



School District of Altoona

1903 Bartlett Ave 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
Pedersen Commons
1903 Bartlett Avenue
September 6, 2016
6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes
 - a. August 15, 2016 Regular Meeting
7. Public Participation (All remarks are to be addressed to the Board; discussion among citizens present is not permitted. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
 - a. Non-Agenda items - public comment and concern
 - b. Agenda items - public comment and concern
8. Treasurer's Report.
 - a. Approval of Checks for Payment
 - (1) General Fund checks totaling \$792,026.48
 - (2) Student Activity Fund checks totaling \$0-
9. Information
 - a. School Showcase
 - (1) School Year Start Updates, Pupil Services Director and Principals
 - (2) Middle School Principal/District Assessment Coordinator's Entry Plan, Dan Peggs
 - (3) ACT and Advanced Placement Update, Jason LeMay
 - b. Committee Reports
 - c. General Information
 - d. President's Report
 - (1) WASB Fall Regional Meeting, September 20
 - (2) Economics for Opinion Leaders, September 22-23
 - (3) WASB/WSAA Employment and School Law Seminar, October 13-14
 - (4) Joint Resolution with Eau Claire Area School District

*Please note meeting location:
Pedersen Commons
(formerly Commons Addition)
1903 Bartlett Avenue*

Altoona Board of Education, September 6, 2016

- e. Superintendent's Report
 - (1) Back to School Inservice, September 1 and 6
 - (2) On Track for the Future! Building Projects Update
 - (3) Studer Education Update
 - (4) Professional Educator Handbook Revisions
 - (5) 1:1 Chromebook Handbook, 4-8 and 9-12
 - (6) Other Meetings, News and Events (Items announced in this category are not intended for discussion)

- 10. Board Action after Consideration and Discussion
 - a. Consider Resignation of Food Service Employee
 - b. Consider Employment Recommendation to Fill Administrative Assistant Position – Athletic Director's Office
 - c. Consider Employment Recommendation to Fill Part-Time Special Education Paraprofessional Position
 - d. Consider Employment Recommendation to Fill Extracurricular Positions
 - e. Consider Amendment of Professional Educator Handbook
 - f. Consider 2016/18 Contract for Food and Nutrition Services Director
 - g. Reconsider 2016/18 Contract for 6-12 School Psychologist
 - h. Consider Final Adoption of School Board Policy and Philosophy of Governance
 - i. Consider Final Adoption of Policy 110 – School District Mission
 - j. Consider Final Adoption of Policy 111 – School District Goals
 - k. Consider Final Adoption of Policy 112.2 – Continuous Quality Improvement
 - l. Consider Final Adoption of Policy 120 – School District Legal Status
 - m. Consider Final Adoption of Policy 130 – School Board Legal Status
 - n. Consider Final Adoption of Policy 132 – Board Member Resignation/Removal from Office
 - o. Consider Final Adoption of Policy 143 – Consultants to the District
 - p. Consider Final Adoption of Policy 151.2 – Administration in Policy Absence
 - q. Consider Final Adoption of Policy 154 – Legislative Advocacy
 - r. Consider Approval of 154 Rule – Legislative Advocacy Communications and Role of Liaison
 - s. Consider Final Adoption of Policy 163 – Board Member Development Opportunities
 - t. Consider Final Adoption of Policy 164 – Board Member Compensation and Expenses
 - u. Consider Final Adoption of Policy 165.1 – Board Member Conflicts of Interest
 - v. Consider Final Adoption of Policy 166 - Board Member Electronic Communications
 - w. Consider Final Adoption of Policy 175 – Annual and Special School District Meetings
 - x. Consider Initial Adoption of Policy 524 – Employee Progressive Discipline
 - y. Consider Amendment of Policy 526 – Personnel Records

- 11. Adjournment

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

ALTOONA SCHOOL BOARD AGREEMENT

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

Adopted: 9/19/11

Amended: 1/21/13



School District of Altoona

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

Dr. Connie Biedron, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION

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

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Robin Elvig at 6:31 p.m. in the District board room.
2. Roll call was taken and the following were present and absent:
Robin E. Elvig, President
Helen S. Drawbert, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member; Absent
Dr. Connie Biedron, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. Report of notice was presented. 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 18, 2016 Regular Meeting. Motion by Drawbert to approve the July 18 minutes as presented, seconded by Hilger. Drawbert, yes; Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0. b. July 26, 2016 Special Meeting. Motion by Poquette to approve the July 26 minutes as presented, seconded by Drawbert. Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 4-0. c. August 8, 2016 Special Meeting. Motion by Drawbert to approve the August 8 minutes as presented, seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, absent; Elvig, yes. Motion carried 4-0.
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. Checks for Payment. Motion by Drawbert to approve General Fund checks totaling \$350,300.54 and Student Activity Fund checks totaling \$99,508.77 as presented, seconded by Hilger. Poquette, yes; Drawbert, yes; Rowe, absent; Hilger, yes; Elvig, yes. Motion carried 4-0. b. Treasurer's Report. Motion by Drawbert to approve the Treasurer's Report as presented, seconded by Hilger. Drawbert, yes; Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0.

- c. Expenditures, Revenues and Cash Position. Expenditures and revenues as of August 8, 2016 were included in the packet. The cash position graph (general fund 2011/12 to 2016/17) was also included.
9. Information. **a. Committee Reports.** (1) Negotiation/Meet and Confer Committee. Meet and Confer sessions were held on August 8 with representatives from employee groups. See 10.aa. through dd. **b. Policy Review. Policies for Discussion.** Policy 524 – Employee Progressive Discipline and Policy 526 – Personnel Records were reviewed. **c. Legislative Update.** (1) Legislative Planning Meeting Altoona, Chippewa Falls, Eau Claire Group. The August 8 planning meeting was reviewed. Robin Elvig, Helen Drawbert and Dr. Biedron attended. **d. President’s Report.** (1) Fall Regional Meeting. The Region 4 Fall Meeting is scheduled for September 20 at the Holiday Inn South, Eau Claire. (2) Economics for Opinion Leaders. The agenda for the September 22 and 23 sessions was reviewed. **e. Superintendent’s Report.** (1) What’s Right in Education, Studer Conference. Dr. Biedron shared highlights from the Studer Education Conference that the Altoona leadership team attended on August 1-2 in Chicago. (2) Cluster A Retreat. The Annual Cluster A Retreat was held at UWEC Centennial Hall on August 6. Joe Schroeder, PhD, Associate Executive Director, AWSA, presented “Leadership Practices that Impact Student Learning.” (3) On Track for the Future! Building Projects Update. The current status of projects was updated. The pupil services office has moved to their new office (former elementary school office). The Altoona Elementary Grand Opening will be held on August 25 at 1:00 pm. An open house will follow until 6:00 pm. (4) Other Meetings, News and Events (Items announced in this category are not intended for discussion). The Ad Hoc KB Trail Committee will meet on August 18 at 10:00 am. Dr. Biedron will attend. Board members are invited to attend the New Teacher Orientation luncheon on August 22 to be held on August 22, 11:30 am at the Altoona Elementary School. Strategic Planning, one of the next steps in the Studer Education process, will get underway in October.
10. Board Action after Consideration and Discussion. **a. Consider Employment Recommendation to Fill Limited Term Third Grade Teacher Position.** Motion by Hilger to employ Lindsey Gerber in limited term third grade teacher position for 2016/17 as recommended, seconded by Drawbert. Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 4-0. **b. Consider Employment Recommendation to Fill High School Science Teacher Position.** Motion by Drawbert to employ Corey Adams to fill a high school science teacher position beginning in 2016/17 as recommended, seconded by Poquette. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, absent; Elvig, yes. Motion carried 4-0. **c. Consider Employment Recommendation to Fill High School Science Teacher Position.** Motion by Drawbert to employ Lucas Nolte to fill a high school science teacher position beginning in 2016/17 as recommended, seconded by Poquette. Poquette, yes; Drawbert, yes; Rowe, absent; Hilger, yes; Elvig, yes. Motion carried 4-0. **d. Consider Employment Recommendation to Fill Extracurricular Positions.** Motion by Drawbert to approve coaches/advisors for the 2016/17 season as recommended: James Bremness, volleyball assistant; Alicia Olson, volleyball C-team; Amy Miller girls’ basketball assistant; Brett Dekan, 8th grade head football; and Luke Oliver, 8th grade assistant football, seconded by Hilger. Drawbert, yes; Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0. **e. Consider Initial Adoption of School Board Policy and Philosophy of Governance.** Motion by Drawbert to approve initial adoption of School Board Policy and Philosophy of Governance as presented, seconded by Poquette. Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 4-0. **f.-z. Series 100 Policies.** Motion by Drawbert to approve initial adoption or amendment of the following policies as presented: initial adoption of Policy 110 – School District Mission, initial adoption of Policy 111- School District Goals, amendment of Policy 112 - Shared Decision Making – Board/Administrative Relations, amendment of Policy 112.1 – Strategic Planning, initial adoption of Policy 112.2 – Continuous Quality Improvement, initial adoption of Policy 120 – School District Legal Status, initial adoption of Policy 130 – School Board Legal Status, amendment of Policy 131 – Board Members Elections, initial adoption of Policy 132 – Board Member Resignation/Removal from Office, initial adoption of Policy 143 – Consultants to the District, amendment of Policy 151.1 – Policy Dissemination, initial adoption of Policy 151.2 – Administration in Policy Absence, initial adoption of Policy 154 – Legislative Advocacy, amendment of Policy 161 – Board

Member Authority, initial adoption of Policy 163 – Board Member Development Opportunities, initial adoption of Policy 164 – Board Member Compensation and Expenses, amendment of Policy 165 – Board Member Conduct/Ethics, initial adoption of Policy 165.1 – Board Member Conflicts of Interest, initial adoption of Policy 166 – Board Member Electronic Communications, initial adoption of Policy 175 – Annual and Special School District Meetings, and amendment of Policy 183 – Voting Methods, seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, absent; Elvig, yes. Motion carried 4-0.

aa. Consider Salary Increase for Professional Educators. Motion by Hilger to approve an overall average increase of 2.5% for professional educators as recommended, seconded by Drawbert. Poquette, yes; Drawbert, yes; Rowe, absent; Hilger, yes; Elvig, yes. Motion carried 4-0. bb. Consider Salary Increase for Clerical/Paraprofessional Employees. Motion by Hilger to approve an increase of 2.5% for clerical/paraprofessional employees as recommended, seconded by Drawbert. Drawbert, yes; Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0. cc. Consider Salary Increase for Custodial/Maintenance Employees. Motion by Drawbert to approve an increase of 2.5% for custodial/maintenance employees as recommended, seconded by Poquette. Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 4-0. dd. Consider Salary Increase for Food and Nutrition Employees. Motion by Drawbert to approve an increase of 2.5% for food and nutrition employees as recommended, seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, absent; Elvig, yes. Motion carried 4-0. ee. – nn. Contracts. Motion by Drawbert to approve the following contracts for 2016/18 as presented: Superintendent, Curriculum Director/Intermediate School Principal, Elementary School Principal, Director of Special Education and Pupil Services, Business Manager, High School Dean of Students/Athletic Director, K-8 Dean of Students, Instructional Coach/Reading Specialist, K-5 School Psychologist, and 6-12 School Psychologist, seconded by Hilger. Poquette, yes; Drawbert, yes; Rowe, absent; Hilger, yes; Elvig, yes. Motion carried 4-0. oo. Consider 2016/18 Contract for Gifted and Talented Students. Motion by Poquette to approve the 2016/18 contract for the Coordinator of Gifted and Talented Students as presented, seconded by Hilger. Drawbert, abstain; Rowe, absent; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 3-0. pp.-xx. Contracts. Motion by Drawbert to approve the following contracts for 2016/18 as presented: Executive Assistant, Payroll and Benefits Specialist and Financial Assistant, Student Data Systems and Financial Assistant, Pupil Services and Curriculum Assistant, Technology Coordinator, Computer/Network Support Technician, School Nurse, and Maintenance Team Supervisor, seconded by Hilger. Rowe, absent; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 4-0. (Please note 2016/18 Contract for Occupational Therapist (10.pp.) was also included on the agenda, but is covered under Professional Educators and not a contracted position.) yy. Consider 2016/18 Contract for Director of Food and Nutrition Services. No action taken. aaa. Consider Agreement with Marriage and Family Health Services Ltd for School-Based Mental Health Services for 2016/17. Motion by Drawbert to approve the agreement with Marriage and Family Health Serviced Ltd as presented, seconded by Poquette. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, absent; Elvig, yes. Motion carried 4-0. bbb. Consider Agreement with Children’s Hospital of Wisconsin Community Services for School-Based Mental Health Services for 2016/17. Motion by Drawbert to approve the agreement with Children’s Hospital of Wisconsin Community Services as presented, seconded by Poquette. Poquette, yes; Drawbert, yes; Rowe, absent; Hilger, yes; Elvig, yes. Motion carried 4-0.

11. Adjournment. Motion by Poquette to adjourn at 7:47 p.m., seconded by Drawbert. Drawbert, yes; Rowe, absent; Hilger, yes; . Poquette, yes; Elvig, yes. Motion carried 4-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Tuesday, September 6, 2016 at 6:30 p.m. in the Pedersen Commons (formerly Commons Addition), 1903 Bartlett Avenue.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

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.

| CHECK DATE | CHECK ACCOUNT | | | VENDOR | INVOICE | AMOUNT |
|---------------|---------------|---------|--------|--------------------------------|--|----------|
| | NUMBER | NUMBER | NUMBER | | DESCRIPTION | |
| 08/16/2016 | 0 10 E | 800 320 | 254500 | BOBCAT PLUS | BOBCAT PARTS BOLT, WASHER, LATE LEES. MANUAL UPDATE OF ACCT ONLY. | 53.10 |
| | 0 10 L | 000 000 | 811200 | BOBCAT PLUS | BOBCAT PARTS BOLT, WASHER, LATE LEES. MANUAL UPDATE OF ACCT ONLY. | -53.10 |
| | 0 10 E | 100 320 | 254300 | G & K SERVICES, INC. | INV #: 1017725369, 1017725370, 1017725371. Manual update of acct numbers ONLY | 45.67 |
| | 0 10 E | 200 320 | 254300 | G & K SERVICES, INC. | INV #: 1017725369, 1017725370, 1017725371. Manual update of acct numbers ONLY | 45.67 |
| | 0 10 E | 400 320 | 254300 | G & K SERVICES, INC. | INV #: 1017725369, 1017725370, 1017725371. Manual update of acct numbers ONLY | 45.67 |
| | 0 10 L | 000 000 | 811200 | G & K SERVICES, INC. | INV #: 1017725369, 1017725370, 1017725371. Manual update of acct numbers ONLY | -137.01 |
| | | | | | Totals for 0 | 0.00 |
| 08/09/2016 | 132558 10 E | 800 310 | 252105 | DIVERSIFIED BENEFIT SERVICES I | AUGUST 2016 HRA-Health Reimbursement Arrangement Administrative Services | 710.67 |
| | | | | | Totals for 132558 | 710.67 |
| 08/09/2016 | 132559 10 E | 100 411 | 110100 | ERIC ARMIN INCORPORATED | Magnetic Ten Frames, magnetic name plates, magnetic clips, magnetic pocket chart hooks | 65.18 |
| | | | | | Totals for 132559 | 65.18 |
| 08/09/2016 | 132560 10 E | 400 310 | 161306 | PIONEER DRAMA SERVICE, INC. | 'GRANNY SMITH GOES TO WASHINGTON' SCRIPT, DIRECTORS BOOK, SHIPPING/HANDLING, SERVICE CHARGE | 182.70 |
| | | | | | Totals for 132560 | 182.70 |
| 08/09/2016 | 132561 27 E | 700 411 | 223300 | QUILL CORPORATION | Organization supplies. INV #: 7599854, 7569693,7544294. | 146.03 |
| | | | | | Totals for 132561 | 146.03 |
| 08/09/2016 | 132562 10 E | 800 435 | 222200 | UW WISCONSIN MADISON | Purchase Career Locker for HS and MS per Invoice 4628 | 375.00 |
| | 132562 10 E | 800 411 | 221100 | UW WISCONSIN MADISON | Purchase Career Locker for HS and MS per Invoice 4628 | 1,500.00 |
| | | | | | Totals for 132562 | 1,875.00 |
| 08/16/2016 | 132563 10 E | 800 310 | 231100 | DEPT OF HEALTH SVCS - DPH-HIP- | BIRTH FOR 7-1-14 -6-30-2016. | 116.74 |
| | | | | | Totals for 132563 | 116.74 |
| 08/16/2016 | 132564 10 E | 800 310 | 252105 | DIVERSIFIED BENEFIT SERVICES I | Flexible Benefit Administrative Services~ | 100.00 |

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| | NUMBER | NUMBER | | | DESCRIPTION | |
| | | | | | ONLINE INTERNET ENROLLMENT | |
| | | | | | Totals for 132564 | 100.00 |
| 08/16/2016 | 132565 | 10 E 100 411 254300 | | SHERWIN-WILLIAMS | ORDER#OE0139134Q3221 FROM 7-21-2016. TRC#388149 | 205.45 |
| | 132565 | 10 E 200 411 254300 | | SHERWIN-WILLIAMS | ORDER#OE0139134Q3221 FROM 7-21-2016. TRC#388149 | 205.45 |
| | 132565 | 10 E 800 411 232100 | | SHERWIN-WILLIAMS | ORDER#OE0139134Q3221 FROM 7-21-2016. TRC#388149 | 211.68 |
| | | | | | Totals for 132565 | 622.58 |
| 08/16/2016 | 132566 | 10 E 800 411 221910 | | SHI INTERNATIONAL | Microsoft Annual Subscription Renewal based upon SHI quote 11619192 | 8,067.57 |
| | | | | | Totals for 132566 | 8,067.57 |
| 08/16/2016 | 132567 | 10 E 800 320 254300 | | WIL-KIL PEST CONTROL INC. | COMM MONTHLY. JULY & AUG HS & MS SERVICE. INV #S: 2966914, 2937466, 2937530 | 82.20 |
| | 132567 | 10 E 800 320 254300 | | WIL-KIL PEST CONTROL INC. | BLANKET PO 2016-17 (No service in MS in Aug). SERVICE CONTRACT ANNUAL PREBILL | 548.05 |
| | | | | | Totals for 132567 | 630.25 |
| 08/18/2016 | 132568 | 10 E 800 470 120000 | | CPM EDUCATION PROGRAM | CPM - 8th Grade (Core Connections 3) and Algebra I, Math Adoption Student Softbound Set with Toolkit & eBook Teacher Ed. Bundle Class Set of Algebra tiles (Algebra only) | 14,725.88 |
| | | | | | Totals for 132568 | 14,725.88 |
| 08/18/2016 | 132569 | 10 E 100 411 110100 | | TEACHER DIRECT | School Supplies-stickers, crowns, index cards, name tags, timer | 101.19 |
| | | | | | Totals for 132569 | 101.19 |
| 08/19/2016 | 132570 | 10 L 000 000 811670 | | AMERIPRISE FINANCIAL SERVICES | Payroll accrual | 150.00 |
| | 132570 | 10 L 000 000 811670 | | AMERIPRISE FINANCIAL SERVICES | Payroll accrual | 1,000.00 |
| | | | | | Totals for 132570 | 1,150.00 |
| 08/19/2016 | 132571 | 10 L 000 000 811680 | | WI SCTF | Payroll accrual | 46.98 |
| | 132571 | 27 L 000 000 811680 | | WI SCTF | Payroll accrual | 7.02 |
| | | | | | Totals for 132571 | 54.00 |
| 08/23/2016 | 132572 | 10 A 000 000 711210 | | CASH | PETTY CASH BOXES FOR: AD (1500), HS(50), MS(50), AIS(50), AES(50), HS CD(100), MS CD(50) | 1,850.00 |
| | | | | | Totals for 132572 | 1,850.00 |
| 08/23/2016 | 132573 | 10 E 800 411 221910 | | DELL FINANCIAL SERVICES, LLC | 4 yr Dell lease based on CDW quote HBXM831 The \$40,194.15 amount here is the yearly | 39,079.73 |

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| DATE | NUMBER | NUMBER | VENDOR | | DESCRIPTION | AMOUNT | | | |
| | | | | | cost of the lease for 4 years with a total of \$160,776.58. See quote HBXM831 for order details. | | | | |
| | | | | | Totals for 132573 | | | | 39,079.73 |
| 08/23/2016 | 132574 | 10 E 800 310 252105 | DIVERSIFIED BENEFIT SERVICES I | | Flexible Benefit Administrative Services FOR AUG 2016 | | | | 194.50 |
| | | | | | Totals for 132574 | | | | 194.50 |
| 08/23/2016 | 132575 | 80 E 800 411 263301 | L & M MAIL SERVICE, INC. | | POSTAGE FOR MAILING BACK TO SCHOOL NEWSLETTERS | | | | 546.77 |
| | | | | | Totals for 132575 | | | | 546.77 |
| 08/16/2016 | 161700062 | 10 L 000 000 811200 | BOBCAT PLUS | | BOBCAT PARTS: BOLT, WASHER, LATE FEES | | | | 53.10 |
| | | | | | Totals for 161700062 | | | | 53.10 |
| 08/16/2016 | 161700063 | 10 E 800 411 221910 | CDW GOVERNMENT, INC. | | Computers for new Principals | | | | 818.00 |
| | | | | | Totals for 161700063 | | | | 818.00 |
| 08/16/2016 | 161700064 | 10 E 800 310 221910 | E O JOHNSON COMPANY | | Main Board replacement and Ink Supplies | | | | 665.57 |
| | 161700064 | 10 E 100 320 254490 | E O JOHNSON COMPANY | | MPS CONTRACT AUG PAYMENT | | | | 1,882.87 |
| | 161700064 | 10 E 200 320 254490 | E O JOHNSON COMPANY | | MPS CONTRACT AUG PAYMENT | | | | 1,294.54 |
| | 161700064 | 10 E 400 320 254490 | E O JOHNSON COMPANY | | MPS CONTRACT AUG PAYMENT | | | | 1,989.44 |
| | 161700064 | 10 E 800 320 254490 | E O JOHNSON COMPANY | | MPS CONTRACT AUG PAYMENT | | | | 167.40 |
| | 161700064 | 50 E 800 320 257220 | E O JOHNSON COMPANY | | MPS CONTRACT AUG PAYMENT | | | | 106.78 |
| | | | | | Totals for 161700064 | | | | 6,106.60 |
| 08/16/2016 | 161700065 | 10 L 000 000 811200 | G & K SERVICES, INC. | | INV #S: 1017725369, 1017725370, 1017725371 | | | | 137.01 |
| | | | | | Totals for 161700065 | | | | 137.01 |
| 08/16/2016 | 161700066 | 10 E 800 551 221910 | HEARTLAND BUSINESS SYSTEMS | | Fiber Switch and miscellaneous parts for switch | | | | 3,610.00 |
| | | | | | Totals for 161700066 | | | | 3,610.00 |
| 08/16/2016 | 161700067 | 10 E 100 320 254300 | INNOVATIONAL CONCEPTS, INC. | | Boiler water Treatments and testing of Districts six boilers. JULY SERVICE HS, MS, PES | | | | 181.70 |
| | 161700067 | 10 E 200 320 254300 | INNOVATIONAL CONCEPTS, INC. | | Boiler water Treatments and testing of Districts six boilers. JULY SERVICE HS, MS, PES | | | | 181.70 |
| | 161700067 | 10 E 400 320 254300 | INNOVATIONAL CONCEPTS, INC. | | Boiler water Treatments and testing of Districts six boilers. JULY SERVICE HS, MS, PES | | | | 181.70 |
| | | | | | Totals for 161700067 | | | | 545.10 |
| 08/18/2016 | 161700069 | 10 L 000 000 811637 | MADISON NATIONAL LIFE INS CO, | | Payroll accrual | | | | 10.08 |
| | 161700069 | 10 L 000 000 811637 | MADISON NATIONAL LIFE INS CO, | | Payroll accrual | | | | 209.41 |

| CHECK DATE | CHECK ACCOUNT | | | VENDOR | INVOICE | | AMOUNT |
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| | NUMBER | NUMBER | | | DESCRIPTION | | |
| 08/18/2016 | 161700069 | 27 L 000 000 | 811637 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 26.04 |
| | 161700069 | 10 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 1,062.04 |
| | 161700069 | 27 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 250.07 |
| | 161700069 | 80 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 0.00 |
| | 161700069 | 10 L 000 000 | 811637 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 209.41 |
| | 161700069 | 27 L 000 000 | 811637 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 26.04 |
| | 161700069 | 10 L 000 000 | 811638 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 24.78 |
| | 161700069 | 27 L 000 000 | 811638 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 2.52 |
| | 161700069 | 10 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 1,062.04 |
| | 161700069 | 27 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 250.07 |
| | 161700069 | 80 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 0.00 |
| | 161700069 | 10 L 000 000 | 811638 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 180.31 |
| | 161700069 | 27 L 000 000 | 811638 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 28.34 |
| | 161700069 | 10 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 266.25 |
| | 161700069 | 27 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 25.66 |
| | 161700069 | 50 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 9.19 |
| | 161700069 | 10 L 000 000 | 811638 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 180.30 |
| | 161700069 | 27 L 000 000 | 811638 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 28.35 |
| | 161700069 | 10 L 000 000 | 811637 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 10.08 |
| | 161700069 | 10 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 338.53 |
| | 161700069 | 27 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 25.66 |
| | 161700069 | 50 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 27.57 |
| | 161700069 | 10 L 000 000 | 811638 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 32.58 |
| | 161700069 | 27 L 000 000 | 811638 | MADISON NATIONAL LIFE INS CO, | Payroll accrual | | 2.52 |
| | 161700069 | 10 L 000 000 | 811636 | MADISON NATIONAL LIFE INS CO, | INSURANCE ADJUSTMENTS | | -138.24 |
| | 161700069 | 10 L 000 000 | 811637 | MADISON NATIONAL LIFE INS CO, | INSURANCE ADJUSTMENTS | | -56.00 |
| | 161700069 | 10 L 000 000 | 811638 | MADISON NATIONAL LIFE INS CO, | INSURANCE ADJUSTMENTS | | 3.90 |
| | | | | | Totals for 161700069 | | 4,097.50 |
| 08/18/2016 | 161700070 | 10 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 119.92 |
| | 161700070 | 27 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 4.62 |
| | 161700070 | 10 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 32.86 |
| | 161700070 | 27 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 2.86 |
| | 161700070 | 10 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 289.67 |
| | 161700070 | 27 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 93.99 |
| | 161700070 | 10 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 122.10 |
| | 161700070 | 27 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 33.52 |
| | 161700070 | 10 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 289.67 |
| | 161700070 | 27 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 93.99 |
| | 161700070 | 10 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 122.10 |
| | 161700070 | 27 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 33.52 |
| | 161700070 | 10 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | PREMIUM ADJUSTMENTS | | 11.85 |
| | 161700070 | 10 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 142.12 |
| | 161700070 | 27 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 4.62 |
| | 161700070 | 10 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 43.46 |
| | 161700070 | 27 L 000 000 | 811634 | MINNESOTA LIFE INSURANCE CO | Payroll accrual | | 2.86 |
| | | | | | Totals for 161700070 | | 1,443.73 |
| 08/18/2016 | 161700071 | 10 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | | 11,331.98 |
| | 161700071 | 27 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | | 857.04 |
| | 161700071 | 10 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | | 1,401.45 |
| | 161700071 | 27 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | | 50.43 |
| | 161700071 | 10 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | | 5,966.50 |
| | 161700071 | 27 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | | 1,320.90 |
| | 161700071 | 10 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | | 52,254.63 |
| | 161700071 | 27 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | | 13,135.66 |

| CHECK DATE | CHECK ACCOUNT | | | VENDOR | INVOICE | AMOUNT |
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| | NUMBER | NUMBER | NUMBER | | DESCRIPTION | |
| 08/18/2016 | 161700071 | 10 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | 5,514.25 |
| | 161700071 | 27 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | 1,320.90 |
| | 161700071 | 10 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | PREMIUM ADJUSTMENTS | -3,867.98 |
| | 161700071 | 10 E 800 240 | 291000 | SECURITY HEALTH PLAN OF WI, IN | RETIREE INSURANCE PREMIUMS | 31,864.81 |
| | 161700071 | 10 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | 50,262.25 |
| | 161700071 | 27 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | 13,135.65 |
| | 161700071 | 10 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | 1,502.53 |
| | 161700071 | 27 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | 50.43 |
| | 161700071 | 10 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | 13,257.96 |
| | 161700071 | 27 L 000 000 | 811631 | SECURITY HEALTH PLAN OF WI, IN | Payroll accrual | 857.04 |
| | | | | | Totals for 161700071 | 200,216.43 |
| 08/18/2016 | 161700073 | 10 E 100 411 | 125100 | DRAYTON, ELIZABETH | reimbursement for bulletin board supplies for classroom | 41.65 |
| | 161700073 | 10 E 100 411 | 125100 | DRAYTON, ELIZABETH | reimbursement for new shelf speakers to replace old ones in new room | 348.13 |
| | | | | | Totals for 161700073 | 389.78 |
| 08/18/2016 | 161700076 | 10 E 800 470 | 120000 | PEARSON EDUCATION | K-5 Investigations, 3rd ed. 6 year subscription- Math adoption | 11,502.17 |
| | 161700076 | 10 E 800 470 | 120000 | PEARSON EDUCATION | K-5 Investigations, 3rd ed. 6 year subscription- Math adoption | 3,851.61 |
| | 161700076 | 10 E 800 470 | 120000 | PEARSON EDUCATION | K-5 Investigations, 3rd ed. 6 year subscription- Math adoption | 2,246.77 |
| | 161700076 | 10 E 800 470 | 110000 | PEARSON EDUCATION | Realidades A - Spanish 4-8, Student books and teacher's ed. digital courseware | 0.00 |
| | 161700076 | 10 E 800 470 | 120000 | PEARSON EDUCATION | Realidades A - Spanish 4-8, Student books and teacher's ed. digital courseware | 12,020.67 |
| | 161700076 | 10 E 800 470 | 120000 | PEARSON EDUCATION | Realidades A - Spanish6-8 Student books and teacher's edition (digital) | 2,221.83 |
| | 161700076 | 10 E 800 470 | 120000 | PEARSON EDUCATION | K-5 Investigations, 3rd ed. 6 year subscription- Math adoption | 37,050.25 |
| | 161700076 | 10 E 800 470 | 120000 | PEARSON EDUCATION | K-5 Investigations, 3rd ed. 6 year subscription- Math adoption | 962.90 |
| | | | | | Totals for 161700076 | 69,856.20 |
| 08/18/2016 | 161700077 | 10 E 100 411 | 110101 | SCHOOL SPECIALTY, INC. | KIndergarten Supplies | 404.67 |
| | 161700077 | 10 E 400 411 | 120000 | SCHOOL SPECIALTY, INC. | Roll Paper for High School. CREDIT | -68.32 |
| | 161700077 | 10 E 100 411 | 110000 | SCHOOL SPECIALTY, INC. | HANGING FOLDERS | 175.04 |
| | 161700077 | 10 E 200 411 | 120600 | SCHOOL SPECIALTY, INC. | Science Environment Unit Supplies. CREDIT | -278.30 |
| | | | | | Totals for 161700077 | 233.09 |
| 08/23/2016 | 161700078 | 10 L 000 000 | 811670 | ING LIFE INS & ANNUITY CO | Payroll accrual | 305.00 |
| | 161700078 | 27 L 000 000 | 811670 | ING LIFE INS & ANNUITY CO | Payroll accrual | 105.00 |
| | 161700078 | 10 L 000 000 | 811670 | ING LIFE INS & ANNUITY CO | Payroll accrual | 160.00 |

| CHECK DATE | CHECK ACCOUNT | | | VENDOR | INVOICE | AMOUNT |
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| | NUMBER | NUMBER | NUMBER | | DESCRIPTION | |
| | | | | | Totals for 161700078 | 570.00 |
| 08/23/2016 | 161700079 | 80 E 800 411 | 263301 | BADGERLAND PRINTING INC. | 5,225 District-wide newsletter (Back to School) | 1,808.00 |
| | | | | | Totals for 161700079 | 1,808.00 |
| 08/23/2016 | 161700080 | 10 E 100 411 | 254300 | CERTIFIED INC | repair parts for toilet | 11.88 |
| | | | | | Totals for 161700080 | 11.88 |
| 08/23/2016 | 161700081 | 10 E 400 418 | 162118 | EMERSON, GREGORY | Gas for the rental vans to attend Wausau Tennis Invite on Aug15. | 62.00 |
| | | | | | Totals for 161700081 | 62.00 |
| 08/23/2016 | 161700082 | 10 E 800 411 | 221910 | FIRST CHOICE COMPUTER | PICK UP ON 7-8-2016 | 194.00 |
| | | | | | Totals for 161700082 | 194.00 |
| 08/23/2016 | 161700083 | 10 E 200 320 | 254300 | JOHNSON CONTROLS, INC. | repairs to control valve room 2155 and re-install sensors for RTU 14 | 834.84 |
| | | | | | Totals for 161700083 | 834.84 |
| 08/23/2016 | 161700084 | 10 E 800 320 | 254200 | MISSISSIPPI WELDERS SUPPLY | co2 for football field painter | 44.50 |
| | | | | | Totals for 161700084 | 44.50 |
| 08/23/2016 | 161700085 | 10 E 100 411 | 110200 | REALLY GOOD STUFF, INC. | Classroom Order. ORDER #5262375000 | 358.68 |
| | | | | | Totals for 161700085 | 358.68 |
| 08/23/2016 | 161700086 | 27 E 700 411 | 218100 | SOUTHPAW ENTERPRISES | Wall Equipment Storage System | 252.97 |
| | | | | | Totals for 161700086 | 252.97 |
| 08/23/2016 | 161700087 | 10 E 100 320 | 254300 | VALLEY BUILDERS & HARDWARE CO | KEY BLANK, CUT STAND KEY BLANK | 27.28 |
| | 161700087 | 10 E 200 320 | 254300 | VALLEY BUILDERS & HARDWARE CO | KEY BLANK, CUT STAND KEY BLANK | 27.28 |
| | 161700087 | 10 E 400 320 | 254300 | VALLEY BUILDERS & HARDWARE CO | KEY BLANK, CUT STAND KEY BLANK | 27.28 |
| | | | | | Totals for 161700087 | 81.84 |
| 08/23/2016 | 201600206 | 10 L 000 000 | 811671 | GREAT-WEST RETIREMENT SERVICES | Payroll accrual | 1,455.90 |
| | 201600206 | 27 L 000 000 | 811671 | GREAT-WEST RETIREMENT SERVICES | Payroll accrual | 500.00 |
| | 201600206 | 10 L 000 000 | 811671 | GREAT-WEST RETIREMENT SERVICES | Payroll accrual | 20.00 |
| | | | | | Totals for 201600206 | 1,975.90 |
| 08/23/2016 | 201600207 | 10 A 000 000 | 711101 | CCF BANK | NET PAYROLL 08/23/16 | 204,906.00 |
| | 201600207 | 27 A 000 000 | 711101 | CCF BANK | NET PAYROLL 08/23/16 | 43,085.73 |
| | 201600207 | 50 A 000 000 | 711101 | CCF BANK | NET PAYROLL 08/23/16 | 1,886.41 |
| | 201600207 | 80 A 000 000 | 711101 | CCF BANK | NET PAYROLL 08/23/16 | 131.75 |
| | | | | | Totals for 201600207 | 250,009.89 |
| 08/23/2016 | 201600208 | 10 L 000 000 | 811612 | EFTPS | Payroll accrual | 393.78 |
| | 201600208 | 27 L 000 000 | 811612 | EFTPS | Payroll accrual | 50.00 |
| | 201600208 | 80 L 000 000 | 811612 | EFTPS | Payroll accrual | 7.50 |
| | 201600208 | 10 L 000 000 | 811612 | EFTPS | Payroll accrual | 22,094.35 |

| CHECK DATE | CHECK ACCOUNT | | | | INVOICE | |
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| | NUMBER | NUMBER | | VENDOR | DESCRIPTION | AMOUNT |
| 08/23/2016 | 201600208 | 27 L 000 000 | 811612 | EFTPS | Payroll accrual | 4,451.78 |
| | 201600208 | 80 L 000 000 | 811612 | EFTPS | Payroll accrual | 13.78 |
| | 201600208 | 10 L 000 000 | 811611 | EFTPS | Payroll accrual | 14,863.96 |
| | 201600208 | 27 L 000 000 | 811611 | EFTPS | Payroll accrual | 3,443.33 |
| | 201600208 | 80 L 000 000 | 811611 | EFTPS | Payroll accrual | 17.46 |
| | 201600208 | 10 L 000 000 | 811611 | EFTPS | Payroll accrual | 3,476.24 |
| | 201600208 | 27 L 000 000 | 811611 | EFTPS | Payroll accrual | 805.29 |
| | 201600208 | 80 L 000 000 | 811611 | EFTPS | Payroll accrual | 4.08 |
| | 201600208 | 10 L 000 000 | 811611 | EFTPS | Payroll accrual | 3,476.24 |
| | 201600208 | 27 L 000 000 | 811611 | EFTPS | Payroll accrual | 805.29 |
| | 201600208 | 80 L 000 000 | 811611 | EFTPS | Payroll accrual | 4.08 |
| | 201600208 | 10 L 000 000 | 811611 | EFTPS | Payroll accrual | 14,863.96 |
| | 201600208 | 27 L 000 000 | 811611 | EFTPS | Payroll accrual | 3,443.33 |
| | 201600208 | 80 L 000 000 | 811611 | EFTPS | Payroll accrual | 17.46 |
| | 201600208 | 10 L 000 000 | 811612 | EFTPS | Payroll accrual | 65.00 |
| | 201600208 | 10 L 000 000 | 811612 | EFTPS | Payroll accrual | 5,612.61 |
| | 201600208 | 27 L 000 000 | 811612 | EFTPS | Payroll accrual | 562.71 |
| | 201600208 | 50 L 000 000 | 811612 | EFTPS | Payroll accrual | 189.04 |
| | 201600208 | 10 L 000 000 | 811611 | EFTPS | Payroll accrual | 3,864.24 |
| | 201600208 | 27 L 000 000 | 811611 | EFTPS | Payroll accrual | 358.73 |
| | 201600208 | 50 L 000 000 | 811611 | EFTPS | Payroll accrual | 154.95 |
| | 201600208 | 10 L 000 000 | 811611 | EFTPS | Payroll accrual | 903.74 |
| | 201600208 | 27 L 000 000 | 811611 | EFTPS | Payroll accrual | 83.90 |
| | 201600208 | 50 L 000 000 | 811611 | EFTPS | Payroll accrual | 36.24 |
| | 201600208 | 10 L 000 000 | 811611 | EFTPS | Payroll accrual | 903.74 |
| | 201600208 | 27 L 000 000 | 811611 | EFTPS | Payroll accrual | 83.90 |
| | 201600208 | 50 L 000 000 | 811611 | EFTPS | Payroll accrual | 36.24 |
| | 201600208 | 10 L 000 000 | 811611 | EFTPS | Payroll accrual | 3,864.24 |
| | 201600208 | 27 L 000 000 | 811611 | EFTPS | Payroll accrual | 358.73 |
| | 201600208 | 50 L 000 000 | 811611 | EFTPS | Payroll accrual | 154.95 |
| | | | | | Totals for 201600208 | 89,464.87 |
| 08/23/2016 | 201600209 | 10 L 000 000 | 811691 | WEA TRUST ADVANTAGE | Payroll accrual | 78.48 |
| | 201600209 | 27 L 000 000 | 811691 | WEA TRUST ADVANTAGE | Payroll accrual | 60.16 |
| | 201600209 | 10 L 000 000 | 811691 | WEA TRUST ADVANTAGE | Payroll accrual | 78.66 |
| | 201600209 | 27 L 000 000 | 811691 | WEA TRUST ADVANTAGE | Payroll accrual | 61.49 |
| | 201600209 | 10 L 000 000 | 811691 | WEA TRUST ADVANTAGE | Payroll accrual | 15.35 |
| | 201600209 | 10 L 000 000 | 811670 | WEA TRUST ADVANTAGE | Payroll accrual | 5,782.25 |
| | 201600209 | 27 L 000 000 | 811670 | WEA TRUST ADVANTAGE | Payroll accrual | 634.00 |
| | 201600209 | 80 L 000 000 | 811670 | WEA TRUST ADVANTAGE | Payroll accrual | 78.25 |
| | 201600209 | 10 L 000 000 | 811670 | WEA TRUST ADVANTAGE | Payroll accrual | 1,608.35 |
| | 201600209 | 27 L 000 000 | 811670 | WEA TRUST ADVANTAGE | Payroll accrual | 291.67 |
| | 201600209 | 10 L 000 000 | 811670 | WEA TRUST ADVANTAGE | Payroll accrual | 233.00 |
| | 201600209 | 27 L 000 000 | 811670 | WEA TRUST ADVANTAGE | Payroll accrual | 0.00 |
| | 201600209 | 10 L 000 000 | 811691 | WEA TRUST ADVANTAGE | Payroll accrual | 1,453.50 |
| | 201600209 | 27 L 000 000 | 811691 | WEA TRUST ADVANTAGE | Payroll accrual | 84.00 |
| | 201600209 | 10 L 000 000 | 811670 | WEA TRUST ADVANTAGE | Payroll accrual | 75.00 |
| | | | | | Totals for 201600209 | 10,534.16 |
| 08/23/2016 | 201600210 | 10 L 000 000 | 811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 7.50 |
| | 201600210 | 80 L 000 000 | 811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 7.50 |
| | 201600210 | 10 L 000 000 | 811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 10,958.85 |
| | 201600210 | 27 L 000 000 | 811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 2,410.72 |
| | 201600210 | 80 L 000 000 | 811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 2.62 |
| | 201600210 | 10 L 000 000 | 811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 10.00 |
| | 201600210 | 10 L 000 000 | 811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 2,764.54 |

| CHECK DATE | CHECK ACCOUNT | | | VENDOR | INVOICE DESCRIPTION | AMOUNT |
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| | NUMBER | NUMBER | NUMBER | | | |
| 08/23/2016 | 201600210 | 27 L 000 000 | 811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 281.11 |
| | 201600210 | 50 L 000 000 | 811613 | WISCONSIN DEPT OF REVENUE | Payroll accrual | 108.78 |
| | | | | | Totals for 201600210 | 16,551.62 |
| 08/12/2016 | 201600211 | 27 L 000 000 | 811614 | DIVERSIFIED BENEFIT SERVICES I | FSA REIMBURSEMENT-8/12/16 | 589.19 |
| | | | | | Totals for 201600211 | 589.19 |
| 08/12/2016 | 201600212 | 10 E 800 249 | 259000 | DIVERSIFIED BENEFIT SERVICES I | HRA REIMBURSEMENTS | 2,000.00 |
| | | | | | Totals for 201600212 | 2,000.00 |
| 08/17/2016 | 201600213 | 10 L 000 000 | 811614 | DIVERSIFIED BENEFIT SERVICES I | FSA REIMBURSEMENTS-08/19/16 (2015-16 PLAN) | 5.00 |
| | | | | | Totals for 201600213 | 5.00 |
| 08/17/2016 | 201600214 | 10 E 800 249 | 259000 | DIVERSIFIED BENEFIT SERVICES I | HRA REIMBURSEMENTS-08/19/16 (2015-16 PLAN) | 5,889.00 |
| | | | | | Totals for 201600214 | 5,889.00 |
| 08/17/2016 | 201600215 | 10 L 000 000 | 811614 | DIVERSIFIED BENEFIT SERVICES I | FSA REIMBURSEMENTS-08/19/16 | 367.50 |
| | | | | | Totals for 201600215 | 367.50 |
| 08/17/2016 | 201600216 | 10 E 800 249 | 259000 | DIVERSIFIED BENEFIT SERVICES I | HRA REIMBURSEMENTS-08/19/16 | 18,984.34 |
| | | | | | Totals for 201600216 | 18,984.34 |
| 08/09/2016 | 201600218 | 10 L 000 000 | 811614 | DIVERSIFIED BENEFIT SERVICES I | FSA BENEFITS CARDS-08/09/16 | 361.72 |
| | | | | | Totals for 201600218 | 361.72 |
| 08/16/2016 | 201600219 | 10 L 000 000 | 811614 | DIVERSIFIED BENEFIT SERVICES I | FSA BENEFITS CARDS-08/16/16 | 1,767.00 |
| | | | | | Totals for 201600219 | 1,767.00 |
| 08/10/2016 | 201600221 | 10 E 800 411 | 252000 | MAGIC-WRIGHTER | E-Funds Internet Payment/ Annual Fee | 195.00 |
| | | | | | Totals for 201600221 | 195.00 |
| 08/19/2016 | 201600222 | 10 E 100 336 | 253300 | EC ENERGY COOPERATIVE | AES SERVICE JUNE 29- JULY 28, 2016. | 7,207.50 |
| | | | | | Totals for 201600222 | 7,207.50 |
| 08/08/2016 | 201600223 | 10 E 100 331 | 253300 | XCEL ENERGY | HS, MS, FB FIELD, GARAGE, AIS. AES TEMP GAS | 43.86 |
| | 201600223 | 10 E 200 331 | 253300 | XCEL ENERGY | HS, MS, FB FIELD, GARAGE, AIS. AES TEMP GAS | 116.72 |
| | 201600223 | 10 E 200 336 | 253300 | XCEL ENERGY | HS, MS, FB FIELD, GARAGE, AIS. AES TEMP GAS | 4,212.88 |
| | 201600223 | 10 E 400 331 | 253300 | XCEL ENERGY | HS, MS, FB FIELD, GARAGE, AIS. AES TEMP GAS | 26.00 |
| | 201600223 | 10 E 400 336 | 253300 | XCEL ENERGY | HS, MS, FB FIELD, GARAGE, AIS. AES TEMP GAS | 7,942.59 |
| | 201600223 | 10 E 100 336 | 253300 | XCEL ENERGY | EEC, DO, STORAGE | 117.70 |
| | 201600223 | 10 E 800 331 | 253300 | XCEL ENERGY | EEC, DO, STORAGE | 26.00 |
| | 201600223 | 10 E 800 336 | 253300 | XCEL ENERGY | EEC, DO, STORAGE | 216.72 |
| | | | | | Totals for 201600223 | 12,702.47 |
| 08/24/2016 | 201600224 | 10 L 000 000 | 811614 | DIVERSIFIED BENEFIT SERVICES I | FSA BENEFITS CARDS-08/23/16 | 615.25 |
| | | | | | Totals for 201600224 | 615.25 |

| CHECK DATE | CHECK ACCOUNT | | | VENDOR | INVOICE | | AMOUNT |
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| | NUMBER | NUMBER | NUMBER | | DESCRIPTION | | |
| 08/24/2016 | 201600225 | 10 L 000 000 | 811614 | DIVERSIFIED BENEFIT SERVICES I | FSA REIMBURSEMENTS-08/26/16 (2015-16) | | 76.13 |
| | | | | | Totals for 201600225 | | 76.13 |
| 08/24/2016 | 201600226 | 10 L 000 000 | 811614 | DIVERSIFIED BENEFIT SERVICES I | FSA REIMBURSEMENTS-08/26/16 (2016-17) | | 209.98 |
| | | | | | Totals for 201600226 | | 209.98 |
| 08/24/2016 | 201600227 | 10 E 800 249 | 259000 | DIVERSIFIED BENEFIT SERVICES I | HRA REIMBURSEMENTS-08/26/16 | | 10,074.68 |
| | | | | | Totals for 201600227 | | 10,074.68 |
| 08/11/2016 | 201600228 | 10 R 800 280 | 500000 | WELLS FARGO BANK | ANALYSIS FEES & INTEREST | | -22.58 |
| | 201600228 | 10 E 800 941 | 252000 | WELLS FARGO BANK | ANALYSIS FEES & INTEREST | | 523.82 |
| | | | | | Totals for 201600228 | | 501.24 |
| | | | | | Totals for checks | | 792,026.48 |

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|-------------------------|----------------------|----------------|----------------|--------------|
| 10 | GENERAL | 452,936.83 | -22.58 | 239,143.45 | 692,057.70 |
| 27 | SPECIAL EDUCATION FUND | 94,220.38 | 0.00 | 399.00 | 94,619.38 |
| 50 | FOOD SERVICE | 2,603.37 | 0.00 | 106.78 | 2,710.15 |
| 80 | COMMUNITY SERVICE | 284.48 | 0.00 | 2,354.77 | 2,639.25 |
| *** | Fund Summary Totals *** | 550,045.06 | -22.58 | 242,004.00 | 792,026.48 |

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

| CHECK | CHECK ACCOUNT | INVOICE | |
|-------|---------------|---------|------------------------|
| DATE | NUMBER NUMBER | VENDOR | DESCRIPTION AMOUNT |
| | | | Totals for 0 0.00 |
| | | | Totals for checks 0.00 |

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|-------------------------|----------------------|----------------|----------------|--------------|
| *** | Fund Summary Totals *** | 0.00 | 0.00 | 0.00 | 0.00 |

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

School Year Start Updates

AIS

Board Meeting Sept. 6, 2016

Here is a list of some of the key things that happened...

- We moved in 😊. Everyone was very excited about the fact that with our allotted furniture budget, each student will have a new desk. Each classroom also has two pieces of new soft seating so all students will have a cozy nook within their room. We were also able to purchase new student chairs for three classrooms which means that all classrooms will have matching sets of chairs. Finally, our new flexible learning space, which we have decided to call the iZone (short for Innovation Zone) also has some new furniture. We are super excited about all of the extra space and storage and love the clean, fresh school!
- Our PBIS team met. We reviewed our AIS Vision, Mission and Commitments. Next we looked at data collected between April and June. This included student input about behavior, teacher input about our behavioral expectations and how they felt we could improve, and parent input via the Studer survey. We identified what we did well and areas that we could continue to improve in. Finally, we created our universal behavioral expectations and created a plan to roll this out to all staff and students.
- Our Leadership team met. We reviewed our AIS Vision, Mission and Commitments. We looked at some business items such as calendars, but we spent the majority of our time delving into new learning about best practices in teaching, talked about how to take our PLCs to the next level, and looked at the goals we set at the end of the year. Now we feel we are prepared to narrow our focus for our school.
 - Best practices in teaching and student learning
 - PLCs –
 - the function of the team-interdependent collaboration
 - evaluation of our learning targets
 - evaluation of our common assessments and grading practices
 - Parent and community communication and branding
- Staff development: Staff were trained in our new math curriculum. We also trained in KidBlog and IXL programs. Finally, we had a review of several ELA components.
- Fun! We are creating a video for students welcoming them and introducing all in our school.

Administrative Report

Jason LeMay
High School Principal

August 2016

- I have moved into my office and in the process of settling into my new residence. I need to express a sincere thanks to all the fine staff who have given me such a positive greeting. The learning curve is far from over, but to date things have gone rather well. I sent out an invitational letter to all faculty asking them to stop in and visit with me. I have been pleased with the staff that have stopped in so far and given me their well wishes.
- The 2016-17 school year welcomes a handful of new staffers to the high school. Besides me being the new principal, there is *Brittany Morrison* who is the new special education teacher. Before coming here she worked in the Cadott School District. *Jeff McLain* joins the English department. *Kevin Fruit*, a former student teacher at Altoona will be teaching business and information technology. *Corey Adams* and *Lucas Nolte* are joining the science department, while *Bev Carlsen* has been hired to be the library media specialist for the middle school and high school. Also joining the high school are *Courtney Smith* as 6-12 school psychologist, *Elissa Upward* as the new activities secretary, *Amy Theide* who moved from a position as a middle school aide to being the high school library aide, and *Mary Gonstead* is the study hall supervisor, along with other duties. We also have four student teachers with us in the high school for the start of the school year!
- The High School Leadership team met and reviewed many of the things going on in the high school and helped give me an idea of where we will be moving and what sort of areas we need to improve upon, as well as where our strengths are. It was a great meeting with them and I have high hopes for the ambitious agenda we will be setting.
- Fall sports are underway. Mr. Oliver has done a great job working with the fall athletics and we've discussed some ideas for future promotional nights and so forth. I hope each of you can find time to attend some of our athletic contests this fall and throughout the school year.
- Student Council met to start plans for Homecoming and other events for the school year. Homecoming is the week of September 26 through September 30, with the dance on October 1. Student Council has inquired about the high school staff putting together a float, which I think is a great idea. Hopefully we can get a group together and plan something great!
- Ms. Dressel held an informational meeting for parents to explain the new Algebra I curriculum and answer questions. Geometry and Algebra II will be added in the future.

- Ms. Holle, Ms. Engen, and Ms. Dressel met with the group of students that are organizing the freshmen orientation at the high school. This will take place on September 7. The freshmen orientation gives students a chance to navigate the high school, introduce staff, and develop a relationship with the upperclassmen that run the event. Ms. Holle and I discussed extending this to all new students to the high school next year.
- Recently, some members of the high school staff were trained in Gradpoint. This program will be used with the alternative education school and is a learning platform that hosts curriculum focused on intervention and remediation strategies such as credit recovery, dropout prevention, alternative education, and summer school needs. Along with these curriculum solutions, GradPoint also hosts a large catalog of Core Curriculum courses that can be used for enrichment and supplementing courses. We will continue to explore the possibilities over the course of this school year.
- Ms. Robertson has been gearing up for her move to the former district office so she can prepare for the opening of the alternative education location. This new addition allows for another opportunity for our students to be successful in high school.
- The high school is working on their 1:1 rollout. After discussion with staff, parents, and students the high school was not prepared for an immediate launch at the beginning of the school year and will be phasing in the 1:1 sometime in October. We will participate in some professional development in September and October and through the remainder of the school year. A 1:1 handbook was developed for students 4-12, with some differences between grades 4-8 and 9-12. The high school version was given to the Leadership Team to review and make suggestions as we develop it.
- During the September 6 board meeting I will review the 2016 ACT results and AP results with the board. Currently I'm compiling the information to share with you.
- Some of the flooring tiles in the high school that were replaced over the summer. These tiles were coming up and needed to be fixed.
- The FAB lab continues to be worked on and the high school will be looking into some other grants that may help get additional equipment and materials for the space.
- Mr. Oliver has been working on getting the weight room updated. Funding for the updates came through donations from the Booster Club, the district, and the various athletic groups in the high school.
- The high school will begin curriculum work on science starting in September. Ms. Steffen has coordinated with CESA 10 and gotten their assistance as we go through the process of integrating the Next Generation Science Standards (NGSS) into Altoona's curriculum.



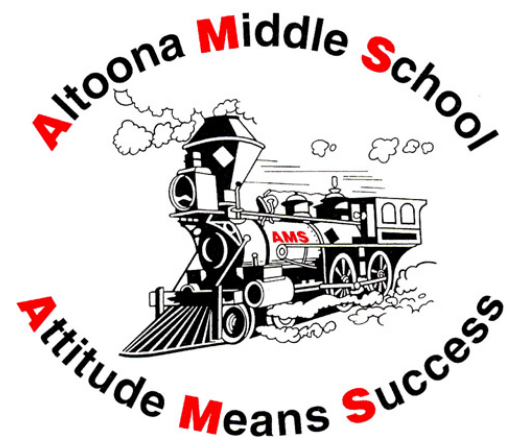
School District of Altoona

"Home of the Railroaders"

Altoona Middle School Principal/ District Assessment Coordinator's Entry Plan

**Honor the past, focus on the present,
and prepare for the future.**

Submitted by
Daniel S. Peggs
September 6, 2016



School District of Altoona
Middle School Principal/District Assessment Coordinator's
Entry Plan

Purpose

The purpose of an entry plan is to establish a set of approved activities that will guide the administrator's transition. This entry plan, in particular, is tailored to the School District of Altoona and the educational pathways that are needed to reflect Altoona's vision and mission. As much as this entry plan is designed to guide the work of the administrator, it must be remembered that educational leadership is not an isolated position. To be successful, Altoona Middle School needs the supported efforts of its staff, students, elected members, and community. It is the job of the administration to bring those stakeholders together to help drive The School District of Altoona to be the school district of choice in the state of Wisconsin. The following entry plan lays out a blueprint for success in our school and school district. Like all blueprints, adjustments may have to be made as we progress with the project.

The Middle School Principal/District Assessment Coordinator's Foci:

1. Academic Supports
2. Behavioral Supports
3. Building Connections
4. School Culture and Climate
5. Communication and Transparency
6. Educator Effectiveness

Foci 1: Academic Supports

| Action | Timeline | Completed |
|--|-----------------|------------------|
| Share entry plan for feedback, suggestions, and approval | September 2016 | |
| Meet with teams to discuss and structure meeting times and foci | September 2016 | |
| Foster and continue to develop AMS Professional Learning Communities (PLC) | June 2017 | |
| Identify areas of “high need” | October 2016 | |
| Develop an understanding of the current Response to Intervention (RtI) system | October 2016 | |
| Recreate, plan, and finalize the middle school master schedule to maximize instructional time, allow for PD, and give more choices to 8th grade students | December 2016 | |
| Work with the former District Assessment Coordinator (DAC) to establish an implementation plan, attend any trainings/CESA 10 DAC meetings as needed. | November 2016 | |
| Meet with Curriculum Director to talk about curriculum goals for the year | September 2016 | |

Foci 2: Behavioral Supports

| Action | Timeline | Completed |
|--|-----------------|------------------|
| Meet with PBIS leaders to develop and understanding of ASD PBIS | October 2016 | |
| Refine PBIS system to reflect the “look” of a PBIS school | January 2017 | |
| Develop a consistent behavior system with AIS and Dean of Students | September 2016 | |

Foci 3: Building Connections

| Action | Timeline | Completed |
|--|-----------------|------------------|
| Attend extra -curricular events (i.e. athletic, music, etc.) | June 2017 | |
| Engage in one-on-one discussions with every certified staff member to discuss their needs, wants, expectations, concerns, and vision for the School District of Altoona. | November 2016 | |
| Improve the Altoona Middle School website | June 2017 | |
| Meet with the AIS/AMS PTO President | November 2016 | |

Foci 4: School Culture and Climate

| Action | Timeline | Completed |
|---|-----------------|------------------|
| Develop a system of staff recognition | January 2017 | |
| Encourage staff to create a professional Twitter account to share all of the incredible things happening in our school and district | December 2016 | |
| Showcase student academic accomplishments | June 2017 | |
| Use Twitter to recognize teachers and students for a job well-done | September 2016 | |

Foci 5: Communication and Transparency

| Action | Timeline | Completed |
|--|-----------------|------------------|
| Establish a principal accessibility process | October 2016 | |
| Share all pertinent meeting notes with staff | September 2016 | |
| Work with Studer to enhance communication | June 2017 | |
| Use Twitter to “tell our story” (i.e. what we stand for, athletics, academics, community events, etc.) | September 2016 | |
| Complete and receive approval on school scorecard/SLO | October 2016 | |
| Create a beginning of the year parent communication | September 2016 | |

Foci 6: Educator Effectiveness

| Action | Timeline | Completed |
|--|-----------------|------------------|
| Meet with superintendent to discuss which teachers I will be responsible for evaluating. | September 2016 | |
| Complete My Learning Plan training | August 2016 | |
| Update teachers on the changes to teacher observations | September 2016 | |
| Meet with staff mid-year to discuss and analyze their SLO and PPG made in the fall | March 2016 | |
| Harness Studer to set goals and expectations for staff and our school performance. | June 2017 | |



2016 FALL REGIONAL MEETINGS & WORKSHOPS

SUPPORTING, PROMOTING AND ADVANCING
PUBLIC EDUCATION



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

**Region 4
Meeting**

September 20

**Holiday Inn
Eau Claire South**

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

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

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

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

Schedule at a Glance

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

RSVP to Joyce

by

September 9

**Attending
Meeting Only ?**

OR

**Workshop +
Meeting?**



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

September 22 & 23 2016

Stout's Island Lodge

2799 27th Street, Birchwood, WI

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

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

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

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

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

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

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



Registration Information

The pre-seminar workshop registration fee is \$95 and includes all materials, a continental breakfast and lunch on Thursday

The seminar registration fee is \$145 (1-day) or \$225 (2-days). Registration includes all materials, a reception on Thursday, and a continental breakfast and lunch on Friday.

Register for the two-day seminar and workshop at special rate of \$275.

Attending? Let Joyce know the following by October 3:

- **Pre-seminar Workshop Only**
- **Seminar 1 Day**
`October 13 OR October 14
- **Seminar Both Days**
- **Pre-seminar Workshop & Two-Day Seminar**

Pre-Seminar Workshop:

October 13, 8:30 - 12:45 pm

Topic: Continuous Improvement of School Boards - Data Dive

Presenters: Louis Birchbauer and Al Brown

Seminar:

October 13, 1:00 - 5:15 pm

Topics: Administrator Contracts, Title IX, Employee Compensation, Transgender Student Athletes, Leaves of Absence, Expulsion

Seminar:

October 14, 9:00 am - 3:45 pm

Topics: Performance Contracting, Special Education Obligations, On-Site Clinics/Wellness, Accessible Websites and Educational Materials, Open Meetings/Public Records, Drone Legal and Policy Challenges, New Law Update, Law Enforcement in Schools

Full Detail includes Seminar Session Descriptions and Presenters:

http://wasb.org/websites/meetings_events/index.php?p=1766



School District of Altoona

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

Dr. Connie M. Biedron, Superintendent

www.altoona.k12.wi.us

August 8, 2016

Dear Fellow Staff Members,

I hope you have enjoyed our beautiful summer! We Wisconsinites who endure the winter sure do relish our beautiful summers! Back in the district, there has been continuous work resulting in mind-blowing improvements! The amount of work that has taken place so far is indescribable in its magnitude and scope! Some of the work will be obvious when you step into the building, the new secure entrance to our new office addition, new flooring, painted walls, new windows, new bathrooms, new and spacious flexible learning spaces for our students! Other aspects of the work cannot be seen, but improve the quality of our environment for staff and students! The roof has been replaced on the high school and middle school, so buckets in the halls will be a thing of the past! We have also replaced our boilers with new, energy efficient boilers and created a new boiler room in the high school. We have gone from three boiler rooms to two boiler rooms in the complex which will save on energy and maintenance costs in the future. I can't wait for you to come back and see the amazing transformations!

Of course, as we ended last year, we need to begin this year in celebrating and thanking our amazing, dedicated, hard-working custodial crew! They continue to accomplish Herculean tasks through this remodeling process. Moving furniture and supplies from one building to another, cleaning, prepping for the new flooring, and cleaning and moving again! I am sure they will be the happiest of all to see this remodeling and building project come to an end, but it could not have happened without them!

We are slowly allowing staff to return to their new spaces as it is safe to do so. As I make that statement, I also ask that you are patient and flexible as you return. Please remember that along with the construction we have added new security and phone systems as well as updating all staff computers! I am asking that if there is something amiss in your room with your equipment, technology, or your facility, please report it to your principal who will compile lists to then go to the appropriate team. Please do not call or stop a custodian or technology staff member, to make a request. We are all on a tight schedule to get ready for students on September 7 and we need to make that our primary focus. Please understand that every last little item might not be in place by then but we will be able to begin school and continue to fine tune our new spaces and equipment in a timely manner.

Attached please find our schedule for the first days back on September 1 and 6. **As in the past, all staff are required to attend the opening day breakfast and session that follows on September 1. We will start the day at 7:45 in the high school commons.**

Also please remember everyone is invited to the Grand Opening of our beautiful new elementary school on August 25. There will be a ceremony at 1:00 followed by an Open House until 6:00 p.m. I hope to see you there and look forward to another fantastic school year with you beginning on September 1.

Most Sincerely,

Connie Biedron
Your Superintendent

"Proud to Be a Railroader"

**Back to School Inservice Schedule
September 1 & 6, 2016**
(may be subject to change)

Thursday, September 1:

7:45-8:30

All Staff Breakfast
@ High School Commons

8:30-10:30

All Staff Meeting
Welcome, Introductions,
Bloodborne Pathogens,
Updates & More!
@ High School Auditorium

11-12:30

Intermediate School Staff Meeting
@ iZone

1-2:30

Elementary Staff Meeting
@ ES LMC

1:30-3

High School Staff Meeting
@ HS LMC

2-3:30

Middle School Staff Meeting
@ IS/MS LMC



Tuesday, September 6:

9-11

Special Education Teachers & Pars's
Meeting,
@ MS LMC

**Afternoon Training Sessions
to be Scheduled:**

eduCLIMBER,
IXL Language Arts

=====

5:30-7

You're Invited!
Ice Cream Social
10th Street Park
Rain Site: Hobbs Sports Center



Please use unscheduled time to work in your rooms.

Shared Staff: Please make an effort to take in at least the beginning of each staff meeting for your assigned schools to check-in with the principal and pick-up any hand-outs.

Welcome

Our Newest Staff Members:

Jalissa Booth, Elementary Art Teacher

Beverley Carlsen, Library Media Director

Rachel Drescher, Intermediate School Teacher

Kevin Fruit, Business Teacher

Nicole McEvoy, Speech/Language Pathologist

Tina Johnston, Director of Food and Nutrition Services

Jason LeMay, High School Principal

Jeff McLain, High School English Teacher

Brittany Morrison, Special Education Teacher

Daniel Peggs, Middle School Principal

Courtney Smith, 6-12 School Psychologist

Anne Urbanski, 4-8 Spanish Teacher

... and the list continues to grow. It is updated after board hires are made at:
http://www.altoona.k12.wi.us/staff/new_staff_2016.cfm

Also Agenda item 10.e.

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.

Amended: 07/1/16

Professional Educator Handbook

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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.

Updated: July 15, 2013

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

INTRODUCTION

WELCOME

We are pleased to have you as a professional educator 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 professional educator 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.

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

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.~~

This *Professional Educator 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 professional educators 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.

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.

DISCLAIMER

This *Professional Educator 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.

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

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District. This *Professional Educator 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.

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

EMPLOYMENT POLICIES

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 **has witnessed, or** believes he/she has been subjected to, unlawful harassment by any other person ~~should~~ **shall** 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.

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Professional educators 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

Professional educators are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional 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 **(including e-cigarettes and vaping products)**, 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 professional educators to make every effort to be present for work. All professional educators are expected to adhere to their assigned schedule. In order for the District to operate effectively, professional educators are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the professional educator has received approved leave. Breaks and meal periods may only be taken during times designated by the professional educator's building principal and as further specified in other parts of this Professional Educator Handbook. Any deviation from assigned hours must have prior approval from the professional educator's building principal.

Professional educators who are unable to report to work shall follow the procedures for reporting his/her absence and obtaining a substitute. Any time spent not working during a professional educator'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 professional educator 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 professional educator 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, and federal laws such as FERPA and IDEA, 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," including board members, 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 educational assignments are available to professional educators 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 professional educator is responsible for posting the evacuation, hold and lockdown procedures in their classroom 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 professional educator 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 professional educator and does not violate Handbook provisions.

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

Fraud and Financial Impropriety

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District. If a teacher becomes aware of any of the following activity, he or she must immediately report the activity to his/her supervisor or the superintendent.

Fraud and financial impropriety shall include but is not be limited to the following:

1. forgery or unauthorized alteration of any document or account belonging to the District;
2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
3. misappropriation of funds, securities, supplies, or other District assets, including employee time;
4. impropriety in the handling of money or reporting of District financial transactions;

5. profiteering as a result of insider knowledge of District information or activities;
6. unauthorized disclosure of confidential or proprietary information to outside parties;
7. unauthorized disclosure of investment activities engaged in or contemplated by the District;
8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy.
9. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
10. failure to provide financial records required by state or local entities;
11. failure to disclose conflicts of interest as required by law or District policy;
12. disposing of District property for personal gain or benefit and,
13. any other dishonest act regarding the finances of the District.

Fraud Investigations: If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

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 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. Professional educators 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

Professional educators 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 prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal 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 professional educator 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

Professional educators 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 professional educator shall notify his/her principal as soon as possible, but no more than three calendar days after any felony conviction.

Professional educators 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.

Credit Reimbursement

Professional Educators assume the responsibility to keep professionally qualified in their area of instruction. The District shall pay \$50.00 per credit earned at an accredited college or university if such credit is earned in a course of study that will improve the teacher in his/her position with the School District of Altoona. Prior approval from the building principal/supervisor and superintendent must be received before beginning classes.

It is the responsibility of the individual teacher to furnish proper official transcripts of college credits earned to the district office. To be accepted all credits must be from the accrediting office. Letters from instructors or grade reports will not be accepted.

Undergraduate credits may not be used for credit reimbursement prior to completion of a Master's Degree. With prior approval by the employer, undergraduate credits may be used for credit reimbursement after completion of a Master's Program. If requests for undergraduate credits are denied, teachers will not have access to the grievance procedure.

Licensure/Certification

All matters related to obtaining and renewing a teaching license or certification are the professional educator's personal responsibility. Each professional educator 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. Professional educators 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 teaching contract with any person not legally authorized to teach the named subject shall be void. All teaching contracts shall terminate if, and when, the employee's authority to teach terminates, and no person shall be employed with an expired license. Professional educators shall maintain the licenses that are in effect upon hire or as otherwise required.

Operation of Personal Vehicle

Professional educators who are required to drive their personal vehicle for District business or activities other than Cluster A or CESA professional development will may 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 professional educator's regular position with the District. Professional educators 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 professional educators to devote maximum effort to the position in which employed. A professional educator 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 a professional educator 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, a professional educator will be given a conditional offer of employment, contingent on evidence that the professional educator 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 professional educator'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

Professional educators are judged not only by their service but also by their appearance. It is the District's expectation that every professional educator's appearance is consistent with the high standards we set for ourselves as a District. Professional educators 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 professional educators 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.

WORK DAY/HOURS OF WORK

Normal Hours of Work

Certified staff are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1) (L), Wis. Stats.

All professional educators shall be required to be in their assigned building and available to students pursuant to the schedule established by the District or building principal. Such schedule shall include time for collaboration, preparation and lunch.

Although professionals' work is not limited to any specified number of hours or days per week, the normal hours of work for full-time employees in positions authorized as "40-hours per week" are considered to be an average of eight (8) hours per day plus a duty-free 30-minute lunch period. The teacher's work day begins no later than 7:30 a.m. and ends no earlier than 3:45 p.m. with the exception of Friday's and the day prior to holiday breaks when staff may leave at the end of the day following the departure of the buses. If meetings should run later than 3:45 p.m., professional educators are expected to remain for the duration of the meeting. The individual calling the meeting will make every effort to communicate the date and time of the meeting at least one week in advance.

During the school day professional educators are not to absent themselves from a class while that class is in session (except for legitimate student teacher training purposes), nor should professional educators leave the building earlier than the designated time at the end of the teaching day. Professional educators wishing to deviate from the above regulation must request and receive permission to do so from their building principal before taking leave. **The employee is also required to sign-out/sign-in at the school office upon their leaving and returning to the building.** Requests should be limited to emergency situations or such instances where the task cannot be completed except during school hours.

Meetings

Faculty Meetings: Professional educators are required to attend all mandatory administratively scheduled meetings of the faculty, staff, department/grade level, or other sub-group of employees. Administratively scheduled meetings may begin before the normal workday begins or extend beyond the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings and will make every effort to keep meetings to a minimum in both frequency and time.

Student Progress Meetings: Professional educators are required to attend individual educational plans (IEP) team meetings, Response to Intervention team (RtI) meetings, parental conferencing meeting or other meetings of similar nature, which are normally conducted at irregular times and are required to attend such events regardless of the date, time, or duration of said meetings. Professional educators who are required to attend such student progress meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings.

Consultation with Parents

Professional educators will work in partnership with parents for the success of the whole child. This partnership may be reflected by way of phone contacts, home visits, progress reports, in-person appointments, etc., in addition to scheduled parent/teacher conferences and open houses. Home visits will be approved and monitored by the building principal or supervisor.

Emergency School Closing

Professional educators shall not report to work, nor shall their compensation be affected at such times that inclement weather, other emergencies or special situations require a delayed start or closing of school.

In the event it is necessary to provide an unscheduled early release, professional educators will be informed of the situation by the administration. Professional educators shall leave during such emergencies and shall not have their compensation affected.

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. Professional educators shall not receive additional compensation in the event the District requires missed day(s)/time to be made up with or without students.

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.

RESPONSIBILITIES

Student Support

Professional educators are responsible for making themselves available in their classrooms or work areas to students throughout the day, to include the morning prior to the start of classes and after classes end at the conclusion of the student day. This is intended to provide additional time for students to work with their teachers.

Professional educators who are also coaches and/or advisors should give priority to the academic needs of their regular students, as needed at the end of the school day or during practice time. This is per Policy 538.1 - Coach/Advisor Evaluation Process.

Attendance at School Events

Professional educators are to attend administratively required school events. These events, though not limited by enumeration, may be an open house, music program, art show, high school graduation and/or other school or district events.

This demonstrates another way for professional educators to build rapport with students, parents, and the community.

Curriculum Development

In addition to each professional educator's individual responsibility for developing the scope, sequence, and lessons for his/her teaching assignment in accordance with the Board-approved curriculum, every professional educator has the responsibility to participate in curriculum development for the District as part of a curriculum committee, grade level/departmental team, work group, or individual task. Each professional educator has the obligation to participate in ongoing curriculum committee work and is expected to contribute professionally to curriculum committee activity and to attend meetings as scheduled.

The District will maintain a curriculum development schedule that may include, but is not limited to, an ongoing curriculum adoption cycle.

Each professional educator is assigned to a particular curriculum committee and is obligated to participate in the curriculum development and rewrite process as deemed appropriate by the District.

Every professional educator also carries the professional responsibility to update and improve semester outlines and units of study for courses and classes taught as part of their regular salaried position. Each professional educator is expected to research and develop an engaging instructional curriculum aligned with state standards. (*See Salary and Stipend Guide.*)

Professional Duties

The District recognizes that each professional educator performs many duties not directly related with the regular classroom teaching assignment or other professional assignment nor specifically itemized in the position assignment. Professional duties are those considered to be part of the professional educators traditional workday and include, but are not limited to the following enumerated duties. The District, at its sole discretion, may add to or change this non-exhaustive list.

- a. The assignment itself;
- b. Faculty meeting attendance and participation;
- c. District-level committee attendance and participation;
- d. School-level committee attendance and participation;
- e. Varied ad hoc committees on which professional educators have traditionally served;
- f. Open house(s) as scheduled;
- g. Parent conferences as scheduled;
- h. Implementation of behavior plans, IEPs, 504 plans, RtI plans, ELL plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;
- i. Supervision of students assigned during the workday (i.e., hallway, detention, lunch, recess);
- j. Letters of recommendation for students;
- k. Daily check of mailbox;
- l. Daily monitoring of and response to email and voicemail;
- m. Summer monitoring of and response to email;
- n. Adherence to deadlines for submission of information and data to administration;
- o. Written lesson plans developed in advance and available upon the building principal's or

- supervisor's request
- p. Learning targets will be posted in classrooms and accessible on the website for students, parents and community members;
 - q. Professional sharing of information obtained from workshop/conference attendance, site visit, school meeting, or District meeting.

Professional Growth

All professional educators shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board approved curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make himself/herself available to his/her colleagues and to the community as a valued resource.

EMPLOYEE PERFORMANCE AND EVALUATION

Employee Evaluation

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

Employee Discipline

Given sufficient reason, the Board or designee has the right to suspend or otherwise discipline an employee. A professional educator 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.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees. Discipline may result when an employee's actions fall short of accepted standards of professional behavior or violate a policy or rule, when an employee's performance is not acceptable, or the employee's conduct is detrimental to the interest of the District. Typically, disciplinary action will involve any of four steps: verbal warning, written warning, suspension with or without pay, and termination of employment. Specific disciplinary actions may depend on the behavior and frequency of occurrences. Some serious employee behaviors may lead to suspension or termination without following progressive discipline steps. The District reserves the right to impose disciplinary action as may be appropriate in particular circumstances.

As long as it is not arbitrary and capricious, the Superintendent may skip one or all steps in the progressive discipline model (Policy 524). 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 professional educator who is 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 professional educator'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 professional educators whom the District considers continuously employed, working either a fiscal or school year, 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 a professional educator who is scheduled to work at least a 190-day school year with the minimum hours per day described in EMPLOYMENT CONDITIONS Professional Educator – Workday/Hours of Work.

Regular Part-time School Year Employee: A regular part-time school year employee is defined as a professional educator who is scheduled to work less than a 190-day school year or less than the minimum hours per day described in EMPLOYMENT CONDITIONS Professional Educator – Workday/Hours of Work.

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

Summer School Employees: A summer school employee is defined as a professional educator who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

The District will employ professional educators by issuing Individual Teaching Contracts to each professional educator. The Individual Teaching Contracts must be signed and returned to the District Office no later than the stated deadline in order to become a valid contract for the succeeding year.

The non-renewal of Individual Teaching Contracts shall be governed by § 118.22, Wis. Stats. and are not subject to the grievance procedure.

Job Vacancy and Posting

When the Superintendent 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 shall be final as to the assignment of professional educators.

Professional Educator Layoff and Recall

The District retains the right to lay off professional educators, 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 professional educators are to be laid off. The rehiring of professional educators 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

Individual employment contracts of a professional educator 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.

Any professional educator who plans to leave the District shall notify his/her principal at the earliest possible date of his/her decision to leave. A professional educator may resign in accordance with the terms of his/her individual 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 professional educator has resigned is filled by the District.

Separation from Employment

Employees who voluntarily resign from their employment are expected to give a required notice in a timely manner to facilitate a smooth transition.

Professional educators may resign in accordance with the terms of his/her individual contract. Any teacher who seeks to break his/her individual contract will normally be required to pay liquidated damages as noted in their individual contract and as follows:

- ~~\$250 if the District receives written notice after March 1~~
- ~~\$500 if the District receives written notice after April 1~~
- ~~\$750 if the District receives written notice after May 1~~
- \$1,000 if the District receives written notice after ~~June 1~~ **June 15**
- \$1,250 **\$1,500 plus the insurance premium cost** if the District receives written notice after July 1
- \$1,500 **\$2,000 plus the insurance premium cost** if the District receives written notice after August 1
- ~~\$2,000 if the District receives written notice after the assignment starts~~

The Board is not precluded from refusing to accept the resignation or from seeking and recovering the actual amount of damages resulting from a breach of an individual contract.

Standard for Discipline and Termination

A professional educator 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 PROCEDURE

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

PAYROLL INFORMATION

Unless the annual exception is requested, all professional educators will be put on the school year payroll cycle (20 paydays) and paid on the 7th and 23rd of each month, September through June. 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. Professional educators 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 professional educators 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 salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried 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.

SALARY AND RELATED COMPENSATION

Salary

Salary information for professional educators is contained in the *Salary & Stipend Guide Compensation Model*.

~~**Extended Contracts**~~

~~The Board may determine extended contracts are necessary to complete the work of the District. Information regarding extended contracts 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

Professional educators may be assigned to serve as a substitute during his/her workday. Compensation for such service would be in the form of compensatory time paid in the current pay period. ~~Pay rate will be in accordance with the *Salary & Stipend Guide*.~~

Training

The District may occasionally request that a professional educator attend a workshop or training necessary for employment that occurs outside the scheduled work day. The professional educator may be eligible for compensation at the curriculum rate or a daily stipend at the discretion of the District. Registration and expenses including meals (up to a maximum of \$50 per day) and mileage will be covered.

Summer School

If summer school session employment is available, the District may offer summer school employment to qualified professional educators 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 school session 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 professional educator's first day of employment for eligible employees. Professional educators 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. Professional educators 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

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 professional educator employed by the District at least 30 hours per week is eligible to participate in the District's health and dental insurance. Professional educators whose assignments are less than 30 hours per week are not eligible to participate in the District's health and dental insurance. Full time equivalency is based on regular contracted time only.

Premium Contributions for Health Insurance

Full-time professional educators 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

Professional educators 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 professional educators under the Internal Revenue Service code that permits employees to choose cash in lieu of family plan health insurance benefits.

Professional educators 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 professional educator declines all health insurance coverage from the District. Employees must provide proof of other insurance to the District Office in order to receive the stipend. 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. Payment will be included in twenty paychecks. 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.

Flat Term Life Insurance

The Board shall provide to all professional educators a \$30,000 term life insurance plan and an equal amount of accidental death and dismemberment benefits. The Board shall pay the full costs of providing these benefits.

Group Long-Term Disability Insurance

Long term disability insurance will be made available at no cost to all professional educators. 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 professional educators 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 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.

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:

- 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 EARLY RETIREMENT (Updated 2/1/16; Effective 7/1/16)

The Board may provide, at its sole discretion, an early retirement benefit for eligible professional educators, and reserves the right to modify or terminate this benefit at any time.

Section 1 – Professional Educators hired before June 1, 2008.

Professional educators must meet all of the following requirements in order to access the early retirement benefit:

1. Must have been employed the equivalent of fifteen (15) years of full-time employment as a professional educator in the School District of Altoona;
2. 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 professional educator will sever employment;
3. Must achieve at least the minimum age of fifty-five (55) on or before September 1 of the year of retirement

For professional educators hired for service prior to June 1, 2008, the Employer will pay an early retirement benefit, based on years of service to the School District of Altoona from hire date to June 30, 2016, as follows:

- 9 to 14.99 years of service: 12 monthly payments for four years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.
- 15 to 19.99 years of service: 12 monthly payments for five years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.
- 20 to 24.99 years of service: 12 monthly payments for six years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.
- 25 to 29.99 years of service: 12 monthly payments for seven years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.
- 30 or more years of service: 12 monthly payments for eight years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.

The annual rates for the 15-16 school year are:

- \$7,000 Cash-in-Lieu
- \$7,061 Single Plan
- \$15,708 Family Plan

These payments will be paid out on a monthly basis.

Professional educators severing employment will have the opportunity of converting their accumulated sick leave to a dollar amount equivalent to the number of accumulated sick leave days using the following sliding schedule based on years of service as of June 30, 2016:

- 9 to 19.99 years of service: \$75/unused sick day.
- 20 to 24.99 years of service: \$110/unused sick day.
- 25 to 29.99 years of service: \$150/unused sick day.
- 30 or more years of service: \$190/unused sick day.

This accumulated sick leave payout can be used towards premium increases up to the District base health insurance plan. There will be no cash payout of the unused sick days.

Any professional staff member, who was hired before June 1, 2008, will be given the opportunity to waive the tiered health insurance plan in favor of the HRA plan.

Section 2 – Professional Educators hired on or after June 1, 2008

The following separation benefit program will be in effect for professional educators hired on or after June 1, 2008:

1. Upon completion of the employee's fifth (5th) consecutive year of service to the District, the District shall establish a Health Reimbursement Arrangement (HRA) account in the employee's name. The account will be fully vested and transferable once created.
2. On December 10th of the sixth (6th) consecutive year of service to the District and each consecutive year following, a deposit of 6% of the yearly salary, to a maximum of \$3,000.00, shall be made to the employee's HRA account.
3. Accumulated sick leave days will be paid out at \$60.00 per day into the employee's HRA at the time of separation.

TIME OFF AND LEAVES

PAID LEAVE DAYS

Each professional educator 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 professional educator. In all cases of absence, it is the responsibility of the professional educator to contact his/her principal in a timely manner.

Paid Leave Bank (Sick, Bereavement, Emergency)

Sick Leave

Yearly sick leave credit of ten (10) days shall be granted to the full-time professional educator (pro-rated accordingly for part-time employees) on the first day the professional educator reports to work for the contract year. Sick leave will accumulate to a maximum of one hundred (100) days.

Professional educators beginning work after the first day of the contract year shall receive a pro-rated amount of sick leave. Professional educators 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 professional educator has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the professional educator.~~

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(ren), father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent and grandchildren. **Immediate family shall also include the child(ren), father, mother, brother, sister, grandparent or grandchildren of a domestic partner.**

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, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for less than a quarter of a day, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence. **The employee is also required to sign-out and sign-in upon their leaving and returning to the building.** If the principal, school office, or sub caller is used to provide a substitute, then the professional educator 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 professional educator 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 professional educator 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 a professional educator to another professional educator 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. **The Compassion Clause does not apply to maternity or paternity leave.**

No more than what is needed for the current situation can be given to an individual employee in a given school year. Extenuating circumstances will require Board approval.

Bereavement Leave

Professional educators shall be granted Bereavement Leave **not to exceed five days** 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 professional educator's responsibility to submit the appropriate form to his/her principal in advance of taking such leave. Professional educators who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal 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 professional educator whenever the District deems such verification appropriate. **A written request must be made to the Superintendent if it is felt that more days are needed.**

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 professional educator 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 professional educator'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 a professional educator who has 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.

After five (5) years of continuous service to the District the professional educator 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) professional educators in a building or five (5) professional educators 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.

Upon written request to the payroll specialist, up to two (2) unused personal days may be paid out at year-end at \$75 per day.

Chaperone Day

Professional educators 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 professional educator 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 professional educator's Sick Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the teacher's contract and payment by the professional educator of daily benefit costs (1/190) 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 professional educator 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 professional educator is absent as a result of performing jury duty or acting as a witness in a matter on behalf of the District, the professional educator will be paid his/her full salary provided that all payments, less mileage, due the professional educator for performing jury duty shall be endorsed to the District. Professional educators 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. Professional educators are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

National Guard Duty

Where a professional educator is absent due to required service in the National Guard or Reserve, the professional educator 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 professional educator's Sick Leave account, provided that the professional educator endorses to the District all payments by the military for the days covered by paid leave from the District.

Military Leave for Active Duty

Professional educators 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 professional educators 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.

Appendix A – Employee Rights Under the Family and Medical Leave Act

Appendix B – Wisconsin Family and Medical Leave Act

Employees requesting and using bone marrow and organ donation leave are afforded additional protection and rights under the Wisconsin Bone Marrow and Organ Donation Leave Act.

Appendix C – Wisconsin Bone Marrow and Organ Donation Leave Act

LEAVES OF ABSENCE

Professional Leave

Professional educators may apply for an unpaid professional leave for study, research, or special teaching assignment for a period up to one (1) year. This leave will be without pay or benefits and is subject to Board approval at their discretion. Requests for professional leave must be made by February 1 for the following school year.

Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Professional educators with a minimum of three (3) years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two (2) semesters. The Board reserves the right to limit approved leaves to no more than four professional educators per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to professional educators who have used this leave provision within the previous three (3) years. Application should be made in writing at least three (3) months prior to the requested start of the leave. If conditions are such that three (3) months advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

Other Leaves

Employees may request, and the District will consider, leave requests after the professional educator 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 *Professional Educator Handbook* describes important information about the School District of Altoona. I acknowledge that I have received a copy of the Altoona School District's *Professional Educator 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 *Professional Educator 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 *Professional Educator 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: _____

1:1 Chromebook Handbook
Altoona Intermediate and Middle School



Chromebook Procedures and Information

21st Century Learning for All

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Chromebooks will be distributed to all intermediate and middle school students at the beginning of each year. This handbook is designed to help you understand how to use and protect your Chromebook. Parents/Guardians and students are required to read this handbook and sign the Acceptable Use Consent Form in the back of the handbook in order to receive a Chromebook.

RECEIVING YOUR CHROMEBOOK:

The following items and accessories will be distributed and recorded by the student's teacher and will not leave the building. Students are responsible for their Chromebook just as they are responsible for their textbooks:

- Chromebook with name and barcode affixed to device
- Charging cord with AC Adapter power cord

RETURNING YOUR CHROMEBOOK:

All Chromebooks and accessories will be returned at the end of each school year or when a student withdraws from the district. Students will retain the same Chromebook for the five years they are in the intermediate and middle schools. If the Chromebook issued to the student is not returned, law enforcement will be notified and the Chromebook will be considered stolen property.

TAKING CARE OF YOUR CHROMEBOOK:

Care of the Chromebook is the responsibility of the student. In the event that your Chromebook gets broken or fails to work properly, please immediately bring it your school's library media center for repair. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

General Precautions:

- Do not use food or drink near your Chromebook.
- Exercise care when inserting and removing all cords, cables, and accessories.
- Do not leave the power cord plugged in while transporting your Chromebook.
- Do not carry your Chromebook by the screen or with the screen open or by the corner of the Chromebook.
- Do not write or draw on your Chromebook. Do not place additional stickers or other adhesives to your Chromebook or any other accessories.
- Keep the Chromebook secured at all times.
- When a Chromebook won't be used for a period of time, students should log out of their account for security purposes.
- Do not leave your Chromebook in an area that could become very warm or very cold.
- To protect against theft or damage, do not leave the Chromebook in an area that is not supervised. If an unsupervised Chromebook is found, turn it in to the office or the LMC immediately. Unsupervised Chromebooks will be collected by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- When students are not using their Chromebook, they should store them in their locked locker or in a secure classroom designated by a teacher.
- Chromebooks will have Altoona School District identification. It should not be removed or altered.

Carrying Chromebooks:

- Please be very careful with your Chromebook!
- Do not use the screen to lift your Chromebook or use the corners of the Chromebook to lift it. Always carry the Chromebook from the bottom with the screen closed using two hands.
- Due to the possibility of damage, do not put Chromebooks in backpacks.

Screen Care:

- Don't put pressure on the top of the Chromebook—even if the lid is closed. This includes pointing at items on the screen with a pen/pencil, leaning on a closed Chromebook with your elbow, and placing items on top of the Chromebook.
- Close the screen when storing your Chromebook.
- Do not store the Chromebook in a case or backpack with items that will put pressure on the screen.
- Do not touch the screen with anything that might put a mark or scratch on it.
- Keep everything off the keyboard when closing the lid.
- There will be cleaning stations and supplies available at school. To prevent damage, cleaning of screens should only be done at school with the provided cleaning solution.

USING YOUR CHROMEBOOK AT SCHOOL:

- It is expected that Chromebooks be fully charged every day.
- Students will be expected to bring their Chromebooks to all classes unless told by their teachers not to do so.
- Because Chromebooks are district owned machines to be used for educational purposes, they can be monitored at school or at home.
- If the student's Chromebook is missing or in repair, they will be issued a used Chromebook from the LMC if they are available. These extra Chromebooks will not be allowed to be taken home. They will be required to be returned to the building LMC each day.

CHROMEBOOKS UNDER REPAIR:

When a student's Chromebook is in for repair, they will be issued a loaner Chromebook from the LMC until their device is repaired. These Chromebooks may be checked out for home use. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

BACKGROUNDS AND PASSWORD:

- All screen savers and backgrounds must be school appropriate. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary action.
- Students must keep their passwords confidential.

ACCOUNT ACCESS:

In order to gain access to the district network, students should log in with their Altoona School District account. Students should only use their account. Use of another student's account is prohibited under the District Acceptable Use Policy.

SOUND:

Students should keep their sound muted unless a teacher gives permission for it to be on for instructional purposes. Students will be expected to have headphones or ear buds to use when sound is necessary for instructional purposes.

PRINTING:

Limited printing will be allowed from Chromebooks. Students are highly encouraged to send documents electronically to their teachers to avoid unnecessary printing.

SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK:

- Students need to save all files to the Google account in the cloud instead of locally on the device to ensure they will have access and that the files are not deleted if the Chromebook is in need of repair.
- If a student will be graduating or leaving the district and would like to transfer saved documents to another account, contact the LMC.

REPAIRING/REPLACING YOUR CHROMEBOOK:

Vendor Warranty: The equipment vendor has a one year hardware warranty on the Chromebook. The vendor warrants the Chromebooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.

- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- Parents are responsible for any repairs needed to the Chromebook beyond the normal warranty.
 - Insert approximate costs common repairs (ie: screen = \$35) here
- All repairs or replacements will be handled through the LMC.
- All repairs on district-owned Chromebooks must be performed at the district by district staff.
- To replace a stolen Chromebook, a police report must be filed. The replacement will be provided at no cost.
- Parents are responsible for the cost of lost or damaged Chromebooks. Insert approximate cost of Chromebook here.

CHROMEBOOK TECHNICAL SUPPORT:

All technical support will start at the high school LMC.

CHROMEBOOK FAQ's

Q: What is a Chromebook?

A: A Chromebook is like a laptop but instead of having Windows or iOS operating systems, they run off Google Chrome. Through Chrome, students can type documents, use spreadsheets, create presentations and more. They can access all of their work from any computer that connects to the Internet.

Q: Do you need Internet access to use a Chromebook?

A: Some offline functions are able to be used with a Chromebook, but it works the best if you have a WiFi signal.

Q: Do Chromebooks come with Internet Filtering Software?

A: Yes. Chromebooks will be filtered through the district's internet filter at all times.

Q: Do Chromebooks need virus protection?

A: No! Because of how they are designed, no virus protection is needed.

Q: What is the expected battery life?

A: Chromebooks have a rated battery life of 13 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q: Can I opt my student out of receiving a Chromebook?

A: Chromebooks are tools used in our instruction Altoona Schools. Students cannot opt out of a district-issued Chromebook because they will be required to use it for class during the day in order to access and create educational materials.

Q: Will students be allowed to take their Chromebooks home?

A: As of now, only high school students will be allowed to take Chromebooks home. This may change in the future as we roll out the Chromebooks from year to year. But as of now, all AIS/AMS students must leave their Chromebooks at school.



Acceptable Use Consent Form School District of Altoona

Parent/Guardian:

I have read the School District of Altoona's Acceptable, Safe and Responsible Use of Technology Resources Policy and the 1:1 Chromebook Handbook and agree to all the terms therein.

I give my permission for my child to participate in the school district's electronic communications system and certify that the information contained on this form is correct.

Signature of Parent/Guardian _____

Home Address _____

Phone _____

Date _____

Student:

I understand that my Chromebook use is not private and that the district will monitor my activity on the computer system. Chromebooks are tools to be used for educational purposes.

I have read the School District of Altoona's Acceptable, Safe and Responsible Use of Technology Resources Policy and the 1:1 Chromebook Handbook and agree to abide by the stated provisions. I understand that violation of these guidelines may result in suspension or cancellation of online privileges.

Signature of Student _____

Date _____

1:1 Chromebook Handbook

Altoona High School



Chromebook Procedures and Information

21st Century Learning for All

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Chromebooks will be distributed to all high school students at the beginning of each year. This handbook is designed to help you understand how to use and protect your Chromebook. Parents/Guardians and students are required to read this handbook and sign the Acceptable Use Consent Form in the back of the handbook in order to check out the Chromebook.

RECEIVING YOUR CHROMEBOOK:

The following items and accessories will be distributed and recorded in the district library system:

- Chromebook with name and barcode affixed to device
- Charging cord with AC Adapter power cord
- Protective case – Students ***must*** use the protective case at all times.

RETURNING YOUR CHROMEBOOK:

All Chromebooks and accessories will be returned at the end of each school year or when a student withdraws from the district. Students will retain the same Chromebook for the four years they are in high school. If the Chromebook issued to the student is not returned, law enforcement will be notified and the Chromebook will be considered stolen property.

TAKING CARE OF YOUR CHROMEBOOK:

Care of the Chromebook is the responsibility of the student. In the event that your Chromebook gets broken or fails to work properly, please immediately bring it your school's library media center for repair. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

General Precautions:

- Do not use food or drink near your Chromebook.
- Exercise care when inserting and removing all cords, cables, and accessories.
- Do not leave the power cord plugged in while transporting your Chromebook.
- If your Chromebook is in your carrying case, make sure it is unplugged.
- While walking in the hallways your Chromebook must always be in your closed case.
- Do not carry your Chromebook by the screen or with the screen open or by the corner of the Chromebook.
- Do not write or draw on your Chromebook. Do not place additional stickers or other adhesives to your Chromebook or any other accessories.
- Keep the Chromebook secured at all times.
- When a Chromebook won't be used for a period of time, students should log out of their account for security purposes.
- Do not leave your Chromebook in an area that could become very warm or very cold (such as a car).
- To protect against theft or damage, do not leave the Chromebook in an area that is not supervised. If an unsupervised Chromebook is found, turn it in to the office or the LMC immediately. Unsupervised Chromebooks will be collected by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- When students are not using their Chromebook, they should store them in their locked locker or in a secure classroom designated by a teacher.
- Students are encouraged to take their Chromebooks home nightly for charging, regardless of whether or not they are needed.
- Opportunities for charging Chromebooks at school will be limited.
- Chromebooks will have Altoona School District identification. It should not be removed or altered.

Carrying Chromebooks:

- Please be very careful with your Chromebook!
- Do not use the screen to lift your Chromebook or use the corners of the Chromebook to lift it. Always carry the Chromebook from the bottom with the screen closed using two hands.
- Students are required to use the issued case/bag whenever transporting their Chromebooks in the hallways or outside of school.
- Due to the possibility of damage, do not put Chromebooks in backpacks.

Screen Care:

- Don't put pressure on the top of the Chromebook—even if the lid is closed. This includes pointing at items on the screen with a pen/pencil, leaning on a closed Chromebook with your elbow, and placing items on top of the Chromebook.
- Close the screen when storing your Chromebook.
- Do not store the Chromebook in a case or backpack with items that will put pressure on the screen.
- Do not touch the screen with anything that might put a mark or scratch on it.
- Keep everything off the keyboard when closing the lid.
- There will be cleaning stations and supplies available at school. To prevent damage, cleaning of screens should only be done at school with the provided cleaning solution.

USING YOUR CHROMEBOOK AT SCHOOL/ HOME:

- It is expected that Chromebooks be brought to school fully charged every day.
- Students will be expected to bring their Chromebooks to all classes unless told by their teachers not to do so.
- Because Chromebooks are district owned machines to be used for educational purposes, they can be monitored at school or at home.
- If the student's Chromebook is left at home, they will be issued a used Chromebook from the LMC if they are available. These extra Chromebooks will not be allowed to be taken home. They will be required to be returned to the building LMC each day.

CHROMEBOOKS UNDER REPAIR:

When a student's Chromebook is in for repair, they will be issued a loaner Chromebook from the LMC until their device is repaired. These Chromebooks may be checked out for home use. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

BACKGROUNDS AND PASSWORD:

- All screen savers and backgrounds must be school appropriate. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary action.
- Students must keep their passwords confidential.

ACCOUNT ACCESS:

In order to gain access to the district network, students should log in with their Altoona School District account. Students should only use their account. Use of another student's account is prohibited under the District Acceptable Use Policy.

SOUND:

Students should keep their sound muted unless a teacher gives permission for it to be on for instructional purposes. Students will be expected to have headphones or ear buds to use when sound is necessary for instructional purposes. Headphones will be available for purchase when a Chromebook is checked out at the LMC or can be purchased on your own.

PRINTING:

Limited printing will be allowed from Chromebooks. Students are highly encouraged to send documents electronically to their teachers to avoid unnecessary printing.

SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK:

- Students need to save all files to the Google account in the cloud instead of locally on the device to ensure they will have access and that the files are not deleted if the Chromebook is in need of repair or is forgotten at home.
- If a student will be graduating or leaving the district and would like to transfer saved documents to another account, contact the LMC.

REPAIRING/REPLACING YOUR CHROMEBOOK:

Vendor Warranty and Insurance: The equipment vendor has a one year hardware warranty on the Chromebook. The vendor warrants the Chromebooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.

- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- Parents are responsible for any repairs needed to the Chromebook beyond the normal warranty.
 - Insert approximate costs common repairs (ie: screen = \$35) here
- All repairs or replacements will be handled through the LMC.
- All repairs on district-owned Chromebooks must be performed at the district by district staff.
- To replace a stolen Chromebook, a police report must be filed. The replacement will be provided at no cost.
- Parents are responsible for the cost of lost or damaged Chromebooks. Insert approximate cost of Chromebook here.

CHROMEBOOK TECHNICAL SUPPORT:

All technical support will start at the high school LMC.

CHROMEBOOK FAQ's

Q: What is a Chromebook?

A: A Chromebook is like a laptop but instead of having Windows or iOS operating systems, they run off Google Chrome. Through Chrome, students can type documents, use spreadsheets, create presentations and more. They can access all of their work from any computer that connects to the Internet.

Q: Do you need Internet access to use a Chromebook?

A: Some offline functions are able to be used with a Chromebook, but it works the best if you have a WiFi signal.

Q: Do Chromebooks come with Internet Filtering Software?

A: Yes. Chromebooks will be filtered through the district's internet filter at all times.

Q: Do Chromebooks need virus protection?

A: No! Because of how they are designed, no virus protection is needed.

Q: What is the expected battery life?

A: Chromebooks have a rated battery life of 13 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q: Can I opt my student out of receiving a Chromebook?

A: Chromebooks are tools used in our instruction Altoona Schools. Students cannot opt out of a district-issued Chromebook because they will be required to use it for class during the day in order to access and create educational materials.

Q: What if I don't want my student to bring their Chromebook home?

A: Students will be encouraged to bring their Chromebook home every night to complete assigned work and to charge their device. If parents/guardians are not comfortable with this, please contact the LMC Director.

Q: Will students be allowed to take their Chromebooks home over the summer?

A: No. Chromebooks will be returned at the end of the year.



Acceptable Use Consent Form School District of Altoona

Parent/Guardian:

I have read the School District of Altoona's Acceptable, Safe and Responsible Use of Technology Resources Policy and the 1:1 Chromebook Handbook and agree to all the terms therein.

I give my permission for my child to participate in the school district's electronic communications system and certify that the information contained on this form is correct.

Signature of Parent/Guardian _____

Home Address _____

Phone _____

Date _____

Student:

I understand that my Chromebook use is not private and that the district will monitor my activity on the computer system. Chromebooks are tools to be used for educational purposes.

I have read the School District of Altoona's Acceptable, Safe and Responsible Use of Technology Resources Policy and the 1:1 Chromebook Handbook and agree to abide by the stated provisions. I understand that violation of these guidelines may result in suspension or cancellation of online privileges.

Signature of Student _____

Date _____

SCHOOL BOARD POLICY AND PHILOSOPHY OF GOVERNANCE

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

Philosophy of Governance:

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

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

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

Altoona School Board Agreement:

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

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

VISION

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

MISSION

The School District of Altoona strongly believes in:

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

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

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

Legal Reference: Wisconsin State Statute Sections 120.12, 120.13

ADOPTED:

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

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

Legal Reference: Wisconsin State Statute Sections 118.001, 120.13

ADOPTED:

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

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

Legal Reference: Wisconsin State Statute Section 120

ADOPTED:

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

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

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

Legal Reference: Wisconsin State Statute Sections 115 to 121

ADOPTED:

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

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

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

Consequently, the Board shall:

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

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

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

ADOPTED:

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

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

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

Legal Reference: Wisconsin State Statute Sections 17.01, 17.02

ADOPTED:

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

ADOPTED:

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

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

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

Legal Reference: Wisconsin State Statute Sections 118.24, 120.13

ADOPTED:

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

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

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

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

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

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

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

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

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

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

ADOPTED:

Role of Appointed Legislative Liaisons:

In terms of legislative and public policy issues, the School Board seeks to both proactively and reactively engage and advocate on behalf of the District and its students with lawmakers, agency personnel, and other government officials.

Provided that said Board members are willing to accept the responsibilities, the Board may appoint one to two Board members to serve as legislative liaison(s). If appointed by the Board, the legislative liaison(s) is authorized to do the following:

- Work with the Superintendent and the District's collaborative partners and associations to identify opportunities for legislative and public policy advocacy and to bring the relevant issues, opportunities, and available resources to the attention of the Board;
- Work with the Superintendent and his/her designee(s) to prepare resolutions or position statements to present to the Board for possible adoption and/or further direction;
- Serve as a spokesperson for the Board and the District with legislators, agency personnel, and other government officials for the purpose of communicating information, ideas, needs, and positions that the Board or an authorized agent of the Board has determined are in the best interest of the District; and
- Work with the Superintendent and his/her designee(s) to plan and implement specific engagement activities, including extending invitations to state and community leaders to participate in meetings, visit District facilities, or attend and observe District activities.

Authorized Spokespersons Engaging in Legislative and Public Policy Advocacy

The Superintendent, the Board President, and any Board member appointed to serve as a legislative liaison are authorized to act as spokespersons for the Board and District on legislative/public policy advocacy communications that are intended to inform and influence lawmakers, agency personnel, and other government officials. The Superintendent may also designate other District employees to communicate specific messages on behalf of the Board or District or to attend particular meetings or advocacy functions if such designees are given clear direction regarding their role and the relevant Board/District positions.

To the extent reasonable and practicable, the Board's authorized spokespersons are expected to seek direction from the Board regarding positions they should take and communicate on behalf of the Board and District. Further, such advocacy-related communications in their official capacity shall be consistent with any specific or general direction that the Board has provided through official action taken at a Board meeting. Where the Board has not provided any such direction, or where circumstances have materially changed since the Board provided such direction, the spokespersons are expected to use their best judgment to determine if it would be reasonable and practical to seek further direction from the Board prior to communicating a District position on a particular issue. If impractical, the spokespersons may consider communicating (1) specific data and reasonable projections as to how a given issue would be likely to affect the District, and (2) if believed to be necessary, a position that they determine is consistent with the Board's policies and any applicable Board-approved goals and that otherwise reflects the best interests of the District, while also expressly clarifying that the Board itself has not yet been able to meet to consider the adoption of a specific position. Further, such spokespersons shall keep the full Board informed of issue-based positions that they communicate in their official capacity to legislators, government agencies, and other government officials. At its discretion, the Board may direct the submission of clarifying communications.

APPROVED:

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

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

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

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

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

Legal Reference: Wisconsin State Statute Section 120.13

ADOPTED:

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

Board-Authorized Direct Payment or Reimbursement of Certain Expenses

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

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

Board Member Compensation and Reimbursement Approved by the Electors

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

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

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

Legal Reference: Wisconsin State Statute Sections 120.10, 120.13

ADOPTED:

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

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

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

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

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

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

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

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

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

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

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

ADOPTED:

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

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

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

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

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

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

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

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

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

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

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

ADOPTED:

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

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

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

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

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

ADOPTED:

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

Discipline may result when an employee's actions fall short of accepted standards of professional behavior or violate a policy or rule, or the employee's conduct is detrimental to the interest of the District.

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

Legal Ref: 118.22 Wisc. Statutes

ADOPTED:

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

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

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

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

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

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

ADOPTED: 01/20/92

AMENDED: