;**
- D. Discharge employees or take disciplinary action;**
- E. Schedule overtime as required;**
- F. Develop job descriptions;**
- G. Assign work duties;**
- H. Introduce new or improved methods or facilities or change existing methods or facilities;**
- I. Contract out for goods and services;**
- J. Discontinue certain operations; and**
- K. Direct all operations of the School District of Altoona,**

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HARASSMENT

The School District of Altoona is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, and will take necessary and appropriate action to eliminate it.

As noted in Policy 512, "Harassment" is defined as behavior toward an individual based, in whole or in part, on a person's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital status, sexual orientation, disability, age or other protected status which has the purpose or effect of: (1) creating an intimidating, hostile or offensive work or learning environment; (2) interfering with a person's work or educational performance; or (3) otherwise adversely affecting a person's employment opportunities. Unlawful harassment can occur as a result of a single incident or a pattern of behavior and includes conduct that takes place off the job that relates to the work environment. It may occur from student to student, student to staff, staff to student, staff to staff, members of the public to student or staff, male to female, male to male, female to male, or female to female.

Any individual who believes he/she has been subjected to unlawful harassment by any other person should report the incident immediately via the Employee Harassment Form (512-Exhibit) to their building principal or immediate supervisor unless the principal or supervisor is the subject of the complaint, in which case it must be delivered to the Superintendent. It is the intent of the District to establish an atmosphere where complaints are timely investigated and any allegation of harassment is appropriately addressed.

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

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COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Support staff should follow Policy 521.1 – Staff Communications and Lines of Responsibility, which is illustrated in the Lines of Responsibility and Communications flow chart (521.1-Exhibit), when offering a suggestion or comment.

CONFLICT OF INTEREST AND ETHICAL STANDARDS

Support staff are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, staff members are expected to perform their duties in a manner free from conflict of interest pursuant to §19.59 and § 946.13 Wisconsin Stats.

DRUG-FREE WORKPLACE

The District seeks to provide a safe, drug and tobacco-free workplace for all of its employees. The manufacture, distribution, dispensation, possession, or use of tobacco, alcohol, inhalants, controlled substances, substances represented to be such (i.e. fake or look-alike substances), or unauthorized prescription medication, is prohibited on school premises, in school vehicles, or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, be under the influence of, or distribute any illegal drug, unauthorized prescription medication or alcoholic beverage as defined in Wisconsin Statutes while on school premises, during working hours or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illegal drug, unauthorized prescription medication or alcoholic beverage on school premises, during working hours or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction 41 U.S.C. 702(a) (1) E).

After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall (1) take appropriate personnel action against the employee, up to and including termination of employment, and/or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The Board of Education does not discriminate in the employment of any qualified staff on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in §111.32, Wis. Stats.), sexual orientation, national origin, ancestry,

arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices.

In accordance with the Americans with Disabilities Act (ADA), the District will reasonably accommodate qualified individuals with a disability so that the individual can perform the essential functions of his/her job.

IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. If an employee has a change in any of the following information, the employee is expected to contact the Payroll Office as soon as possible:

1. Legal name
2. Home address
3. Telephone number
4. Emergency contact
5. Marital status
6. Change of beneficiary
7. Exemptions (W-4 Tax Form)

Any access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of employees and grant access to inspect or review those records as provided for in §103.13 Wis. Stats.

If there is any disagreement with the content or information contained in an employee's personnel record, the employee may request that a correction be made to the information in question or to have the content in question removed from the file. However, the administration retains full discretion to grant or deny such request or removal.

POLITICAL ACTIVITIES OF STAFF

Because political activities may be disruptive, divisive, and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings, in school buses and vehicles, and at all school sponsored activities unless part of a Board approved curriculum.

Definition of Political Activities: Political activities include partisan and non-partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall

outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer’s mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

EMPLOYMENT CONDITIONS

EXPECTATIONS

Attendance

The District expects support staff to make every effort to be present for work. All support staff are expected to adhere to their assigned schedule. In order for the District to operate effectively, support staff are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the support staff has received approved leave. Breaks and meal periods may only be taken during times designated by the support staff's building principal/supervisor and as further specified in other parts of this *Support Staff Handbook*. Any deviation from assigned hours must have prior approval from the support staff's building principal/supervisor.

Support staff that are unable to report to work shall follow the procedures for reporting his/her absence and obtaining a substitute, if required. Any time spent not working during a support staff's scheduled day must be accounted for in Employee Access. The District monitors attendance and absence patterns. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment depending upon the circumstances.

Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each support staff employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The support staff shall immediately notify their building principal or supervisor according to the District's reporting procedure for Student Abuse or Neglect.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

Confidentiality

Wisconsin Statutes 118.125 and 118.126 outline the confidentiality of all student records including behavioral, health, and academic records. The District interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Failure to maintain the confidentiality of student records may result in discipline, up to and include discharge.

Copyright

A variety of machines and equipment for reproducing materials to assist employees in carrying out their assignments are available to support staff in the school setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a

serious offense against federal law, a violation of Board policy, and contrary to ethical standards for District employees. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

Crisis Management Plans

The District has standardized procedures for use when the situation requires emergency safety measures. Each support staff is responsible for posting the evacuation, hold and lockdown procedures in their classroom/workplace and for familiarizing themselves with the contents of the Staff Crisis Response Guidelines “plastic sleeve.” Employees must follow the prescribed procedures during any emergency drill or situation.

District Property

The District may supply an employee with equipment or supplies to assist the support staff in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft.

Employees may not utilize District property for personal use or gain. Limited use of telecommunications equipment, computer equipment, software, and minimal duplication-for-a-fee copy machine use are exceptions when used in a manner that does not interfere with the work responsibilities of the support staff and does not violate Handbook provisions.

Any equipment, unused supplies, or keys issued must be returned prior to the support staff’s last day of employment, including, but not limited to employee identification badges, parking permit, keys, and the key fob for building entry.

Emergency Drills

Every school conducts emergency drills in accordance with state law. All employees present in a building at the time of an emergency drill are required to participate in the drill and follow procedures during any and all emergency drills.

Equipment Disposal or Relocation

All District-owned equipment intended to be moved to another building site or declared surplus must first be approved by the principal/supervisor for such change in use. Procedures for disposal of school property are specified in Policy 690.

False Reports

Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, investigatory interviews, physician’s statements, pre-employment statements, paid leave requests, student records, tax withholding forms, and work reports.

Information Technology

The School District of Altoona has established policies that specify the rules for employee use of District-owned technology. Support staff are expected to know and abide by the District’s policies and administrative guidelines related to use of technology.

Users of the District’s information technology should have no expectation of privacy in the content of their personal files and records of their online activity while on the District’s network.

Electronic Media and Social Media Use

It is the policy of the employer that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status. Guidelines for electronic media and social media use, reporting of policy deviations, and possible result of policy violation are listed in Policy 522.71.

Injuries to Employees

Support staff are covered under Workers Compensation Insurance. Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness.

Any employee who is injured on the job shall report the injury to his/her principal/supervisor prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal/supervisor within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available on the District website.

The support staff may be assigned alternate duties subject to permission from their physician.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance.

Injuries to Students

Support staff are responsible for reporting any student injury to the school office immediately. Each school's procedures for first aid, medical assistance, emergency assistance, parental contact, and appropriate written reports will be followed.

Legal Actions Involving Employees

Every support staff shall notify his/her principal/supervisor as soon as possible, but no more than three calendar days after any felony conviction.

Support staff must also report an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees.

Nothing herein shall prohibit the District from placing an employee on administrative leave pending investigation of a legal matter that may be substantially related to employment.

Licensure/Certification

All matters related to obtaining and renewing a license or certification is the support staff's personal responsibility. Each support staff who is required to be licensed or certified by law must provide the District with a copy of his/her current license or certificate to be maintained in his/her personnel file.

Support staff are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. ~~A contract with any person not legally authorized shall be void.~~ Support Staff are required to maintain the licenses that are in effect upon hire or as otherwise required; failure to maintain licensure may result in discipline, up to and including discharge from employment.¹

Operation of Personal Vehicle

Support staff that is required to drive their personal vehicle for District business or activities will be reimbursed at the IRS rate. The employee's personal insurance shall serve as the first level of coverage.

Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the support staff's regular position with the District. Support staff shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board expects support staff to devote maximum effort to the position in which employed. A support staff will not perform any duties related to an outside job during the additional time that the responsibilities of the District's position require; nor will support staff use any District facilities, equipment, or materials in performing outside work.

Physical Examination

Examination: Upon initial employment, physical examinations shall be required of District employees in accordance with section 118.25 of the Wisconsin Statutes. When hired, support staff will be given a conditional offer of employment, contingent on evidence that the support staff is of sound health and able to perform the essential functions of their job.

Fitness for Duty: The District may require a physical and/or mental examination, at the expense of the District, in order to determine the support staff's ability to perform the essential functions of his/her job, if the inquiry is job-related and consistent with business necessity, and consistent with the limitations imposed by applicable State and Federal law. The examination is to be conducted by a physician of the District's choosing. Failure to comply with this request or failure to provide a doctor's certification of fitness for duties assigned may result in discipline up to and including discharge/termination.

Professional Appearance/Dress Code

Support staff are judged not only by their service but also by their appearance. It is the District's expectation that every support staff's appearance is consistent with the high standards we set for ourselves as a District. Support staff are expected to present a well-groomed, professional appearance and to practice good personal hygiene as employees represent the District to students, parents and the public.

The District will not tolerate dress or attire from support staff that is considered disruptive, inappropriate, of a political nature or which adversely affects the educational atmosphere.

Enforcement of this policy must be non-discriminatory with regard to sex, race, religion or other legally-protected class status.

¹ [We suggest these changes for clarification.](#)

WORK DAY/HOURS OF WORK²

Food Service: As scheduled by Food Service Supervisor

Clerical: 40 hour work week

Aides: As scheduled

Custodial/Maintenance: 40 hour work week

Other: As scheduled

Emergency School Closing³

When school is closed due to inclement weather or situations beyond the control of the District, Food Service Workers shall not report to work and therefore will not be compensated.

The Superintendent shall make the decision regarding emergency closings. Make-up time for emergency closures shall be in keeping with state statute and shall be at the discretion of the Board. Support staff shall receive their regular rate of pay in the event the District requires missed day(s)/time to be made up with or without students.

This section will be rewritten ~~for to address other support staff clerical/aides and custodial/maintenance employees~~ when appropriate.

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School Calendar

The school calendar shall be determined by the Board. The determination of the structure of the days, (example: instructional, inservice, workdays, etc.) shall be at the discretion of the Board. The number and length of the days required are subject to change.

EMPLOYEE PERFORMANCE AND EVALUATION

Employee Evaluation

The District views employee evaluation as an ongoing process: (1) to raise the quality services to the children of our community; (2) to promote the growth of support staff; (3) to identify strengths and weaknesses with the intent of improving performance; and (4) to support the community's expectation that performance is evaluated, monitored and improved. The process for evaluation of the support staff is specified in Policy GDN – Evaluation of Support Staff.

Employee Discipline

Given sufficient reason, The Board or designee has the right to ~~suspend or otherwise~~ discipline and to discharge an employee. A support staff may be disciplined for violations of Board or Handbook policy or for other failure to meet the expectations and obligations of their position. No employee may be subject to arbitrary or capricious disciplinary action.

³ See if our additions make sense. Depending on who is covered by the Handbook, you may need to edit the references to specific job classifications.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employee. As long as it is not arbitrary and capricious, the Superintendent may skip one or all steps in the progressive discipline model. Discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions. Any support staff that are suspended without pay or discharged shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the support staff's personnel record. Instances of discipline are subject to the employee grievance procedure. See Board Policy 527, Grievance Procedure, for issues that are subject to the formal Grievance Procedure.

Not all disputes are covered by the formal Grievance Procedure. Employees with concerns that cannot be addressed in the Grievance Procedure are encouraged to promptly discuss their concern(s) with their supervisor and if, after discussion, the issue remains unresolved, employees are encouraged to prepare a written report, indicating the specific relief being requested and asking for a written response from their supervisor. If the dispute remains unresolved following this step, employees may forward their report, and their supervisor's written response, to the Superintendent for review and recommendation.

EMPLOYEE STATUS

Employee Definitions

Regular Employees: Regular Employees are defined as support staff that the District considers continuously employed on a fiscal year basis (12 months), until the District, at its discretion, changes the status of the employee.

Regular Full-time School Year Employee: A regular full-time school year employee is defined as support staff that are scheduled to work a minimum of 1,800 hours per year.

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Regular Part-time School Year Employee: A regular part-time school year employee is defined as support staff that are scheduled to work less than 1,800 hours per fiscal year.

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Exclusions: A regular full-time or regular part-time employee does not include student, substitute, temporary, or summer school employees.

Summer Employees: A summer employee is defined as support staff that are hired to work for the District during the summer.

Determination of Assignments

The Superintendent, in conjunction with the building principal and/or supervisor, is responsible for the assignment of all support staff in conformance with any legal requirements or certification requirements. Every effort will be made to issue assignments for the forthcoming school year no later than the end of the previous school year. However, circumstances may arise that cause the Superintendent/supervisor to delay issuance of any or all assignments. Should this occur, the Superintendent/supervisor will inform the affected support staff no later than the end of the school year of the delay and issue the assignments as soon as practicable. After assignments are issued, changes may be necessary and the Superintendent/supervisor's decision shall be final.

Job Vacancy and Posting

When the Superintendent/supervisor determines that a vacancy or new position shall be filled, the District shall typically post an internal notice (posting) of such vacancy or new position for a minimum of three

week days if reasonable and appropriate to do so. The posting shall include the title of position, the date the position is to be filled and any requirements. The District retains the right to determine whether and when to recruit outside applicants. In most cases, all employees who meet the minimum qualifications for the position and who request transfer will be given the opportunity to interview for the opening. All employees who interview for a position will be notified of the selection outcome.

The decision of the Superintendent/supervisor shall be final as to the assignment of support staff.

Support staff Layoff and Recall

The District retains the right to lay off support staff, in whole or in part, and to retain those employees who are most qualified to perform the available work.

The District's need to provide services in the best interests of students shall be the prime consideration used to determine which support staff are to be laid off. The rehiring of support staff from layoff will be determined by the District based on the need for the most qualified person to perform the available work.

Termination, Non-Renewal, and Resignation

Employment ~~contracts~~ of support staff may be terminated ~~or non-renewed upon a majority vote of the full membership of the Board subject to the applicable law (Wis. Stat. § 118.22). A nonrenewal is not subject to the District's grievance procedure.~~⁴

Any support staff who plans to leave the District shall notify his/her principal/supervisor at the earliest possible date of his/her decision to leave. Support staff may resign in accordance with the terms of his/her employment contract. A resignation, once submitted and accepted by the Board or its designee, is final and may not be rescinded without approval by the Board. ~~The Board may defer acceptance of a resignation until such time as the position from which the support staff has resigned is filled by the District.~~⁵

Standard for Discipline and Termination

Support staff may be disciplined or terminated. Such discipline or termination shall not be arbitrary or capricious and shall be subject to the grievance procedure provisions governed by Policy 527.

GRIEVANCE PROCEDURE⁶

Policy 527 specifies the exclusive internal method for resolving grievances concerning discipline, termination, and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure. The Board maintains the right to modify the Grievance Procedure, in accordance with state statute, at any time at its sole discretion.

COMPENSATION

⁴ Wis. Stat 118.22, non-renewal, only applies to teachers.

⁵ If you don't have an individual contract, you can't "defer" or deny a resignation.

⁶ Does your grievance procedure identify who is covered/not covered by the procedure, such as, summer, substitute and temporary employees who are referenced in your "employee Status" provision?

PAYROLL INFORMATION

Unless the annual exception is requested, all support staff will be put on the school year payroll cycle (20 paydays) and paid on the 7th and 23rd of each month, September through June. Food Service employees will be paid on an hourly basis during the school year. If a payday falls on a holiday or weekend the pay date will be the last work day preceding the holiday or weekend.

Pay is subject to all deductions required by law, federal tax, Social Security, Medicare, and state and local income taxes, as applicable. The amount of the deductions will depend on earnings and information furnished on individual W-4 forms regarding the number of exemptions claimed. If an employee wishes to modify the number of exemptions, he/she must complete a new W-4 form and turn it in to the Business Office. Only an employee may modify his/her own W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Support staffs are encouraged to regularly check their pay-related information on the online Employee Portal.

The annual W-2 form reflects how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions to be made from paychecks, such as court ordered garnishments, will be explained whenever the District is ordered to make such deductions. Questions about pay and deductions should be discussed with the Business Office.

All support staff shall have their pay checks (after all appropriately authorized amounts have been deducted) directly deposited into a designated bank account(s) of the employee's choosing. Any changes to direct deposit information may be made by notifying the Business Office. Direct deposit changes may take up to two payroll periods to take effect.

It is the District's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your status or you believe that any deduction has been made from your pay that is inconsistent with your status, you should immediately raise the matter with the Business Office who can assist you in understanding the information that is required in order to investigate the matter. The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible within a reasonable period of time. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance in the future.

WAGES AND RELATED COMPENSATION

Wage

Wage information for support staff is contained in the *Salary & Stipend Guide*.

Separate Increment Assignment (Extracurricular) Stipends

Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The stipend for extra-curricular activities shall be specified in the separate increment assignment letter. The letter shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees. Payments for extra-curricular activities shall be made in accordance with the *Salary & Stipend Guide*.

Substitute Assignment

Support staff may be assigned to serve as a substitute during his/her workday.

Training

The District may occasionally request or require that support staff attend a workshop or training that may be helpful or necessary for employment, ~~that occurs outside the scheduled work day. The support staff may be Eligibility~~ for compensation, ~~at the discretion of the District. Registration fees and expenses will be determined by the District in accordance with wage and hour regulations including meals (up to a maximum of \$50 per day) and mileage will be covered.~~⁷

Summer Work

If summer employment is available, the District may offer summer employment to qualified support staff of the District's choosing. The District is free to use outside providers to perform such work at its discretion. The terms and conditions of employment for summer work shall be established by the District at the time of hire.

BENEFITS

DISTRICT PROVIDED BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. In conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on the support staff's first day of employment for eligible employees. Support staff whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage's continued and paid at the same District rate through August of the same year in which the employment was terminated. Support staff whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage's continued and paid at the same District rate through the last day of the last month of their employment.

Wisconsin Retirement

Wisconsin Retirement System (WRS) Contributions: Once eligible for coverage under WRS, coverage is mandatory and an employee may not "opt out" of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to "one-half of the total actuarially required contribution rate." Employee contributions are pre-tax.

Health and Dental Insurance

⁷ In general terms, training time is compensable under Wage and Hour laws unless it is strictly voluntary and attended during off-duty hours. The first sentence states that the District may "request" attendance at a training that is "necessary". If the training is deemed "necessary", it is a requirement and not a voluntary endeavor. We offer re-wording for your review and consideration.

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage's for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverage. Eligible employees who are covered under fully insured group health and dental plans are assured the privacy protections required by Federal and State Law.

Eligibility for Health and Dental Insurance

Each support staff employed by the District for 1,235 hours or more per year is eligible to participate in the District's health and dental insurance. Support staff whose assignments are less than 1,235 hours are not eligible to participate in the District's health and dental insurance.

Premium Contributions for Health Insurance

Full-time support staff who qualify for single or family benefits as determined by the insurance contract are eligible to have a percentage of the monthly premium rate paid by the District. The District paid portion of the premium will be prorated consistent with the employees' full-time equivalency (FTE) for part time employees. The percentage of the District contribution, which will be set annually by the Board, will be listed in the *Salary and Stipend Guide*.

Premium Contributions for Dental Insurance

Support staff who qualify for single or family benefits as determined above are eligible to have the monthly premium paid by the District at the rate of full time equivalency (FTE).

Alternate Benefit

The Board shall provide an Alternate Benefit Plan (ABP) to full-time support staff under the Internal Revenue Service code that permits employees to choose cash in lieu of family plan health insurance benefits.

Support staff who are eligible for family insurance coverage who decline all health insurance coverage from the District and who have other health insurance coverage shall receive \$7,000 each year the support staff declines all health insurance coverage from the District. The cash payment shall be paid into a Section 125 plan with a cash option and shall be subject to appropriate taxation as defined by the IRS and the State of Wisconsin. It is understood that this ABP payment is not considered compensation by the WRS.

The ABP will be discontinued at any time the District does not "break even" by offering this benefit as determined solely by the District. The termination of the ABP will not confer any additional benefits on those enrolled in the ABP other than the benefits described in this handbook.

Group Long-Term Disability Insurance

Long term disability insurance will be made available at no cost to all full time support staff. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

Liability Insurance

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

Travel Expenses

In accordance with advance authorization by the principal or immediate supervisor, the District may provide for reimbursement of actual and necessary expenses, including travel expenses, of support staff that are incurred in the course of performing services for the District, whether within or outside the District. Mileage will be reimbursed at the IRS mileage rate. Meals will be covered up to a maximum of \$50 per day.

VOLUNTARY BENEFITS

State Life Insurance

The Board shall participate in the State Life plan and provide the benefits under that plan to employees who are eligible and choose to participate in that plan, or the Board shall provide equivalent benefits through another carrier for employees who choose to participate. The Board shall pay 41% of the cost of providing the State Life plan benefits for those employees who choose to participate. If the Board chooses to provide equivalent benefits through another carrier, the Board shall pay an amount equal to 41% of the cost of the State Life plan benefits, for those employees who choose to participate in that alternative plan.⁸

Short-Term Disability

The Board shall make short-term disability insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

Tax-Sheltered Annuity (TSA)/403(b) Retirement Plan

The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service's (IRS) Code 403(b) Savings Program and invest his or her money through salary deferral in annuities and other qualifying IRS Code 403(b) investment vehicles. Employees will be permitted to have their contribution remitted via payroll deduction to an Investment Vehicle offered by a vendor listed as a District-approved vendor, as required by the IRS Code and as directed by the District's plan document.

Wisconsin Deferred Compensation (WDC)/457(b) Retirement Plan

The District will make available and employees shall have the opportunity to participate in Wisconsin Deferred Compensation (WDC) program described in the IRS code section 457(b). Deferred compensation programs allow eligible employees to save and invest before-tax and after-tax (Roth) dollars for retirement. Employees will be permitted to have their contribution remitted via payroll deduction to WDC.

Section 125/Flexible Spending Account

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account (FSA) under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

⁸ [Is everyone eligible?](#)

- a. Payment of insurance premium amounts (IRC § 106);
- b. Permitted medical expenses not covered by the insurance plan (IRC § 105)
- c. Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129).

VOLUNTARY RETIREMENT

The Board may provide, at its sole discretion, a post-retirement benefit for eligible support staff, and reserves the right to modify or terminate this benefit at any time.

Support staff must meet all of the following requirements in order to access the early retirement benefit:

- a. Must have been employed the equivalent of fifteen (15) years of full-time employment as a support staff in the School District of Altoona;
- b. Must submit a written, voluntary letter of retirement to the Superintendent no later than March 1 of the school year at the end of which the support staff will retire;
- c. Must achieve at least the minimum age of fifty-seven (57) on or before July 1 of the year of retirement.
- d. Eligible retirees shall be paid twenty-five percent (25%) of the accumulated sick leave at the wage rate in effect at the time of retirement. This payment is not to exceed a maximum of \$2,500.

This section will be rewritten for other support staff when appropriate.

TIME OFF AND LEAVES

PAID LEAVE DAYS

Each support staff will have access to his or her paid leave balances through the Employee Portal. Paid leave may be taken in quarter-day increments. The responsibility for applying for and claiming leave rests with the support staff. In all cases of absence, it is the responsibility of the support staff to contact his/her principal/supervisor in a timely manner.

Paid Leave Bank (Sick, Bereavement, Emergency)

Sick Leave

Effective July 1, 2013 part-time support staff working less than 1,235 hours will not receive additional sick time. Employees hired before this date will keep their current accumulation only.

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Yearly sick leave credit of ten (10) days shall be granted to the full-time support staff (pro-rated accordingly for part-time employees who work more than 1,235 hours) on the first day the support staff reports to work for the contract year. Sick leave will accumulate to a maximum of one hundred (100) days.

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Support staff beginning work after the first day of the contract year shall receive a pro-rated amount of sick leave. Support staff who leave the District's employment prior to the completion of his/her contract year shall have a pro-rated amount of sick leave removed from his/her account; if the support staff has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the support staff.

Sick leave shall cover necessary absences from duty because of personal illness, bodily injury, hospitalization or surgery. Sick leave may be used to care for a member of the immediate family. Immediate family shall be father, mother, brother, sister, spouse, domestic partner, child, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent and grandchildren.

It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, support staff are expected to return to work after the appointment if the time frame permits them to do so. When support staff intends to be absent for a medical/dental appointment or other non-school business for less than a quarter of a day, the support staff may avoid use of sick leave if the support staff makes arrangements with a colleague for coverage and notifies the principal/supervisor of the arrangements in advance of the absence; if the principal/supervisor, school office, or sub caller is used to provide a substitute, then the support staff will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.

In the event an employee becomes eligible for benefits under the District's long term disability insurance program, the employee will no longer be allowed to use sick leave or accumulated sick leave.

Whenever the District deems such verification appropriate, the support staff may be required to furnish the District with a certificate of illness signed by a medical provider verifying the reason for the absence. Such certificate should include a statement releasing the support staff to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

When applicable, State and Federal FMLA shall run concurrently. For employees eligible for Federal FMLA, the District may require use of applicable accrued paid leave while taking FMLA leave; for employees only eligible for State FMLA, the employee may request, but the employer may not require, substitution of applicable accrued paid leave.

Compassion Clause: Sick leave days may be given by support staff to another support staff upon written notice by both employees to the District Business Office. Staff members can give one day for every 10 days accumulated, to any staff member that has used all their sick days. The days given are for sick and emergency purposes, not for personal reasons. Once the days are given, they cannot be taken back.

No more than 30 days can be given to an individual employee in a given school year. Extenuating circumstances will require Board approval.

Bereavement Leave

Support staff shall be granted Bereavement Leave in the event of a death in the family or close

relationship. Bereavement Leave shall be deducted from the employee's Paid Leave Bank. It is the support staff's responsibility to submit the appropriate form to his/her principal/supervisor in advance of taking such leave. Support staff that access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal/supervisor in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the support staff whenever the District deems such verification appropriate.

Emergency Leave

In the event of an emergency not covered by illness in the family as indicated in the Sick Leave section or death as indicated in the Bereavement Leave section, the support staff may apply for Emergency Leave to be granted by the Superintendent. Emergency Leave shall be deducted from Paid Leave Bank and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of an unforeseen nature that could not possibly be foreseen by the employee, such as damages to the support staff's residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

Personal Day

One (1) contracted day per school year will be granted to support staff working more than 1,235 hours per year for personal matters which require absence during a work day. A Personal Day is defined as leave from a regular work day to conduct personal business which cannot be conducted outside the regular work day. Personal leave is accumulative to a maximum of three (3) days.

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After five (5) years of continuous service to the District the support staff will be granted two (2) personal leave days per school year with an accumulation to three (3) days.

Requests for Personal Days must be made by email to the immediate Supervisor as early as possible but not less than two (2) days prior to the day requested. If the event which gives rise to the request is unknown at that time, such request must be made as soon as the employee becomes aware of the necessity for this leave and can reasonably communicate with the building principal or supervisor. All personal leave days require supervisor approval and are granted/denied at administrator's discretion.

Typically, no more than two (2) support staff in a building or five (5) support staff in the District may use a Personal Day on the same day. No Personal Day leaves will be granted on the first or last week of school, on the day before or after a holiday, or on an inservice or Parent-Teacher Conference day.

Up to two (2) unused personal days may be paid out at year-end at \$75 per day.

Chaperone Day

Support staff whose child is enrolled in the Altoona School District may apply for the equivalent of one (1) paid day per child per year, allocated in half-days, to serve as a field-trip chaperone, classroom assistant, or participant in a school-sponsored activity in which the child is involved. This day is non-accumulative and is in addition to the annual Sick Leave and Personal Leave allocation. Application for such leave shall be made in accordance with the rules and limitations of the Personal Leave calendar and shall require submission of the appropriate form.

Administratively-Approved Leave

A support staff may request Administratively-Approved Leave (with or without pay) for absences not covered under Sick Leave, Personal Leave, Bereavement Leave, or Emergency Leave provisions. Paid Administratively-Approved Leave shall access the support staff's Sick Leave account. Unpaid

Administratively-Approved Leave shall include payment by the support staff of daily benefit costs after three (3) continuous leave days. This leave and the conditions thereof, including compensation, shall be at the discretion of the Superintendent whose decision shall be final and without appeal.

Requests for Administratively-Approved Leave shall be made with the appropriate form at least 15 days prior to the absence if advance notice is available. In the event that 15 days advance notice is not available, the support staff shall be responsible for submitting the appropriate form as soon as the information is available. Administrators retain full discretion to grant or deny said request.

Jury Duty and Witness Duty

Where a support staff is absent as a result of performing jury duty or acting as a witness in a matter on behalf of the District, the support staff will be paid his/her full salary provided that all payments, less mileage, due the support staff for performing jury duty shall be endorsed to the District. Support staff shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Support staff are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

National Guard Duty

Where a support staff is absent due to required service in the National Guard or Reserve, the support staff will be paid his/her full salary for a period of up to five (5) days for such absence, barring any overriding provision by the state or federal government. This leave will be granted without any deduction from the support staff's Sick Leave account, provided that the support staff endorses to the District all payments by the military for the days covered by paid leave from the District.

Military Leave for Active Duty

Support staff will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law.

Military Caregiver Leave and Exigency Leave

Military Caregiver and Exigency Leave will be provided to qualifying employees in accordance with applicable law and regulations.

FAMILY AND MEDICAL LEAVE ACT

Eligible support staff may have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA). Questions regarding FMLA leave should be directed to the District's Business Office.

LEAVES OF ABSENCE

Employees may request, and the District will consider, leave requests after the support staff has exhausted applicable accrued leave. Such leave requests will be considered on a case-by-case basis.

EMPLOYEE ACKNOWLEDGEMENT FORM

**This is a duplicate copy of the form.
Please retain this copy with your handbook for reference.**

An original signed and dated copy of this form must be submitted to the School Office by the announced deadline as a condition of continued employment.

The *Support Staff Handbook* describes important information about the School District of Altoona. I acknowledge that I have received a copy of the Altoona School District's *Support Staff Handbook*. I understand that I should consult my building principal or supervisor if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be future changes to the information, policies, and benefits in this handbook. I also understand that the School District of Altoona may add new policies to the *Support Staff Handbook* as well as replace, change, or cancel existing policies. I understand that handbook changes can only be authorized in writing by the Superintendent or by the Altoona Board of Education.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the *Support Staff Handbook* does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

YOU ARE INVITED

WHAT: NEW STAFF/MENTOR ORIENTATION
LUNCHEON

WHEN: FRIDAY, AUGUST 23

TIME: 12:00 PM (NOON)

WHERE: ALTOONA HIGH SCHOOL LMC

Mentoring Matters

August 13, 2013

TO: Altoona Board of Education

FR: Jeff Pepowski, Altoona High School Principal

RE: Recommendation to add a 4 hour aide position

We are excited to start the new schedule at the high school which includes Rail Time (interventions/enrichments) at the end of each day for students. In conjunction with the new schedule, we have included time for teachers to meet in their PLC's (Professional Learning Communities). Because of these positive changes we are in need of a 4 hour aide to supervise some of our study halls and also provide Aventa online learning support. Thank you for your support and we look forward to increasing student success and opportunities.

Cost Accounting Software and Hardware Recommendation
August 19, 2013

About the Project:

This project entails the installation of user keypad (or keyfob reader) on copiers for the purpose of tracking use and the resulting costs

- Expected return on investment: 2-4 years
- Installation will occur before school begins

We are currently in year 4- of a 5-year contract with EO Johnson for copying and printing services. Because of this current contract status, they are uniquely able to integrate the accounting system with the equipment that we currently have deployed, and roll the cost into the contract making the monthly payments manageable.

<u>Options</u>	<u>Bid Amount</u>	<u>Recommendation</u>
EO Johnson Option 1	\$19,072 (\$920/month)	
EO Johnson Option 2	\$22,237.00 (\$1,071/month)	X

On-going yearly cost after the remainder of our current contract is minimal (\$2,115/year).