

## School District of Altoona

1903 Bartlett Avenue • Altoona, Wisconsin 54720
715-839-6033 • Fax 715-839-6066 • www.altoona.k12.wi.us

Regular Monthly Meeting of the Board of Education
November 16, 2020, 6:30 PM
District Office Conference Room

In accordance with recommendations from health officials and Board action relative to the Covid pandemic, the Altoona School District Board meetings will restrict physical attendance in order to maintain physical distance. The public can access the meeting via livestream https://bit.ly/34YRmJ3. The meeting will be recorded and kept on file at the District Office.

If a member of the public requires an accommodation to access the livestream, he or she should contact Executive Assistant Lisa Boss at least 24 hours in advance of the meeting to request an accommodation.

In the absence of public comment, please address any comments to Dr. Heidi Eliopoulos, Superintendent of Schools, at heliopoulos@altoona.k12.wi.us. Written public comments will be forwarded to members of the Board of Education.
I. Call to Order
II. Role Call
III. Approval of Agenda
IV. Pledge of Allegiance
V. Communication with the Board (OE 8)
A. Student Board Representative Report (GC 3.3)
B. President's Report (GC 4.4)
C. Budget Monitoring (OE 8.2)
D. Discussion of Board Activities (GC 3.4)
E. Update on Fall Re-Opening (OE 1)
VI. Monitoring for Results (B/SR 5.4a \& B/SR 5.3a)
A. R2: English Language Arts Academic Progress Indicators (B/SR 5.4a)
B. OE 4: Personnel Administration (B/SR 5.3a)
VII. Board Consent Agenda (GC 2.4)
A. Board Member Request to Remove an Item from the Consent Agenda (GC 2.5)
B. Approval of October 19, 2020 Meeting Minutes (GC 2.4)
C. Approval of October 29, 2020 Meeting Minutes (GC 2.4)


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VIII. Superintendent Consent Agenda (GC 2.4)
A. Board Member Request to Remove an Item from the Consent Agenda (GC 2.5)
B. Approval of Hires, Resignations, and Retirements (GC 2.4)

1. Middle School Boys Basketball Hire
2. Middle School Boys Basketball Hire
3. Recess and Lunch Supervisor Hire
4. Health Assistant Hire
5. Prom Advisor Hire
C. Approval of Treasurer's Report (GC 2.4)
D. Approval of Checks for Payment (GC 2.4)
E. Policy Updates: 2nd Reading (GC 2.4)
6. 447.11 Seclusion and Restraint New Policy
7. JGA Use of Physical Force By Staff Delete, Replaced by 447.11
8. 522 Staff Conduct New Policy
9. 522.2 Employee Use of Tobacco Related Products New Policy
10. 522.3 Workplace Violence, Threats, Intimidation and Harassment New Policy
11. 522.4 Staff Ethics / Conflicts of Interest New Policy
12. 522.5 Staff Involvement in Political Activities New Policy
13. 522.7 Staff Use of Information Technology Resources New Policy
14. 522.8 Staff Dress New Policy
15. 522.9 Employee Possession / Use of Weapons New Policy
16. 524 Staff Gifts and Gratuities New Policy
F. Policy Updates: 1st Reading (GC 2.4)
17. 523.3 Employee Assistance Program New
18. GBEC Employee Assistance Programs Delete, Replaced by 523.3
19. 523.4 Staff Protection New
20. 524 Employee Progressive Discipline Delete, Replicates 522 and 529
21. 528 Staff - Student Relations New
22. 533.1 Background Checks New
23. 523.11 Employee Alcohol and Drug Testing New
24. GBKB Substance Abuse Policy for Transportation Employees, Delete, Replaced by 523.11
25. GBCA Staff Conflicts of Interest, Delete, Replaced by 522.4


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10. 527.1 Employee Whistleblower Protections New
11. 529 Employee Discipline New, Replaces 524
12. 532.41 Family and Medical Leave New
IX. Matters Reserved for Board Action (B/SR 2.1)
A. Item Removed from Board Consent Agenda for Separate Consideration (GC 2.5)
B. Item Removed from Superintendent Consent Agenda for Separate Consideration (GC 2.5)
C. Consideration of Special Use Easement for the City of Altoona for a Test Well Site on District-Owned Property (OE 7.8)
X. Recess
XI. Discussion of the Meeting (GC 2.2)
XII. Adjourn

Students are prepared academically and socially for personal success in life and are respectful members of the local and global communities.


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November 13, 2020

## NOTICE OF REGULAR MEETING OF THE BOARD OF EDUCATION

PLEASE TAKE NOTICE that members of the School District of Altoona Board of Education will hold a regular monthly meeting on Monday, November 16, 2020 at 6:30 pm in the Conference Room of the District Office, 1903 Bartlett Avenue, Altoona, WI.

In accordance with health and safety practices related to the Covid pandemic, the Altoona School District Board meetings will restrict physical attendance in order to maintain physical distance. The public can access the meeting via livestream https://bit.ly/34YRmJ3. The meeting will be recorded and kept on file at the District Office.

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D. Discussion of Board Activities (GC 3.4)
E. Update on Fall Re-Opening (OE 1)
VI. Monitoring for Results $(B / S R 5.4 a \& B / S R ~ 5.3 a)$
A. R2: English Language Arts Academic Progress Indicators (B/SR 5.4a)
B. OE 4: Personnel Administration (B/SR 5.3a)
VII. Board Consent Agenda (GC 2.4)
A. Board Member Request to Remove an Item from the Consent Agenda (GC 2.5)


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B. Approval of October 19, 2020 Meeting Minutes (GC 2.4)
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21 R 800 29- -- OTHER REVENUES-LOCAL SOURCES
21 R --- --- -- Revenue
21 - --- --- -- SPECIAL REVENUE TRUST FUND

27 R 800 11- -- OPERATING TRANSFERS-IN
27 R 800 31- -- TRANSIT OF AIDS-INTERDISTRICT
27 R 800 34- -- GRANTS-OTHER SCHOOL DISTRICTS
27 R 800 51- -- TRANSIT OF AIDS-INTERMED SRCES
27 R 800 58- -- MEDICAL SERVICE REIMBURSEMENTS
27 R 800 61- -- STATE AID-CATEGORICAL
27 R 800 73- -- SPECIAL PROJECTS GRANTS
27 R --- --- -- Revenue
27 - --- --- -- SPECIAL EDUCATION FUND
38 R 800 21- -- TAXES
38 R 800 28- -- INTEREST ON INVESTMENT

38 R 800 29- -- OTHER REVENUES-LOCAL SOURCES
38 R --- --- -- Revenue
38 - --- --- -- NON-REFERENDUM DEBT

39 R 800 21- -- TAXES
39 R 800 28- -- INTEREST ON INVESTMENT
39 R --- --- -- Revenue
39 - --- --- -- REFERENDUM APPROVED DEBT SERV

49 R 800 28- -- INTEREST ON INVESTMENT
49 R --- --- -- Revenue
49 - --- --- -- OTHER CAPITAL PROJECTS

50 R 800 25- -- FOOD SERVICE SALES
50 R 800 28- -- INTEREST ON INVESTMENT
50 R 800 61- -- STATE AID-CATEGORICAL
50 R 800 71- -- FEDERAL AID-CATEGORICAL
50 R 800 97- -- REFUND OF DISBURSEMENT
50 R --- --- -- Revenue
S
$2020-21$
Original Budget

> 2020-21

2020-21
Unexpended

15,000.00
5,092,825.00
$10,000.00$
12,500.00
$10,100.00$
2,797,261.00
15,498.00
30,000.00
5,000.00
101,708.00
11,362,031.00
$114,450.00$
470,000.00
$1,139,710.00$
404,021.00
222,514.00
750,000.00

1,000.00
$22,553,618.00$
$22,553,618.00$

99,375.00
99,375.00
99,375.00

2,353,463.00
5,000.00
25,000.00
7,500.00
$110,000.00$
750,000.00
210,221.00
3,461,184.00
3,461,184.00
$162,513.00$
$100,000.00$
262,513.00
$262,513.00$

1,333,063.00
4,000.00
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38,720.57
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2,353,463.00
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$341,000.00$
500.00
$12,100.00$
$443,500.00$

797,100.00

Revised Budget

FY Activity

2,412. 64
937.00

1,159.93
2,233.00
275.00

1,537,625.00

750,000.00 5,636.62
23.00

2,300,302.19
2,300,302.19
$20,253,315.81$
$20,253,315.81$

60,654.43
60,654.43
60,654.43

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210,221.00
3,450,209.47
3,450,209.47

162,513.00
$-51.41$
72,943.48
235,405.07
235,405.07
$1,333,063.00$
3,871.11
1,336,934.11
$1,336,934.11$
$-10.50$
$-10.50$
$-10.50$
$336,435.55$ 500.00
$-41,802.84$
359,302.41
$-53.35$
654,381.77


Number of Accounts: 99




Expenditures:

- Salaries and Benefits are right on for this time of year.
- Capital Expenditures are high both in budget and expenditures due to the purchase of the 4 k building.
- The 4 K remodel project came in about $\$ 15,000$ under budget which paid for the cost of running a fiber optic line to the building to tie it in with the other sites.

Revenues:

- We still have not received much revenue, which is typical for this point in the year.
- We issued the notes for the 4 K building on October 1. That falls under Misc.

Cash Position:

- We continue to be in a strong financial position being at the highest point for October ever.
- The 4 K revenue from issuing notes is complete and the project expenses have all been paid.



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## Results Monitoring Report: Approval of Interpretation and Indicators R-2: English/Language Arts

Date Presented to the Board: November 16, 2020
Date Approved by the Board:

## Superintendent Certification

With respect to Results Policy R-2: English/Language Arts, taken as a whole, the Superintendent certifies that the proceeding information is accurate and complete, and the district:
X. Has Established Reasonable Interpretations, Indicators, and Baseline Data Has Established Reasonable Interpretations, Indicators, and Baseline Data with Exceptions Has Not Established Reasonable Interpretations, Indicators, and Baseline Data

## Superintendent Summary Statement

Given the Board's first cycle operating within this governance system, the intent of this monitoring report is to establish interpretations and indicators for policy R-2: English/Language Arts. During this reading, a judgement on results is not required. Rather, the school board and the superintendent must agree on reasonable interpretations and indicators for future reports that include results data. This results policy is scheduled to be monitored in November of 2021.

Signed:


Date: November 16, 2020

## Board of Education Action

With respect to R-2: English/Language Arts the Board's finds that the district:
$\qquad$ Has Established Reasonable Interpretations, Indicators, and Baseline Data. The report is approved for monitoring.
Has Established Reasonable Interpretations, Indicators, and Baseline Data with Exceptions. The report is approved with monitoring with the following edits:

Has Not Established Reasonable Interpretations, Indicators, and Baseline Data. The Board requests another review on December 21st with the following edits:

Board Summary Statement/Motion:
Signed: $\qquad$ Date: $\qquad$
Board President


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## Results Monitoring Report

R-2: English/Language Arts
R-2: English/Language Arts: Students meet or exceed District-established expectations in all content areas.

## Superintendent's Interpretation

The measure of the effectiveness of a program is the totality of student outcomes. When students are meeting expected benchmarks, it is a reflection of high quality instructional strategies and curricular materials.

## Glossary

District-established expectations: Expectations in the district as designated by the prioritized standard for each content area and each grade.

## Indicators

Indicator One: Elementary school students demonstrate attainment of the prioritized standards.
Evidence: Percentage of elementary students who earned a 3 or higher on their report card. 2018-2019: 85\%

Indicator Two: Intermediate school students demonstrate attainment of the prioritized standards.
Evidence: Percentage of intermediate students who earned a 3 or higher on their report card.
2018-2019: 82\%

Indicator Three: Middle school students demonstrate attainment of the prioritized standards.
Evidence: Percentage of middle students who earned a 3 or higher on their report card.
2018-2019: 72\%

Indicator Four: High school students demonstrate attainment of the prioritized standards.
Evidence: Percentage of high school students who earned a B or higher on their report card.
2018-2019: 62\%

Indicator Five: Students demonstrate proficiency on the Wisconsin Forward Exam.
Evidence: Percentage of students who are in the advanced or proficient categories of the Wisconsin Forward Exam.

Indicator Six: Students demonstrate readiness on the ACT Aspire.
Evidence: Percentage of students who are in the ready or exceeding categories of the ACT Aspire.

Indicator Seven: Students demonstrate readiness on the ACT.
Evidence: Average cut score for the subject.
2019-2020: 18.3
Evidence: Percentage of students meeting college readiness benchmark.
2019-2020: 52.8\%

## Executive Summary

## Commitment to Improve



## School District of Altoona

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## Operational Expectations Monitoring Report: Approval of Interpretation and Indicators OE - 4: Personnel Administration

Date Presented: November 16, 2020
Date Approved by the Board:

## Superintendent Certification

With respect to Operational Expectations Policy OE 4: Personnel Administration, taken as a whole, the Superintendent certifies that the proceedings information is accurate and complete, and the district:
$\qquad$ Has Established Reasonable Interpretations and Indicators
Has Established Reasonable Interpretations and Indicators with Noted Exceptions
Has Not Established Reasonable Interpretations and Indicators

## Superintendent Summary Statement:

Given the Board's first cycle operating within this governance system, the intent of this monitoring report is to establish interpretations and indicators for policy OE 4: Personnel Administration. During this reading, a judgement on results is not required. Rather, the school board and the superintendent must agree on reasonable interpretations and indicators for future reports that include results data. This results policy is scheduled to be monitored in November of 2021.

Signed:
Date: November 16, 2020

## Board of Education Action

With respect to OE 4: Personnel Administration, the Board finds the district:
Has Established Reasonable Interpretations and Indicators. The report is approved for monitoring. Has Established Reasonable Interpretations and Indicators, with Exceptions. The report is approved for monitoring with the following edits:
Has Not Established Reasonable Interpretations and Indicators. The Board requests another review on December 21st with the following edits:

Board Summary Statement/Motion:
Signed: $\qquad$ Date: $\qquad$
Board President


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## Operational Expectations Monitoring Report OE 4: Personnel Administration

OE-4: Personnel Administration: The Superintendent shall assure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the district to achieve its Results policies.

## Superintendent's Interpretation

Human capital is the greatest resource in our organization. The people we employ directly impact the results we get. Research consistently shows that highly effective school staff have the ability to overcome student backgrounds or conditions (Marzano). It is the aim of the School District of Altoona to attract and retain high performing employees and to be the educational employer of choice for the Chippewa Valley. Daniel Pink's research on motivation concludes that an employee must be paid fairly, and beyond that, people are further motivated by autonomy, mastery, and purpose.

## Glossary

Employed: Provides service in a paid status.
Volunteer: Any non-compensated or employed person who is working directly or indirectly with students on school grounds or at a school-sponsored event.

Unsupervised contact: Engagement with students without the direct presence of a school district employee; examples include chaperoning a field trip or working with small groups outside of the classroom

Highly qualified: Possessing credentials and experiences that meet or exceed posted requirements

## Indicators

OE-4.1 The Superintendent will ensure that no person is employed by the district without first clearing thorough background inquiries and checks.
Indicator One: A review of employment records reveals that all employees who were hired by the district had a background check performed as a condition of employment.
Evidence: Written report verifying the number of hires from the previous year and what percentage of the hires had a background check completed.

OE-4.2 The Superintendent will ensure that no volunteer has unsupervised contact with students without first clearing reasonable background inquiries and checks.

Indicator Two: A review of records reveals that all volunteers who would have unsupervised contact with students had a background check performed prior to beginning their volunteer work.
Evidence: Written report verifying the number of volunteers from the previous year and what presentation of the volunteers had a background check completed.

OE-4.3 The Superintendent will select only highly qualified and the best-suited candidates for all positions. Indicator Three: For any position that is 27 hours or more, the district will use a hiring process that includes a minimum of four points of data from among the following: application, essay questions, interview, references, Personnel Evaluation Profile (PEP), or demonstration.
Evidence: Written of hires and how many points of data were used in the hiring process.
Indicator Four: All certified staff hiring processes will include use of the Personnel Evaluation Profile (PEP).
Evidence: Written report of administrative and student services hires with verification of the use of the PEP.

OE-4.4 The Superintendent will administer clear personnel rules and procedures for employees.
Indicator Five: The Superintendent will maintain an Employee Handbook that is aligned with statutory notification requirements and District policy.
Evidence: Link to or snapshot of handbook
Indicator Six: The District will annually provide a copy of the Employee Handbook to staff and will record receipt by each staff member.
Evidence: Safe Schools Employee Handbook Acknowledgement Record

OE-4.5 The Superintendent will effectively handle complaints and concerns.
Indicator Seven: The Superintendent will maintain District policies and administrative rules including multi-level complaint processes that provide complainants opportunities to have their complaint resolved.
Evidence: Links to district policies and administrative rules: grievance, harassment / bullying, general complaints, discrimination.

OE-4.6 The Superintendent will maintain adequate job descriptions for all staff positions.
Indicator Eight: Job descriptions will be no older than 5 years old.
Evidence: List to Job Descriptions to with update date

## OE-4.7 The Superintendent will protect confidential information.

Indicator Nine: There have been no complaints received in which there is a claim of a breach of personnel information, or investigated complaints conclude that a breach of confidential personnel information has not occurred.
Evidence: Written statements from Superintendent and Business Manager.

OE-4.8 The Superintendent will ensure that compensation and benefit plans attract and retain high quality employees by compensating employees, within available resources, in a manner consistent with the applicable marketplace, including but not limited to organizations of comparable size and type. Indicator Ten: Average annual increases for employees will meet or exceed the Consumer Price Index.
Evidence: A breakdown of employee group raises
Indicator Eleven: Insurance plans will be bid a minimum of once every five years.
Evidence: The date of the most recent insurance bid from Business Manager

OE-4.9 The Superintendent will, consistent with the Superintendent's own evaluation, evaluate all employee performance according to their contribution toward achieving the Board's Results policies and their compliance with the Board's Operational Expectations policies. Indicator Twelve: All staff performance goals will be aligned with a building or district goal
Evidence: A summary of staff goals and areas of alignment

OE-4.10 The Superintendent will ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.
Indicator Thirteen: All employees will hold the required license and / or certification for their role
Evidence: Percentage of employees who hold the required license and / or certification for their role, organized by employee group type

OE-4.11 The Superintendent will maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy and that:
a. values individual differences of opinion
b. reasonably includes employees in decisions that affect them
c. provides open and honest communication in all written and interpersonal interaction
d. focuses on common achievement of the Board's Results policies
e. is open, responsive and welcoming.

Indicator Fourteen: All buildings maintain a leadership team that includes internal stakeholders.
Evidence: Membership list for leadership team in each building
Indicator Fifteen: Leaders employ evidence-based staff engagement strategies
Evidence: Schedule of engagement activities

OE-4.12 The Superintendent may not prevent an employee from presenting a complaint to the Board if the complaint is based on an alleged violation of Board governing policy and prior attempts for administrative resolution have been unsuccessful.
Indicator Fifteen: There are no complaints of denied access to the Board for governance policy violations or investigation of complaints have determined them to be unfounded.
Evidence: Written verification

OE-4.13 The Superintendent may not retaliate against an employee for presenting a legitimate complaint. Indicator Fifteen: There are no complaints of workplace retaliation, or complaints of workplace retaliation have been found in the District's favor.
Evidence: Written verification

## Executive Summary

## Commitment to Improve



## School District of Altoona

www.altoona.k12.wi.us
Regular Meeting of the Board of Education
October 19, 2020
7:00 PM following the
Annual Meeting
Board Room

## Minutes on Agenda Items

I. The regular meeting was called to order by Board President - Rick Risler at 6:30 p.m. in the District board room.
II. Roll call was taken and the following were present:

Rick Risler - President
Dave Rowe - Vice President (Virtually)
Taylor Neff - Clerk
Daniel E Gluch - Treasurer
Hillarie Roth - Member
Dr. Heidi Taylor-Eliopoulos - Superintendent
Lisa Boss - Executive/Financial Assistant \& School Board Secretary
Joyce Orth
Jesse James - Wisconsin State Assembly
Ron Walsh
III. Approval of Agenda - Motion by Hillarie Roth to approve the agenda as presented, seconded by Terry Neff. Yes by Neff, Gluch, Rowe, Roth and Risler. Motion carried 5-0.

## IV. The Pledge of Allegiance was recited.

## V. Communication with the Board (OE 8)

A. Student Board Representative Report - Reagan Conklin stated that Homecoming looked a little different this year with no dance. They did have a scavenger hunt as well as a movie night. The new hybrid structure still has a few students struggling with the structure, but feels over all it is going very well. The high school sports teams are doing very well.
B. Recognition of Service: Ron Walsh - Congratulations to Ron Walsh, recipient of a Wisconsin Senate Commendation, presented by State Representative Jesse James. This commendation was awarded to Ron recognizing his service in our district as well as other districts that he has stepped in to help. Ron's commitment and relationships with the community and students does
not go unnoticed. Ron's accomplishments are honorable including the Magna Award the School District of Altoona received in 2019.
C. President's Report (GC 4.4) - Rick Risler commended AIS in receiving the National Blue Ribbon School award. The National Blue Ribbon Schools Program recognizes public and private elementary, middle, and high schools based on their overall academic excellence or their progress in closing achievement gaps among student subgroups. Every year the U.S. Department of Education seeks out and celebrates great American schools, schools demonstrating that all students can achieve to high levels. Now in its 38th year, the National Blue Ribbon Schools Program has bestowed almost 10,000 awards to more than 9,000 schools, with some schools winning multiple awards. Schools are eligible for nomination after five years. The coveted National Blue Ribbon School award affirms the hard work of students, educators, families, and communities in creating safe and welcoming schools where students master challenging and engaging content. The National Blue Ribbon School flag gracing an entry or flying overhead is a widely recognized symbol of exemplary teaching and learning. Way to go AIS!!!
D. Budget Monitoring (OE 8.2) - Mike Markgren's financial summaries were reviewed and discussed.
E. Third Friday Pupil Count - Joyce Orth gave an overview of this year's enrollment. Overall Altoona had an increase of 37 students from last year. We are in the top 10 districts' in the state that had an increase. Altoona has 323 students enrolled in from other districts and 141 students enrolled out to other districts.
F. Discussion of Board Activities (GC 3.4) - Hillarie shared that the Music Booster club had their first virtual meeting. She stated they are hoping to increase attendance to the meetings in the future.
G. Update on Fall Re-Opening - Dr. Heidi Eliopoulos said things are going as well as expected. We originally had some issues with traffic flow at the elementary school, but with practice and improved traffic coordination things are going very well now. Our illness rates are very good. Illness is not being transmitted at the schools, so what we are doing is working. Discipline issues are way down which is a great thing, however, the administration feels the masks may be creating a social barrier. The Eau Claire City County Health Department guidelines have changed from an order to expectations. They have asked us to continue the procedures we have in place because we have been highly successful.

## VI. Monitoring for Results (B/SR $5.4 a \& B / S R 5.3 a)$

A. R2: Math Academic Progress Indicators (B/SR 5.4a) - Motion by Dan Gluch to accept R2: Math Academic Progress Indicators. The Board finds that the district has established reasonable interpretations, indicators and baseline data and the report is approved for monitoring, seconded by Hillarie Roth. Yes by Gluch, Rowe, Roth, Neff and Risler. Motion carried 5-0.
B. OE 5: Financial Planning (B/SR 5.3a) - Motion by Dan Gluch to accept EO 5: Financial Planning. The Board finds that the district has established reasonable interpretations, indicators and baseline data and the report is approved for monitoring, seconded by Hillarie Neff. Yes by Rowe, Roth, Neff, Gluch and Risler. Motion carried 5-0.
C. OE 9: Communicating with the Public (B/SR 5.3a) - Motion by Terry Neff to accept OE 9: Communicating with the Public. The Board finds that the district has established reasonable
interpretations, indicators and baseline data and the report is approved for monitoring, seconded by Hillarie Roth. Yes by Roth, Neff, Gluch, Rowe and Risler. Motion carried 5-0.

## VII. Board Consent Agenda (GC 2.4)

A. Board Member Request to Remove an Item from the Consent Agenda (GC 2.5) - None. B. Approval of September 28, 2020 Meeting Minutes (GC 2.4)

Motion by Hillarie Roth to accept the Board Consent Agenda as presented, seconded by Dan Gluch. Yes by Neff, Gluch, Rowe, Roth and Risler. Motion carried 5-0.

## VIII. Superintendent Consent Agenda (GC 2.4)

A. Board Member Request to Remove an Item from the Consent Agenda (GC 2.5) - Removed E. 5, F \& G and moved to IX. B. Matters Reserved for Board Action.
B. Approval of Hires, Resignations, and Retirements (GC 2.4)

1. Summer School Coordinator Resignation - Resignation of Bonita Norberg as Summer School Coordinator
2. Fuel Up to Play Advisor Hire - Hire Brady Martin as the Fuel Up to Play advisor
3. Prom Advisor Resignation - Resignation of Elissa Upward as Prom Advisor
4. Prom Advisor Resignation - Resignation of Rachel Haling as Prom Advisor
C. Approval of Treasurer's Report (GC 2.4)
D. Approval of Checks for Payment (GC 2.4)
E. Policy Updates: 1st Reading (GC 2.4)
5. 447.11 Seclusion and Restraint New Policy
6. JGA Use of Physical Force by Staff Delete, Replaced by 447.11
7. 522 Staff Conduct New Policy
8. 522.2 Employee Use of Tobacco Related Products New Policy
9. 522.3 Workplace Violence, Threats, Intimidation and Harassment New Policy - Removed
10. 522.4 Staff Ethics / Conflicts of Interest New Policy
11. 522.5 Staff Involvement in Political Activities New Policy
12. 522.7 Staff Use of Information Technology Resources New Policy
13. 522.8 Staff Dress New Policy
14. 522.9 Employee Possession / Use of Weapons New Policy
15. 524 Staff Gifts and Gratuities New Policy
F. Approval of Administrative Contracts - Removed
G. Approval of Individual Services Contracts - Removed

Motion by Dan Gluch to accept the Superintendent's Consent Agenda as presented with the removal of E.5, F \& G, seconded by Terry Neff. Yes by Rowe, Roth, Neff, Gluch and Risler. Motion carried 5-0.

## IX. Matters Reserved for Board Action (B/SR 2.1)

A. Items Removed from Board Consent Agenda for Separate Consideration (GC 2.5) - None.
B. Items Removed from Superintendent Consent Agenda for Separate Consideration (GC 2.5) -
VIII. E. 5. 522.3 Workplace Violence, Threats, Intimidation and Harassment New Policy Heidi provided clarification regarding Scope and Application \#2.
Motion by Hillarie Roth to accept School Board Policy 522.3 as presented, seconded by Terry Neff. Yes by Rowe, Roth, Neff, Gluch and Risler. Motion carried 5-0.
VIII. F. Approval of Administrative Contracts - Mike Markgren stated the overall average increase was $2.5 \%$ for the district.
Motion by Terry Neff to accept the Administrative Contracts as presented, seconded by Dave Rowe. Yes by Roth, Neff, Gluch, Rowe, and Risler. Motion carried 5-0.
VIII. G. Approval of Individual Services Contracts -

Motion by Terry Neff to accept the Individual Services Contracts as presented, seconded by Dave Rowe. Yes by Neff, Gluch, Rowe, Roth and Risler. Motion carried 5-0.
C. Consider renewal of \$3,000,000 line-of-credit with CCF Bank

Motion by Dan Gluch to accept the renewal of \$3,000,00o line-of-credit with CCF Bank as presented, seconded by Terry Neff. Yes by Gluch, Rowe, Roth, Neff and Risler. Motion carried 5-0.
D. Schedule Special Meeting to Set the Levy and Mil Rate. (Virtual)

Motion by Terry Neff to set the Levy and Mil Rate virtual meeting for October 29 ${ }^{\text {th }}, 2020$ at 6:30 pm, seconded by Dan Gluch. Yes by Rowe, Roth, Neff, Gluch, and Risler. Motion carried 5-0.

## X. Recess

## XI. Discussion of the Meeting (GC 2.2)

XII. Adjourn to Executive Session pursuant to Wisconsin State Statute 19.85(1)(b) to consider the employment, promotion, compensation, or performance evaluation data of any public employee or person licensed by a board or commission and pursuant to Wisconsin State Statute 19.85(1)(f).
Motion by Hillarie Roth to adjourn to Executive Session at 7:45 p.m., seconded by Dan Gluch. Yes by Roth, Neff, Gluch, Rowe and Risler. Motion carried 5-0.
XIII. Adjourn - Motion by Hillarie Roth to adjourn at 8:15 p.m., seconded by Terry Neff. Yes by Neff, Gluch, Rowe, Roth, and Risler. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for November 20, 2020 in the District Board Room.

Lisa Boss, School Board Secretary

District Clerk
Date

Students are prepared academically and socially for personal success in life and are respectful, contributing members of the local and global communities.


# School District of <br> Altoona 

# Special Meeting of the Board of Education 

October 29, 2020
6:30 pm
Board Room

## Minutes on Agenda Items

I. The special meeting was called to order by Board President - Rick Risler at 6:33 p.m. virtually.
II. Roll call was taken and the following were present:

Rick Risler - President (Virtually)
Dave Rowe - Vice President - Absent
Taylor Neff - Clerk (Virtually)
Daniel E Gluch - Treasurer - Absent
Hillarie Roth - Member - (Virtually)
Heidi Eliopoulos - Superintendent
Mike Markgren - Business Manager
Lisa Boss - School Board Secretary - (Virtually)
III. Approval of the Agenda - Motion by Hillarie Roth to approve the agenda as presented, seconded by Terry Neff. Yes by Neff, Roth, and Risler. Rowe and Gluch - Absent. Motion carried 3-o.
IV. The Pledge of Allegiance was recited.
V. Matters Reserved for Board Action (B/SR 2.1)
A. Consider Adoption of the 2020-2021 Budget. Motion by Hillarie Roth to adopt the 2020-2021 Budget as presented, seconded by Terry Neff. Yes by Roth, Neff, and Risler. Rowe and Gluch - Absent. Motion carried 3-0.
B. Consider Action to Set the 2020-2021 Levy - Motion by Terry Neff to set the 2020-2021 Levy as presented, seconded by Hillarie Roth. Yes by Roth, Neff, and Risler. Rowe and Gluch - Absent. Motion carried 3-0.
VI. Adjourn - Motion by Hillarie Roth to adjourn at 6:45 p.m., seconded by Terry Neff. Yes by Roth, Neff, and Risler. Rowe and Gluch - Absent. Motion carried 3-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for November 16, 2020 in the District Board Room.

Lisa Boss, School Board Secretary

## District Clerk

Date
Students are prepared academically and socially for personal success in life and are respectful, contributing members of the local and global communities.







| CHECK <br> DATE | CHECK <br> NUMBER | ACCOUNT |  |  |  |  | VENDOR |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | MBER |  |  |  |  |
| 10/23/2020 | 202000797 | 50 | A 0 | 000 | 000 | 711101 | CCF BAN |
|  | 202000797 | 80 | A | 000 | 000 | 711101 | CCF BA |
| 10/23/2020 | 202000798 | 10 | L 0 | 000 | 000 | 811612 | EFTPS |
|  | 202000798 | 27 | L | 000 | 000 | 811612 | EFTPS |
|  | 202000798 | 50 | L | 000 | 000 | 811612 | EFTPS |
|  | 202000798 | 10 | L | 000 | 000 | 811612 | EFTPS |
|  | 202000798 | 27 | L 0 | 000 | 000 | 811612 | EFTPS |
|  | 202000798 | 50 | L 0 | 000 | 000 | 811612 | EFTPS |
|  | 202000798 | 80 | L 0 | 000 | 000 | 811612 | EFTPS |
|  | 202000798 | 10 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 27 | L | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 50 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 80 | L | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 10 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 27 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 50 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 80 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 10 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 27 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 50 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 80 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 10 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 27 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 50 | L 0 | 000 | 000 | 811611 | EFTPS |
|  | 202000798 | 80 | L 0 | 000 | 000 | 811611 | EFTPS |

$10 / 23 / 202020200079910$ L 000000811671
20200079927 L 000000811671
GREAT-WEST RETIREMENT SERVICES DEFERRED COMPENSATION GREAT-WEST RETIREMENT SERVICES DEFERRED COMPENSATION
$10 / 23 / 202020200080110$ L 000000811691 20200080110 L 000000811670 20200080110 L 000000811670 20200080127 L 000000811670 20200080110 L 000000811670 20200080110 L 000000811670 20200080110 L 000000811670 20200080110 L 000000811670 20200080127 L 000000811670

$$
\text { Totals for } 202000799
$$

| 403 (B) DEDUCTIONS | 848.95 |
| :--- | ---: |
| 403 (B) DEDUCTIONS | 356.05 |
| Totals for 202000800 | $1,205.00$ |

INVOICE

## DESCRIPTION

NET PAYROLL 10-23-2020
NET PAYROLL 10-23-2020

Totals for 202000797

| FEDERAL TAXES | 760.28 |
| :--- | ---: |
| FEDERAL TAXES | 139.00 |
| FEDERAL TAXES | 27.00 |
| FEDERAL TAXES | $32,291.31$ |
| FEDERAL TAXES | $5,768.86$ |
| FEDERAL TAXES | 96.19 |
| FEDERAL TAXES | 311.71 |
| FICA TAXES | $26,848.42$ |
| FICA TAXES | $5,368.61$ |
| FICA TAXES | 239.98 |
| FICA TAXES | 446.59 |
| MEDICARE TAXES | $6,279.09$ |
| MEDICARE TAXES | $1,255.54$ |
| MEDICARE TAXES | 56.12 |
| MEDICARE TAXES | 104.45 |
| MEDICARE TAXES | $6,279.09$ |
| MEDICARE TAXES | $1,255.54$ |
| MEDICARE TAXES | 56.12 |
| MEDICARE TAXES | 104.45 |
| FICA TAXES | $26,848.42$ |
| FICA TAXES | $5,368.61$ |
| FICA TAXES | 239.98 |
| FICA TAXES | 446.59 |
|  | $120,591.95$ |

1,608.00
42.00

1,650.00

$$
1,205.00
$$

| PAYROLL DEDUCTIONS | 46.28 |
| :---: | :---: |
| 403 (B) DEDUCTIONS | 670.51 |
| 403(B) DEDUCTIONS | 4,405.33 |
| 403(B) DEDUCTIONS | 326.00 |
| ROTH 403 (B) | 52.78 |
| 403 (B) S | 683.34 |
| ROTH IRA'S | 400.00 |
| 403 (B) S | 1,978.50 |
| 403 (B) S | 284.00 |
| Totals for 202000801 | 8,846.74 |


| STATE TAXES | 65.23 |
| :--- | ---: |
| STATE TAXES | 7.77 |
| STATE TAXES | 10.00 |
| STATE TAXES | $20,702.42$ |
| STATE TAXES | $3,836.17$ |
| STATE TAXES | 71.64 |
| STATE TAXES | 213.44 |
| Totals for 202000802 | $24,906.67$ |

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| DATE | NUMBER | NUMBER |  |  | VENDOR | DESCRIPTION | AMOUNT |
| 10/27/2020 | 202000803 | 10 L 000 | 000 | 811100 | CCF BANK | LINE OF CREDIT LOAN + | 2,169,000.00 |
|  |  |  |  |  |  | INTEREST |  |
|  | 202000803 | 10 E 800 | 682 | 283000 | CCF BANK | LINE OF CREDIT LOAN + | 5,621.31 |
|  |  |  |  |  |  | INTEREST |  |
|  |  |  |  |  |  | Totals for 202000803 | 2,174,621.31 |


$10 / 07 / 2020$| 202000804 | 10 | L | 000 | 000 | 811639 |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 202000804 | 27 | $L$ | 000 | 000 | 811639 |
| 202000804 | 10 | L | 000 | 000 | 811639 |
| 202000804 | 27 | L | 000 | 000 | 811639 |
| 202000804 | 10 | L | 000 | 000 | 811639 |
| 202000804 | 27 | L | 000 | 000 | 811639 |
| 202000804 | 10 | L | 000 | 000 | 811639 |
| 202000804 | 27 | L | 000 | 000 | 811639 |
| 202000804 | 10 | L | 000 | 000 | 811639 |
| 202000804 | 27 | L | 000 | 000 | 811639 |
| 202000804 | 10 | L | 000 | 000 | 811639 |
| 202000804 | 27 | L | 000 | 000 | 811639 |
| 202000804 | 10 | L | 000 | 000 | 811639 |
| 202000804 | 27 | L | 000 | 000 | 811639 |
| 202000804 | 10 | L | 000 | 000 | 811639 |
| 202000804 | 27 | L | 000 | 000 | 811639 |
| 202000804 | 10 | L | 000 | 000 | 811639 |

$10 / 28 / 202020200080510$ L 000000811621 20200080527 L 000000811621 20200080510 L 000000811622 20200080527 L 000000811622 20200080550 L 000000811622 20200080580 L 000000811622 20200080510 L 000000811621 20200080527 L 000000811621 20200080510 L 000000811622 20200080527 L 000000811622 20200080550 L 000000811622 20200080580 L 000000811622 20200080510 L 000000811621 20200080527 L 000000811621 20200080510 L 000000811622 20200080510 L 000000811621 20200080527 L 000000811621 20200080510 L 000000811622 20200080527 L 000000811622 20200080510 L 000000811621 20200080527 L 000000811621 20200080510 L 000000811622 20200080527 L 000000811622 20200080550 L 000000811622 20200080580 L 000000811622 20200080510 L 000000811621 20200080527 L 000000811621 20200080510 L 000000811622 20200080527 L 000000811622


#### Abstract

NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 49.32 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 24.66 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTIONS 51.40 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTIONS 25.70 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 111.59 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 27.19 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 85.59 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 76.08 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 49.32 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 24.66 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTIONS 51.40 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTIONS 25.70 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 116.73 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 27.19 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 85.59 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 47.55 NATIONAL VISION ADMINISTRATORS ADJUSTMENTS: BANDLI, -44.09


ANDERSON, S

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\text { Totals for } 202000804
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| WRS RETIREMENT | $21,146.48$ |
| :--- | ---: |
| WRS RETIREMENT | $3,977.99$ |
| WRS RETIREMENT | $4,373.13$ |
| WRS RETIREMENT | $1,555.37$ |
| WRS RETIREMENT | 63.09 |
| WRS RETIREMENT | 39.64 |
| WRS RETIREMENT | $21,146.48$ |
| WRS RETIREMENT | $3,977.99$ |
| WRS RETIREMENT | $4,373.13$ |
| WRS RETIREMENT | $1,555.37$ |
| WRS RETIREMENT | 63.09 |
| WRS RETIREMENT | 39.64 |
| WRS RETIREMENT | 119.71 |
| WRS RETIREMENT | 116.72 |
| WRS RETIREMENT | 132.19 |
| WRS RETIREMENT | 119.71 |
| WRS RETIREMENT | 116.72 |
| WRS RETIREMENT | 132.19 |
| WRS RETIREMENT | 12.18 |
| WRS RETIREMENT | $20,882.65$ |
| WRS RETIREMENT | $4,021.37$ |
| WRS RETIREMENT | $4,023.56$ |
| WRS RETIREMENT | $1,626.67$ |
| WRS RETIREMENT | 125.41 |
| WRS RETIREMENT | 57.82 |
| WRS RETIREMENT | $4,021.37$ |
| WRS RETIREMENT | $4,023.56$ |
| WRS RETIREMENT | $1,626.67$ |
| WRS RETIREMENT |  |
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| CHECK <br> DATE | CHECK NUMBER | ACCOUNT NUMBER |  |  |
| :---: | :---: | :---: | :---: | :---: |
| 10/28/2020 | 202000805 | 50 L 000 | 000 | 811622 |
|  | 202000805 | 80 L 000 | 000 | 811622 |
|  | 202000805 | 10 L 000 | 000 | 811621 |
|  | 202000805 | 27 L 000 | 000 | 811621 |
|  | 202000805 | 10 L 000 | 000 | 811622 |
|  | 202000805 | 27 L 000 | 000 | 811622 |
|  | 202000805 | 10 L 000 | 000 | 811621 |
|  | 202000805 | 27 L 000 | 000 | 811621 |
|  | 202000805 | 10 L 000 | 000 | 811622 |
|  | 202000805 | 27 L 000 | 000 | 811622 |
|  | 202000805 | 10 L 000 | 000 | 811621 |


| $10 / 30 / 2020$ | 202000807 | 10 E 800310 | 252100 | EMPLOYEE |  |
| ---: | ---: | ---: | ---: | ---: | ---: | ---: |
| $11 / 06 / 2020$ | 202000809 | 10 A 000 | 000 | 711101 | CCF BANK |
|  | 202000809 | 27 A 000 | 000 | 711101 | CCF BANK |
| 202000809 | 50 A 000 | 000 | 711101 | CCF BANK |  |
| 202000809 | 80 A 000 | 000711101 | CCF BANK |  |  |

$11 / 06 / 202020200081010$ L 000000811612 EFTPS 20200081027 L 000000811612 20200081050 L 000000811612 20200081010 L 000000811612 20200081027 L 000000811612 20200081050 L 000000811612 20200081080 L 000000811612 20200081010 L 000000811611 EFTPS 20200081027 L 000000811611 EFTPS 20200081050 L 000000811611 EFTPS 20200081080 L 000000811611 EFTPS 20200081010 L 000000811611 EFTPS 20200081027 L 000000811611 EFTPS 20200081050 L 000000811611 EFTPS 20200081080 L 000000811611 EFTPS 20200081010 L 000000811611 EFTPS 20200081027 L 000000811611 EFTPS 20200081050 L 000000811611 EFTPS 20200081080 L 000000811611 EFTPS 20200081010 L 000000811611 EFTPS 20200081027 L 000000811611 EFTPS 20200081050 L 000000811611 EFTPS 20200081080 L 000000811611 EFTPS

INVOICE
VENDOR
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DESCRIPTION

| WRS RETIREMENT |  | 125.41 |
| :--- | ---: | ---: |
| WRS RETIREMENT |  | 57.82 |
| WRS RETIREMENT | 4.23 |  |
| WRS RETIREMENT | 1.41 |  |
| WRS RETIREMENT | 7.54 |  |
| WRS RETIREMENT | 27.65 |  |
| WRS RETIREMENT | 4.23 |  |
| WRS RETIREMENT | 1.41 |  |
| WRS RETIREMENT | 7.54 |  |
| WRS RETIREMENT | 27.65 |  |
| SEPT ADJUSTMENTS, INTEREST | 31.21 |  |

DUE

$$
\text { Totals for } 202000805 \quad 124,648.65
$$

136.00
136.00

| NET PAYROLL 11062020 | $282,015.11$ |
| ---: | ---: |
| NET PAYROLL 11062020 | $60,045.62$ |
| NET PAYROLL 11062020 | $2,944.42$ |
| NET PAYROLL 11062020 | $7,482.76$ |
| Totals for 202000809 | $352,487.91$ |


| FEDERAL TAXES | 780.28 |
| :--- | ---: |
| FEDERAL TAXES | 139.00 |
| FEDERAL TAXES | 27.00 |
| FEDERAL TAXES | $29,157.76$ |
| FEDERAL TAXES | $5,373.14$ |
| FEDERAL TAXES | 52.94 |
| FEDERAL TAXES | 375.59 |
| FICA TAXES | $24,739.00$ |
| FICA TAXES | $5,114.34$ |
| FICA TAXES | 213.55 |
| FICA TAXES | 557.71 |
| MEDICARE TAXES | $5,785.77$ |
| MEDICARE TAXES | $1,196.10$ |
| MEDICARE TAXES | 49.95 |
| MEDICARE TAXES | 130.42 |
| MEDICARE TAXES | $5,785.77$ |
| MEDICARE TAXES | $1,196.10$ |
| MEDICARE TAXES | 49.95 |
| MEDICARE TAXES | 130.42 |
| FICA TAXES | $24,739.00$ |
| FICA TAXES | $5,114.34$ |
| FICA TAXES | 213.55 |
| FICA TAXES | 557.71 |

1,608.00
42.00

1,650.00
848.95
356.05

1,205.00

| CHECK | CHECK | ACCOUNT |  |  |
| :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER | NUMBER |  |  |
| 11/06/2020 | 202000813 | 10 L 000 | 000 | 811691 |
|  | 202000813 | 10 L 000 | 000 | 811670 |
|  | 202000813 | 10 L 000 | 000 | 811670 |
|  | 202000813 | 27 L 000 | 000 | 811670 |
|  | 202000813 | 10 L 000 | 000 | 811670 |
|  | 202000813 | 10 L 000 | 000 | 811670 |
|  | 202000813 | 10 L 000 | 000 | 811670 |
|  | 202000813 | 10 L 000 | 000 | 811670 |
|  | 202000813 | 27 L 000 | 000 | 811670 |
| 11/06/2020 | 202000814 | 10 L 000 | 000 | 811613 |
|  | 202000814 | 27 L 000 | 000 | 811613 |
|  | 202000814 | 50 L 000 | 000 | 811613 |
|  | 202000814 | 10 L 000 | 000 | 811613 |
|  | 202000814 | 27 L 000 | 000 | 811613 |
|  | 202000814 | 50 L 000 | 000 | 811613 |
|  | 202000814 | 80 L 000 | 000 | 811613 |

VENDOR
WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE

10/05/2020 20200081510 A 000000714200 20200081510 E 100243110100 20200081510 E 100243125100 20200081510 E 200243241000 20200081510 E 400243121000 20200081510 E 400243221300 20200081510 E 100243110200 20200081510 E 200243124000 20200081510 E 400243123000 20200081510 E 400243124000 20200081510 E 400243125400 20200081527 E 700243158100 20200081510 E 100243241000 20200081510 E 200243127000 20200081510 E 400243123000 20200081510 E 400243124000 20200081510 E 400243136320 20200081527 E 700243159110 20200081510 E 800243253300 20200081527 E 100243218100 20200081527 E 100243156600 20200081510 E 800243295000 20200081510 E 100243110102 202000815 10 A 000000714200

20200081510 E 100243121000 DELTA DENTAL

20200081510 E 100243222200 DELTA DENTAL

20200081510 E 200243127000 DELTA DENTAL

20200081510 E 400243124000 DELTA DENTAL

20200081510 E 400243127000 DELTA DENTAL

20200081510 E 800243214400 DELTA DENTAL

INVOICE

| DESCRIPTION | AMOUNT |
| :---: | :---: |
| PAYROLL DEDUCTIONS | 46.28 |
| 403 (B) DEDUCTIONS | 425.47 |
| 403 (B) DEDUCTIONS | 4,405.33 |
| 403 (B) DEDUCTIONS | 326.00 |
| ROTH 403 (B) | 52.99 |
| 403 (B) S | 683.34 |
| ROTH IRA'S | 400.00 |
| 403 (B) S | 1,978.50 |
| 403 (B) S | 284.00 |
| Totals for 202000813 | 8,601.91 |


| STATE TAXES | 67.66 |
| :--- | ---: |
| STATE TAXES | 6.79 |
| STATE TAXES | 8.55 |
| STATE TAXES | $18,818.58$ |
| STATE TAXES | $3,611.75$ |
| STATE TAXES | 53.63 |
| STATE TAXES | 255.26 |
| Totals for 202000814 | $22,822.22$ |



| CHECK | CHECK | ACCOUNT |  |  |  |  |  | INVOICE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER | NUMBER |  |  | VENDOR |  |  | DESCRIPTION | AMOUNT |
|  |  |  |  |  |  |  |  | RETIREE PREM, ADMIN FEES |  |
|  | 202000815 | 10 L 000 | 000 | 811635 | DELTA DENTAL |  |  | CLAIMS OCT 22-28, 2020 \& OCT | 1,343.90 |
|  |  |  |  |  |  |  |  | RETIREE PREM, AdMIN FEES |  |
|  | 202000815 | 10 E 150 | 243 | 143000 | DELTA DENTAL |  |  | CLAIMS OCT 22-28, 2020 \& OCT | 82.58 |
|  |  |  |  |  |  |  |  | RETIREE PREM, ADMIN FEES |  |
|  | 202000815 | 10 E 150 | 243 | 110400 | DELTA DENTAL |  |  | CLAIMS OCT 22-28, 2020 \& OCT | 105.00 |
|  |  |  |  |  |  |  |  | REtIREE PREM, AdMIN FEES |  |
|  | 202000815 | 10 E 150 | 243 | 110500 | DELTA DENTAL |  |  | CLAIMS OCT 22-28, 2020 \& OCT | 853.00 |
|  |  |  |  |  |  |  |  | REtiree prem, Admin fees |  |
|  | 202000815 | 27 E 100 | 243 | 156600 | DELTA DENTAL |  |  | CLAIMS OCT 22-28, 2020 \& OCT | 171.00 |
|  |  |  |  |  |  |  |  | RETIREE PREM, ADMIN FEES |  |
|  | 202000815 | 10 E 800 | 243 | 295000 | DELTA DENTAL |  |  | CLAIMS OCT 22-28, 2020 \& OCT | 174.00 |
|  |  |  |  |  |  |  |  | RETIREE PREM, AdMIN FEES |  |
|  |  |  |  |  |  |  |  | Totals for 202000815 | 11,806.21 |
| 10/02/2020 | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA REIMBURSEMENT: DRAYTON | 110.00 |
|  | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA REIMBURSEMENT: DRAYTON | 190.00 |
|  | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA REIMBURSEMENT: DRAYTON | 60.00 |
|  | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA REIMBURSEMENT: DRAYTON | 240.00 |
|  | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA REIMBURSEMENT: DRAYTON | 10.00 |
|  | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA BEN CARD 10-13-2020 | 12.78 |
|  | 202000816 | 27 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA BEN CARD 10-13-2020 | 246.42 |
|  | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA BEN CARD 10-20-2020 | 1,585.36 |
|  | 202000816 | 27 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA BEN CARD 10-20-2020 | 123.34 |
|  | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA BEN CARD 10-27-2020 | 578.27 |
|  | 202000816 | 27 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA BEN CARD 10-27-2020 | 35.33 |
|  | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA BEN CARD 10-6-2020 | 340.21 |
|  | 202000816 | 27 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA BEN CARD 10-6-2020 | 81.42 |
|  | 202000816 | 10 L 000 | 000 | 811614 | DIVERSIFIED BENEFIT | SERVICES | I | FSA BEN CARD 10-6-2020 | -43.42 |
|  |  |  |  |  |  |  |  | CREDIT~GILMARTIN |  |
|  | 202000816 | 10 A 000 | 000 | 714200 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-16-2020 | 1,500.00 |
|  | 202000816 | 27 E 700 | 249 | 159110 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-16-2020 | 39.53 |
|  | 202000816 | 27 E 700 | 249 | 159110 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-2-2020 | 1,418.00 |
|  | 202000816 | 10 E 800 | 249 | 253300 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-2-2020 | 1,500.00 |
|  | 202000816 | 10 E 400 | 249 | 126000 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-23-2020 | 153.12 |
|  | 202000816 | 27 E 700 | 249 | 159110 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-23-2020 | 39.53 |
|  | 202000816 | 10 E 800 | 249 | 253300 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-23-2020 | 1,500.00 |
|  | 202000816 | 10 E 400 | 249 | 126000 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-30-2020 | 77.90 |
|  | 202000816 | 10 E 400 | 249 | 132700 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-30-2020 | 253.67 |
|  | 202000816 | 27 E 700 | 249 | 159110 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-30-2020 | 61.14 |
|  | 202000816 | 10 E 150 | 249 | 123000 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-30-2020 | 1,500.00 |
|  | 202000816 | 10 E 800 | 249 | 221500 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-30-2020 | 1,500.00 |
|  | 202000816 | 10 E 100 | 249 | 213000 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-9-2020 | 236.30 |
|  | 202000816 | 27 E 700 | 249 | 159110 | DIVERSIFIED BENEFIT | SERVICES | I | HRA REIMBURSEMENT 10-9-2020 | 11.72 |
|  |  |  |  |  |  |  |  | Totals for 202000816 | 13,360.62 |
| 10/15/2020 | 202100252 | 10 E 400 | 310 | 162210 | AUSMAN, LARRY |  |  | 10092020 V FB OFFICIAL VS | 90.00 |
|  |  |  |  |  |  |  |  | PRESCOTT |  |
|  |  |  |  |  |  |  |  | Totals for 202100252 | 90.00 |
| 10/15/2020 | 202100253 | 10 E 400 | 310 | 162210 | HOLTZ, DANIEL |  |  | 10092020 V FB OFFICIAL VS | 90.00 |
|  |  |  |  |  |  |  |  | PRESCOTT |  |
|  |  |  |  |  |  |  |  | Totals for 202100253 | 90.00 |
| 10/15/2020 | 202100254 | 10 E 400 | 310 | 162121 | JOHANNES, DAVID |  |  | 09292020 V VB VS MCD CENTRAL | 90.00 |
|  | 202100254 | 10 E 400 | 310 | 162121 | JOHANNES, DAVID |  |  | 09292020 C VB VS MCD Central | 60.00 |





| CHECK | CHECK | ACCOUNT |  |  | INVOICE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
| 10/21/2020 | 202100288 | 10 E 800 | 386253000 | CESA \#10 | DELIVERY SERVICE, CADENC, | 867.50 |
|  |  |  |  |  | E-RATE SUPPORTING PLANNING, |  |
|  |  |  |  |  | EHS SERVICES, AUDIOLOGY IEP |  |
|  |  |  |  |  | SERVICES, VISION SERVICES, |  |
|  |  |  |  |  | And Administration |  |
|  | 202100288 | 10 E 800 | 263310 | CESA \#10 | DELIVERY SERVICE, CADENC, | 3,486.25 |
|  |  |  |  |  | E-RATE SUPPORTING PLANNING, |  |
|  |  |  |  |  | EHS SERVICES, AUDIOLOGY IEP |  |
|  |  |  |  |  | SERVICES, VISION SERVICES, |  |
|  |  |  |  |  | And Administration |  |
|  | 202100288 | 10 E 800 | 299000 | CESA \#10 | DELIVERY SERVICE, CADENC, | 740.00 |
|  |  |  |  |  | E-RATE SUPPORTING PLANNING, |  |
|  |  |  |  |  | EHS SERVICES, AUDIOLOGY IEP |  |
|  |  |  |  |  | SERVICES, VISION SERVICES, |  |
|  |  |  |  |  | And Administration |  |
|  | 202100288 | 27 E 700 | 386436611 | CESA \#10 | DELIVERY SERVICE, CADENC, | 3,987.50 |
|  |  |  |  |  | E-RATE SUPPORTING PLANNING, |  |
|  |  |  |  |  | EHS SERVICES, AUDIOLOGY IEP |  |
|  |  |  |  |  | SERVICES, VISION SERVICES, |  |
|  |  |  |  |  | AND ADMINISTRATION |  |
|  | 202100288 | 27 E 700 | 386436670 | CESA \#10 | DELIVERY SERVICE, CADENC, | 5,967.50 |
|  |  |  |  |  | E-RATE SUPPORTING PLANNING, |  |
|  |  |  |  |  | EHS SERVICES, AUDIOLOGY IEP |  |
|  |  |  |  |  | SERVICES, VISION SERVICES, |  |
|  |  |  |  |  | And Administration |  |
|  |  |  |  |  | Totals for 202100288 | 16,727.50 |
| 10/21/2020 | 202100289 | 10 E 150 | 411143000 | CHIPPEWA VALLEY SPORTING GOODS | Kickballs and Bats | 92.50 |
|  |  |  |  |  | Totals for 202100289 | 92.50 |
| 10/21/2020 | 202100290 | 10 E 800 | 324254300 | CINTAS | 6 DUST MOPS | 105.33 |
|  | 202100290 | 10 E 800 | 324254300 | CIntas | 6 DUST MOPS | 83.81 |
|  | 202100290 | 10 E 800 | 324254300 | CINTAS | 6 DUST MOPS AND LARGE WET MOP | 136.52 |
|  |  |  |  |  | Totals for 202100290 | 325.66 |
| 10/21/2020 | 202100291 | 10 E 800 | 310252105 | DIVERSIFIED BENEFIT SERVICES I | 125 FSA FLEXIBLE SPENDING ACC | 167.25 |
|  |  |  |  |  | ADMINISTRATIVE SERVICES AND |  |
|  |  |  |  |  | DEBIT CARD PARTICIPANT FEE |  |
|  |  |  |  |  |  | 167.25 |
| 10/21/2020 | 202100292 | 10 E 400 | 342162118 | EMERSON, GREGORY | 2020 MILEAGE REIMBURSEMENT | 312.23 |
|  |  |  |  |  | FOR GIRLS STATE TENNIS |  |
|  |  |  |  |  |  | 312.23 |
| 10/21/2020 | 202100293 | 27 E 100 | 342152000 | HERMANN, DAWN | 09082020 TO 09302020 MILEAGE | 69.64 |
|  |  |  |  |  | REIMBURSEMENT |  |
|  |  |  |  |  | Totals for 202100293 | 69.64 |
| 10/21/2020 | 202100294 | 10 E 800 | 411253300 | HILLYARD, INC - EAU CLAIRE | SOAP AFFINITY FOAM MAND | 205.60 |
|  |  |  |  |  | CRANBERRY - 5 CASES |  |
|  |  |  |  |  | Totals for 202100294 | 205.60 |
| 10/21/2020 | 202100295 | 21 E 800 | 411299000 | LEE RECREATION, LLC | 4k Playground Equipment | 30,500.00 |
|  | 202100295 | E 800 | 411255210 | LEE RECREATION, LLC | 4k Playground Equipment | 7,376.00 |
|  |  |  |  |  | Totals for 202100295 | 37,876.00 |






10/29/2020 20210032910 E 800324254300 B \& B ELECTRIC INC

10/29/2020 20210033021 E 800411299000 BIG ATHLETICS

| $10 / 29 / 2020202100331$ | E 800291221300 BRION, SHAUNA |
| ---: | ---: |$\quad$ REIMBURSEMENT FOR LEVEL 10.00



INVOICE

| DESCRIPTION | AMOUNT |
| :---: | :---: |
| HEALTH INSURANCE DEDUCTIONS | 3,556.94 |
| HEALTH INSURANCE DEDUCTIONS | 1,126.15 |
| HEALTH INSURANCE DEDUCTIONS | 443.42 |
| HEALTH INSURANCE DEDUCTIONS | 273.22 |
| HEALTH INSURANCE BENEFITS | 41,859.43 |
| HEALTH INSURANCE BENEFITS | 9,759.13 |
| HEALTH INSURANCE BENEFITS | 3,988.27 |
| HEALTH INSURANCE BENEFITS | 1,450.28 |
| HEALTH INSURANCE BENEFITS | 29,583.65 |
| HEALTH INSURANCE BENEFITS | 10,723.36 |
| HEALTH INSURANCE BENEFIT | 3,587.66 |
| HEALTH INSURANCE BENEFIT | 2,210.58 |
| HEALTH INSURANCE DEDUCTIONS | 5,273.07 |
| HEALTH INSURANCE DEDUCTIONS | 1,206.13 |
| HLTH INSURANCE DEDUCTIONS | 492.91 |
| HLTH INSURANCE DEDUCTIONS | 179.24 |
| HEALTH INSURANCE DEDUCTIONS | 3,616.72 |
| HEALTH INSURANCE DEDUCTIONS | 906.94 |
| HEALTH INSURANCE DEDUCTIONS | 443.42 |
| HEALTH INSURANCE DEDUCTIONS | 273.22 |
| HEALTH INSURANCE BENEFITS | 41,859.43 |
| HEALTH INSURANCE BENEFITS | 9,759.13 |
| HEALTH INSURANCE BENEFITS | 3,988.27 |
| HEALTH INSURANCE BENEFITS | 1,450.28 |
| HEALTH INSURANCE BENEFITS | 28,455.05 |
| HEALTH INSURANCE BENEFITS | 6,531.43 |
| HEALTH INSURANCE BENEFIT | 3,587.66 |
| HEALTH INSURANCE BENEFIT | 2,210.58 |
| RETIREE/COBRA PREMIUMS NOV | 23,196.86 |
| 2020 |  |
| HI ADJUSTMENTS NOV 2020 | 1,624.64 |
| Totals for 202100328 | 250,768.42 |

DISCONNECT POWER IN TECH SHOP 349.53
TO MAKE ROOM FOR NEW PAINT BOOTH

$$
\text { Totals for } 202100329
$$

Bought Masks For store 694.20

$$
\text { Totals for } 202100330 \quad 694.20
$$

REIMBURSEMENT FOR LEVEL $1 \quad 10.00$ GOOGLE EXAM

$$
\text { Totals for } 202100331 \quad 10.00
$$

325.66

BUYING THERAPY MATERIALS - 100.38 REIMBURSEMENT


| CHECK | CHECK | ACCOUNT |  |  |  |  |  | INVOICE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER |  | MBER |  |  | VENDOR |  | DESCRIPTION | AMOUNT |
| 11/04/2020 | 202100347 | 10 | E 800 | 436 | 120000 | CONNECTIONS EDUCATION, LLC |  | Additional Online learning. | 395.00 |
|  |  |  |  |  |  |  |  | Totals for 202100347 | 395.00 |
| 11/04/2020 | 202100348 | 10 | E 400 | 942 | 162118 | EMERSON, GREGORY |  | WHSTCA MEMBERSHIP FOR TENNIS | 40.00 |
|  |  |  |  |  |  |  |  | Totals for 202100348 | 40.00 |
| 11/04/2020 | 202100349 | 10 | E 800 | 324 | 254300 | INNOVATIONAL WATER SOLUTIONS |  | MONTHLY MANAGEMENT PROGRAM | 619.40 |
|  |  |  |  |  |  |  |  | FOR HYDRONIC HEATING SYSTEM |  |
|  |  |  |  |  |  |  |  | AND HYDRONIC CHILLED SYSTEM |  |
|  |  |  |  |  |  |  |  | Totals for 202100349 | 619.40 |
| 11/04/2020 | 202100350 | 10 | E 400 | 411 | 161322 | LYNNES, ERIN |  | SUES BAKE SHOP REIMBURSEMENT | 50.00 |
|  |  |  |  |  |  |  |  | FOR NATIONAL HONOR SOCIETY |  |
|  |  |  |  |  |  |  |  | Totals for 202100350 | 50.00 |
| 11/04/2020 | 202100351 | 10 | E 800 | 327 | 255210 | MARKET \& JOHNSON, INC. |  | 4 K CONTRUCTION | 23,114.00 |
|  |  |  |  |  |  |  |  | Totals for 202100351 | 23,114.00 |
| 11/04/2020 | 202100354 | 10 | E 800 | 327 | 255210 | NET GUARD SECURITY SOLUTIONS |  | 4K Building - Card Access | 3,610.00 |
|  |  |  |  |  |  |  |  | Control and Security System |  |
|  |  |  |  |  |  |  |  | Please change account to correct account |  |
|  | 202100354 | 10 | E 800 | 327 | 255210 | NET GUARD SECURITY SOLUTIONS |  | 4K Building - Card Access Control and Security System | 510.00 |
|  |  |  |  |  |  |  |  | Please change account to correct account |  |
|  | 202100354 | 10 | E 800 | 327 | 255210 | NET GUARD SECURITY SOLUTIONS |  | 4 K Building - Card Access | 216.00 |
|  |  |  |  |  |  |  |  | Control and Security System |  |
|  |  |  |  |  |  |  |  | Please change account to correct account |  |
|  | 202100354 | 10 | E 800 | 310 | 255210 | NET GUARD SECURITY SOLUTIONS |  | UL Listed Fire Monitoring 4K Change account to: 10 E 800 | 216.00 |
|  |  |  |  |  |  |  |  | 310255210000 if possible. |  |
|  | 202100354 | 10 | E 800 | 327 | 255210 | NET GUARD SECURITY SOLUTIONS |  | 4 K Building - Card Access | 5,024.39 |
|  |  |  |  |  |  |  |  | Control and Security System |  |
|  |  |  |  |  |  |  |  | Please change account to correct account |  |
|  | 202100354 | 10 | E 800 | 327 | 255210 | NET GUARD SECURITY SOLUTIONS |  | 4 K Building - Card Access | 380.38 |
|  |  |  |  |  |  |  |  | Control and Security System |  |
|  |  |  |  |  |  |  |  | Please change account to |  |
|  |  |  |  |  |  |  |  | correct account |  |
|  |  |  |  |  |  |  |  | Totals for 202100354 | 9,956.77 |
| 11/04/2020 | 202100355 | 10 | E 100 | 310 | 219000 | NORTH COAST CONNECTION |  | Translating for Spanish | 420.30 |
|  |  |  |  |  |  |  |  | families |  |
|  |  |  |  |  |  |  |  | Totals for 202100355 | 420.30 |
| 11/04/2020 | 202100356 | 27 | E 700 | 342 | 223300 | REDETZKE, LINDSEY |  | SEPT OCT 2020 MILEAGE | 44.85 |
|  |  |  |  |  |  |  |  | Totals for 202100356 | 44.85 |
| 11/04/2020 | 202100357 |  | E 800 | 411 | 295000 | SKYWARD, INC. |  | Google LMS/OneRoster API | 530.00 |
|  |  |  |  |  |  |  |  | License for 2020-21 |  |
|  |  |  |  |  |  |  |  | Totals for 202100357 | 530.00 |
| 11/04/2020 | 202100358 | 27 | E 700 | 341 | 256750 | STUDENT TRANSIT EAU CLAIRE, | N I | INTRA DAY ROUTES OCT 2020 | 548.02 |
|  | 202100358 | 10 | E 800 | 341 | 256710 | STUDENT TRANSIT EAU CLAIRE, | N O | OCT 2020 CONTRACT | 61,299.76 |


| $\begin{aligned} & \text { CHECK } \\ & \text { DATE } \end{aligned}$ | CHECK NUMBER | ACCOUNT <br> NUMBER |  | VENDOR | INVOICE DESCRIPTION | AMOUNT |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 11/04/2020 | 202100358 | 27 E 700 | 341256750 | STUDENT TRANSIT EAU CLAIRE, IN | OCT 2020 CONTRACT | 23,838.80 |
|  |  |  |  |  | Totals for 202100358 | 85,686.58 |
| 11/04/2020 | 202100359 | 10 E 800 | 310232100 | TAHER, INC | Food for New Staff | 457.50 |
|  |  |  |  |  | Orientation from Taher |  |
|  |  |  |  |  | Totals for 202100359 | 457.50 |
| 11/06/2020 | 202100360 | 10 L 000 | 000811670 | VOYA INSTITUTIONAL TRUST COMPA | VFQ242 | 270.00 |
|  | 202100360 | 27 L 000 | 000811670 | VOYA INSTITUTIONAL TRUST COMPA | VFQ242 | 55.00 |
|  | 202100360 | 10 L 000 | 000811670 | VOYA INSTITUTIONAL TRUST COMPA | 403 (B) S | 791.67 |
|  |  |  |  |  | Totals for 202100360 | 1,116.67 |

FUND S UMMARY

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 10 | GENERAL | 3,325,303.44 | 320.00 | 323,464.18 | 3,649,087.62 |
| 21 | SPECIAL REVENUE TRUST FUND | 0.00 | 0.00 | 33,210.42 | 33,210.42 |
| 27 | SPECIAL EDUCATION FUND | 244,373.34 | 0.00 | 40,377.79 | 284,751.13 |
| 50 | FOOD SERVICE | 8,067.47 | 0.00 | 0.00 | 8,067.47 |
| 80 | COMMUNITY SERVICE | 17,264.41 | 0.00 | 3,921.00 | 21,185.41 |
| *** | and Summary Totals *** | 3,595,008.66 | 320.00 | 400,973.39 | 3,996,302.05 |



| Used By | Name |  |  | Tran Date | Tran ID Card Number | Where Used | Purch Vendor | Imp Date Post Date | Status | App | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Line Description |  |  |  |  |  | Po Number Invoice Number | Invoice Dt | Amount |  |  |  |
| BALLEJEF000 | Ballentine | JEFFERY | RY DJ | 09/24/2020 | 21310 xxxxxxxxxxxxxxxx | Mississippi Welders Su, Winona, |  | 10/06/2020 | Invoiced | A | 128.12 |
|  |  |  | Missi | issippi Welding Su | Supply-Tank rental \& refil | 40021000160705921-201000130 | 10/16/2020 | 128.12 |  |  |  |
|  |  |  |  | 09/22/2020 | 21309 xxxxxxxxxxxxxxxx | Mississippi Welders Su, Winona, |  | 10/06/2020 | Invoiced | A | 48.00 |
|  |  | 2 M | Missi | issippi Welding Su | Supply-Tank rental \& refil | 40021000160705921-201000131 | 10/16/2020 | 48.00 |  |  |  |
|  |  |  |  | 09/21/2020 | 21306 xxxxxxxxxxxxxxxx | Sp Sign Warehouse, 9034627700, |  | 10/06/2020 | Invoiced | A | 198.12 |
|  |  | 2 M | Missi | issippi Welding Su | Supply-Tank rental \& refil | $40021000160705921-201000132$ | 10/16/2020 | 198.12 |  |  |  |
|  |  |  |  | 09/21/2020 | 21307 xxxxxxxxxxxxxxxx | Amazon.Com M495j1vn1, Amzn.Com/ |  | 10/06/2020 | Invoiced | A | 26.52 |
|  |  | 2 | JDS, | Johnson Plastics, | s, Sign Warehouse-mugs, sh | 4002100021 0705921-201000133 | 10/16/2020 | 26.52 |  |  |  |
|  |  |  |  | 09/21/2020 | 21308 xxxxxxxxxxxxxxix | Amzn Mktp US M43u551x0, Amzn.Co |  | 10/06/2020 | Invoiced | A | 36.15 |
|  |  | E | Fall | Open Po-machine | repairs, hand tools, fast | 4002100024 0705921-201000134 | 10/16/2020 | 36.15 |  |  |  |
|  |  |  |  | 09/16/2020 | 21305 xxxxxxxxxxxxxxxx | Mississippi Welders Su, Winona, |  | 10/06/2020 | Invoiced | A | 97.50 |
|  |  | 2 | Missi | issippi Welding Su | Supply-Tank rental \& refil | $40021000160705921-201000135$ | 10/16/2020 | 97.50 |  |  |  |
|  |  |  |  | 09/07/2020 | 21303 xxxxxxxxxxxxxxxx | Mississippi Welders Su, Winona, |  | 10/06/2020 | Invoiced | A | 101.36 |
|  |  | 2 M | Missi | issippi Welding Sup | Supply-Tank rental \& refil | 40021000160705921-201000136 | 10/16/2020 | 101.36 |  |  |  |
|  |  |  |  | 09/07/2020 | 21304 xxxxxxxxxxxxxxxx | Amzn Mktp US Mu6bz3zx0, Amzn.Co |  | 10/06/2020 | Invoiced | A | 293.03 |
|  |  | 2 E | Elect | tronix Express, Ha | Harbor Freight-EkI kits, s | 4002100020 0705921-201000137 | 10/16/2020 | 248.18 |  |  |  |
|  |  | 3 F | Fall | Open Po-machine | repairs, hand tools, fast | 4002100024 0705921-201000138 | 10/16/2020 | 44.85 |  |  |  |
|  |  |  |  | 09/04/2020 | 20993 xxxxxxxxxxxxxxxx | Menards Eau Claire Eas, Eau Cla |  | 09/08/2020 | Invoiced | A | 108.06 |
|  |  | 2 | Missi | issippi Welding Su | Supply-Tank rental \& refil | $40021000160705921-200900107$ | 09/05/2020 | 108.06 |  |  |  |
|  |  |  |  | 09/04/2020 | 20994 xxxxxxxxxxxxxxxx | Amzn Mktp US Mulc058g1, Amzn.Co |  | 09/08/2020 | Invoiced | A | 815.92 |
|  |  | E | Elect | tronix Express, Ha | Harbor Freight-EKI kits, s | 4002100020 0705921-200900108 | 09/05/2020 | 815.92 |  |  |  |
|  |  |  |  | 09/04/2020 | 20995 xxxxxxxxxxxxxxxx | Amzn Mktp US Mu02i2el2, Amzn.Co |  | 09/08/2020 | Invoiced | A | 85.90 |
|  |  | 2 E | Elect | tronix Express, Ha | Harbor Freight-EkI kits, s | 4002100020 0705921-200900109 | 09/05/2020 | 85.90 |  |  |  |
|  |  |  |  | 09/03/2020 | 20992 xxxxxxxxxxxxxxxx | Mississippi Welders Su, Winona, |  | 09/08/2020 | Invoiced | A | 1,625.90 |
|  |  | 3 M | Missi | issippi Welding Su | Supply-Tank rental \& refil | 40021000160705921-200900110 | 09/05/2020 | 1,625.90 |  |  |  |
|  |  |  |  |  |  | 12 transaction( | (s) for BALI | Ef000. Total Amount | ==> |  | 3,564.58 |
| BETLATAR000 | BETLACH TARA |  |  | 09/25/2020 | 21343 xxxxxxxxxxxxxxxx | Amzn Mktp US M43bk29d1, Amzn.Co |  | 10/06/2020 | Invoiced | A | 214.99 |
|  |  | 2 P | PJ Wo | Hood Folding TV Tray | ray Table \& Snack Table wi | 1102100005 0705921-201000293 | 10/16/2020 | 134.56 |  |  |  |
|  |  | 3 s | shipp | ping and handling | for TV tables use acct | 11021000060705921-201000294 | 10/16/2020 | 80.43 |  |  |  |
|  |  |  |  | 09/22/2020 | 21341 xxxxxxxxxxxxxxxx | Amzn Mktp US M474e58k1, Amzn.Co |  | 10/06/2020 | Invoiced | A | 53.65 |
|  |  | 4 S | Stop | Signs and More Br | Brand - 18 inch, 2 sided, | 1102100004 0705921-201000295 | 10/16/2020 | 53.65 |  |  |  |
|  |  |  |  | 09/22/2020 | 21342 xxxxxxxxxxxxxxxx | Amzn Mktp US M42zo3tm0, Amzn.Co |  | 10/06/2020 | Invoiced | A | 91.96 |
|  |  | 2 A | Alytr | ree brand, 12 inch | ch plastic traffic cones | 11021000040705921-201000296 | 10/16/2020 | 91.96 |  |  |  |
|  |  |  |  | 09/21/2020 | 21340 xxxxxxxxxxxxxxxx | Amzn Mktp US M49b61pq2, Amzn.Co |  | 10/06/2020 | Invoiced | A | 54.72 |
|  |  | 2 Ma | Marte | ell's Classroom S | Supplies | $10021000140705921-201000297$ | 10/16/2020 | 54.72 |  |  |  |
|  |  |  |  | 09/18/2020 | 21339 xxxxxxxxxxxxxxxx | Amzn Mktp US M46z67j22, Amzn.Co |  | 10/06/2020 | Invoiced | A | 90.20 |
|  |  | 3 Cu | Custe | er Brand - Battery | ry powered, Magnetic Red 1 | 1102100004 0705921-201000298 | 10/16/2020 | 90.20 |  |  |  |






09/23/2020 21351 Xxxxxxxxxxxxxxxx Amazon.Com M48ja6an0 A, Amzn.Co
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-201000031
10/16/202
09/23/2020 21352 XxxxXXXXXXXXXXXX Amazon.Com M45n30562, Amzn.Com/
2 iPad \& Case
7172100007 0705921-201000032
10/16/2020
09/23/2020 21353 xxxxxxxxxxxxxxxx Amzn Mktp US M495a5ex0, Amzn.Co
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-201000033 10/16/2020
09/23/2020 21354 xxxxxxxxxxxxxxxx Ipevo Inc, 4084903085, CA, 9408
2 IPEVO V4K Ultra High Definition USB Document C $81021000640705921-201000034$ 10/16/2020 3 Shipping $81021000640705921-201000034$ 10/16/2020 09/22/2020 21350 xxxxxxxxxxxxxxxx Paypal Termius, 4029357733, CA,
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-201000035 10/16/2020 09/21/2020 21348 XxxXXXXXXXXXXXXX Amzn Mktp US M42nx0fs0, Amzn.Co
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-201000036 10/16/2020 09/21/2020 21349 Xxxxxxxxxxxxxxxx Apple.Com/Us, 800-676-2775, CA,
2 10.2-Inch iPad WIfi 128GB - Space Gray $81021000540705921-201000037$ 10/16/2020 09/18/2020 21347 XXXXXXXXXXXXXXXX Apple.Com/Us, 800-676-2775, CA,
2 Volume Purchase Credit for Sped $81021000620705921-201000038 \quad$ 10/16/2020 09/11/2020 21346 xxxxxxxxxxxxxxxx Nettel Communications, 218-7204
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-201000039 10/16/2020 09/04/2020 21028 xxxxxxxxxxxxxxxx B\&h Photo 800-606-6969, 800-221
3 Banner Printer Maintenance Items $81021000190705921-200900037 \quad$ 09/05/2020 09/04/2020 21029 Xxxxxxxxxxxxxxxx Amzn Mktp US Mu5sx9fw0, Amzn.Co
2 Behringer MPA100BT All-in-One 100-Watt Portabl 1502100030 0705921-200900038 09/05/2020 09/03/2020 21027 Xxxxxxxxxxxxxxxx Apple.Com/Us, 8006927753, CA, 9
32 Apple iPads for our new staff (S/L pathologi $82721000120705921-200900039$ 09/05/2020 09/01/2020 21044 XXXXXXXXXXXXXXXX Amazon.Com Mu0x74lw2 A, Amzn.Co

09/05/2020

| 10/06/2020 | Invoiced A | 94.05 |
| :---: | :---: | :---: |
| $10 / 06 / 2020$ |  |  |
| 74.08 | Invoiced A | 74.08 |
| $10 / 06 / 2020$ |  |  |
| 34.95 | Invoiced A | 34.95 |
| $10 / 06 / 2020$ | Invoiced A | $1,027.26$ |

990.00
37.26

10/06/2020

### 99.99

10/06/2020
147.99

10/06/2020
798.00

10/06/2020
500.00

10/06/2020
10.66

09/08/2020
250.85

09/08/2020
329.00

09/08/2020
798.00

09/08/2020
18.99

26 transaction(s) for LIERMAND000. Total Amount ====>

MCCUTDONOOO MCCUTCHEON DONALD ALAN 09/30/2020 21296 XXXXXXXXXXXXXXXX Teacherspayteachers.Co, 6465880
2 use of school credit card for teacher material $82721000240705921-201000235$ 10/16/2020 09/29/2020 21295 Xxxxxxxxxxxxxxxx Amazon.Com Mk0es8cf1, Amzn.Com/
2 Three hole punch, 1" hanging file folders, Pro $82721000660705921-201000236$ 10/16/2020 09/28/2020 21293 xxxxxxxxxxxxxxxx Voxer Pro Annual, 8778877815, C
2 Voxer Subscription $71721000080705921-201000237$ 10/16/2020 09/28/2020 21294 XXXXXXXXXXXXXXXX Amzn Mktp US M40mj26m0, Amzn.Co
2 Reading materials and behavioral incentives 8272100049 0705921-201000238 10/16/2020

| $10 / 06 / 2020$ | Invoiced A | 2.11 |
| :---: | :---: | :---: |
| 2.11 |  |  |
| $10 / 06 / 2020$ | Invoiced A | 43.20 |
| 43.20 |  |  |
| $10 / 06 / 2020$ | Invoiced A | 29.99 |
| 29.99 |  |  |
| $10 / 06 / 2020$ | Invoiced A | 333.04 |
| 333.04 |  |  |

09/25/2020
21292 XXXXXXXXXXXXXXXX Amazon.Com M44ht4721, Amzn.Com/
45 copies of Boy from the Basement
8272100055 0705921-201000239
10/16/2020
09/23/2020 21291 XxxxxXXXXXXXXXXX Amzn Mktp US M42nj80e0, Amzn.Co
2 Reading materials and behavioral incentives 8272100049 0705921-201000240
10/16/2020
09/22/2020 21290 xxxxxxxxxxxxxxxx Teacherspayteachers.Co, 6465880
2 Social Story: My Job at School $82721000580705921-201000241$
10/16/2020
3215 Articulation Stories with Comprehension Qu 8272100058 0705921-201000241 10/16/2020
4 Articulation Stories for Speech Language Thera 8272100058 0705921-201000241
09/21/2020 21288 xxxxxxxxxxxxxxxx Amzn Mktp US M43yr5a42, Amzn.Co
2 40,000 Selected Words Book from Amazon - to su 8272100059 0705921-201000242
09/21/2020 21289 XXXXXXXXXXXXXXXX Amzn Mktp US M41ck35w1, Amzn.Co
2 Three hole punch, 1" hanging file folders, Pro $82721000660705921-201000243$
09/18/2020 21282 XXXXXXXXXXXXXXXX Amazon.Com M49oi13t2 A, Amzn.Co
6 Guess Who game
8272100036 0705921-201000244
09/18/2020 21283 xxxxxxxxxxxxxxxx Amazon.Com Mu04i3yb0, Amzn.Com/
45 copies of Boy from the Basement $82721000550705921-201000245$ 10/16/2020
09/18/2020 21284 XXXXXXXXXXXXXXXX Lessonpix Inc, 727-4372465, FL,
2 Subscriptions to Lesson Plan Pix $82721000410705921-201000246$ 10/16/2020
09/18/2020 21285 XXXXXXXXXXXXXXXX Lessonpix Inc, 727-4372465, FL,
2 Subscriptions to Lesson Plan Pix $82721000410705921-201000247$ 10/16/2020
09/18/2020 21286 XxxxXXXXXXXXXXXX Amzn Mktp US M42d44xc1, Amzn.Co
25 copies of Among the Hidden 8272100055 0705921-201000248 10/16/2020
09/18/2020 21287 XXXXXXXXXXXXXXXX Amzn Mktp US M42sv3j12, Amzn.Co
2 Three hole punch, 1" hanging file folders, Pro $82721000660705921-201000249$ 10/16/2020 09/17/2020 21280 Xxxxxxxxxxxxxxxx Amazon.Com M45zv8zm2 A, Amzn.Co
2 Headbanz game $82721000360705921-201000250$ 10/16/2020 09/17/2020 21281 XXXXXXXXXXXXXXXX Amzn Mktp US Mu2iw7r40, Amzn.Co
2 Reading materials and behavioral incentives $82721000490705921-201000251$ 10/16/2020 09/16/2020 21279 XxxxXXXXXXXXXXXX Language Circle Enterp, Bloomin
2 Framing your Thoughts Writing Curriculum Packa $82721000440705921-201000252$ 10/16/2020 09/14/2020 21272 XxXXXXXXXXXXXXXX Sp The Mwp Store, 6084371400, W
2 Badger Shield Plus shield plus mask combinatio $82721000430705921-201000253$ 10/16/2020 09/14/2020 21273 xxxxxxxxxxxxxxxx Amzn Mktp US M46rz5ff1, Amzn.Co
2 Amazon order - letter stampers, hold punchers, $82721000220705921-201000254$ 10/16/2020 09/14/2020

21274 XxxXXXXXXXXXXXXX Amazon.Com M421f34h1, Amzn.Com/
3 ! O copies of Map Trap

8272100037 0705921-201000255

| 10/06/2020 | Invoiced | A | 27.96 |
| :---: | :---: | :---: | :---: |
| 27.96 |  |  |  |
| 10/06/2020 | Invoiced | A | 25.50 |
| 25.50 |  |  |  |
| 10/06/2020 | Invoiced | A | 44.85 |
| 4.85 |  |  |  |
| 35.00 |  |  |  |
| 5.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 99.99 |
| 99.99 |  |  |  |
| 10/06/2020 | Invoiced | A | 41.60 |
| 41.60 |  |  |  |
| 10/06/2020 | Invoiced | A | 13.58 |
| 13.58 |  |  |  |
| 10/06/2020 | Invoiced | A | 38.94 |
| 38.94 |  |  |  |
| 10/06/2020 | Invoiced | A | 36.00 |
| 36.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 36.00 |
| 36.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 112.94 |
| 112.94 |  |  |  |
| 10/06/2020 | Invoiced | A | 36.22 |
| 36.22 |  |  |  |
| 10/06/2020 | Invoiced | A | 47.60 |
| 47.60 |  |  |  |
| 10/06/2020 | Invoiced | A | 47.75 |
| 47.75 |  |  |  |
| 10/06/2020 | Invoiced | A | 671.00 |
| 671.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 211.00 |
| 211.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 601.11 |
| 601.11 |  |  |  |
| 10/06/2020 | Invoiced | A | 79.90 |

## MCCUTDONOOO MCCUTCHEON DONALD ALAN continued..

09/14/2020 21275 Xxxxxxxxxxxxxxxxx Amzn Mktp US M47h544b1, Amzn.Co
2 Post it boards, post it pads, Expo, Laminator, $82721000170705921-201000256$

## Co

2 Amazon order - letter stampers, hold punchers, $82721000220705921-201000257$ 10/16/2020

$$
\text { 09/14/2020 } 21277 \text { xxxxxxxxxxxxxxxx Amzn Mktp US Mu8pb2dd0, Amzn.Co }
$$

2 Post it boards, post it pads, Expo, Laminator, $82721000170705921-201000258$
10/16/2020

$$
\text { 09/14/2020 } 21278 \text { XXXXXXXXXXXXXXXX Amzn Mktp US M45t98ni1, Amzn.Co }
$$

2 Laser Pointers -- for engaging with smartboard 8272100040 0705921-201000259 10/16/2020
3 Two 24 packs of pencil pouches to keep writing 8272100040 0705921-201000259 10/16/2020 09/11/2020 21269 Xxxxxxxxxxxxxxxx Tools To Grow Inc, 7127257163,
2 Tools To Grow Subscriptions for ND \& KA. $82721000180705921-201000260$ 10/16/2020 09/11/2020 21270 XXXXXXXXXXXXXXXX Lessonpix Inc, 727-4372465, FL,

3 LessonPix subscriptions for ND and KA $\begin{array}{cl}\text { 09/11/2020 } & 21271 \text { XXXXXXXXXXXXXXX Amzn Mktp US Mu2u63hb0, Amzn.Co }\end{array}$
2 Laser Pointers -- for engaging with smartboard 8272100040 0705921-201000262 10/16/2020 09/10/2020 21267 XxxxxXXXXXXXXXXX Learning A-Z, Llc, 866-889-3729
2 Online subscription for Raz Kids, vocabulary a $82721000260705921-201000263$ 10/16/2020 09/10/2020 21268 xxxxxxxxxxxxxxxx Scholastic, Inc., 573-632-1834,
2 Scholastic Action Magazine count 12 newed onli $82721000010705921-201000264$ 10/16/2020 09/09/2020 21265 XXXXXXXXXXXXXXXX Amzn Mktp US Mu37151z0, Amzn.Co
2 Supplies to begin the school year- basics: mar $82721000160705921-201000265$
10/16/2020 09/09/2020 21266 Xxxxxxxxxxxxxxxx Amzn Mktp US Mu4ph88b2, Amzn.Co
7 WH cards Super Duper $82721000360705921-201000266 \quad$ 10/16/2020
8 R artic cards super duper $82721000360705921-201000266$ 10/16/2020 09/07/2020 21261 XXXXXXXXXXXXXXXX Amzn Mktp US Mu92b3ll0, Amzn.Co
2 Tool Kit for PIE intervention $82721000330705921-201000267$ 10/16/2020 09/07/2020 21262 XxxxXXXXXXXXXXXX Amazon.Com Mu51x73k0, Amzn.Com/
2 Post it boards, post it pads, Expo, Laminator, $82721000170705921-201000268$ 10/16/2020 09/07/2020 21263 XXXXXXXXXXXXXXXXX Amzn Mktp US Mu8rj4ke1, Amzn.Co
2 three hole punch, Cassie's white board paper r 8272100020 0705921-201000269 10/16/2020 09/07/2020 21264 XxxxxxXXXXXXXXXX Amazon.Com Mu86q1a90 A, Amzn.Co
3 Vocab is Comprehension 8272100033 0705921-201000270 09/04/2020 20976 XXXXXXXXXXXXXXXX Rei Greenwoodheinemann, 800-225
2 Tool Kit for PIE intervention $82721000330705921-200900211$ 09/05/2020 09/04/2020 20977 XxxxxXXXXXXXXXXX Amzn Mktp US Mu03e8fm0, Amzn.Co

2 Tool Kit for PIE intervention $82721000330705921-200900212$ 8272100033 0705921-200900212

09/05/2020
3 Vocab is Comprehension

09/05/2020

| 10/06/2020 | Invoiced | A | 242.50 |
| :---: | :---: | :---: | :---: |
| 242.50 |  |  |  |
| 10/06/2020 | Invoiced | A | 32.09 |
| 32.09 |  |  |  |
| 10/06/2020 | Invoiced | A | 17.99 |
| 17.99 |  |  |  |
| 10/06/2020 | Invoiced | A | 88.56 |
| 25.76 |  |  |  |
| 62.80 |  |  |  |
| 10/06/2020 | Invoiced | A | 49.99 |
| 49.99 |  |  |  |
| 10/06/2020 | Invoiced | A | 36.00 |
| 36.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 25.54 |
| 25.54 |  |  |  |
| 10/06/2020 | Invoiced | A | 384.85 |
| 384.85 |  |  |  |
| 10/06/2020 | Invoiced | A | 125.27 |
| 125.27 |  |  |  |
| 10/06/2020 | Invoiced | A | 178.25 |
| 178.25 |  |  |  |
| 10/06/2020 | Invoiced | A | 90.00 |
| 70.00 |  |  |  |
| 20.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 75.56 |
| 75.56 |  |  |  |
| 10/06/2020 | Invoiced | A | 25.75 |
| 25.75 |  |  |  |
| 10/06/2020 | Invoiced | A | 102.70 |
| 102.70 |  |  |  |
| 10/06/2020 | Invoiced | A | 26.95 |
| 26.95 |  |  |  |
| 09/08/2020 | Invoiced | A | 51.70 |
| 51.70 |  |  |  |
| 09/08/2020 | Invoiced | A | 127.92 |

4 McGraw Hill Critical Reading Skills Comprehens $82721000330705921-200900212$ 09/05/2020 09/04/2020 20978 XxXXXXXXXXXXXXXX Target 00017749, Eau Claire, WI52.00

3 Step Stools/Foot Support 8272100035 0705921-200900213

09/05/2020
09/03/2020
20975 XXXXXXXXXXXXXXXX Amzn Mktp US Mu6141ex2, Amzn.Co
3 Amazon order - letter stampers, hold punchers, $82721000220705921-200900214$ 09/05/2020 09/02/2020

20973 XXXXXXXXXXXXXXXX Amzn Mktp US Mm0qe4r90, Amzn.Co
3 Amazon order - letter stampers, hold punchers, $82721000220705921-200900215$ 09/05/2020 09/02/2020 20974 XXXXXXXXXXXXXXXX Amzn Mktp US Mu0s44mt1, Amzn.Co
3 Amazon order - letter stampers, hold punchers, $82721000220705921-200900216$ 09/05/2020
$09 / 08 / 2020$
39.96
$09 / 08 / 2020$
262.13

Invoiced A

42 transaction(s) for MCCUTDON 90.15

| $09 / 08 / 2020$ | Invoiced A | 17.00 |
| :---: | :---: | :---: |
| 17.00 |  |  |
| $09 / 08 / 2020$ | Invoiced A | 90.15 |

09/30/2020 21259 XXXXXXXXXXXXXXXX Mhe McGraw-Hill Ecomm, 800-648-
25 connecting math workbooks $40021000140705921-201000073$ 10/16/2020 09/29/2020 21258 XXXXXXXXXXXXXXXX Amzn Mktp US Mk7u17041, Amzn.Co 2 High school supplies. A102100043 0705921-201000074 10/16/2020 09/28/2020 21256 xxxxxxxxxxxxxxxx Dollar Tree, Eau Claire, WI, 54 2 In school field trip supplies $41021000390705921-201000075$ 10/16/2020 09/28/2020 21257 xxxxxxxxxxxxxxxx Wm Supercenter \#1669, Eau Clair
2 In school field trip supplies $41021000390705921-201000076 \quad$ 10/16/2020 09/25/2020 21210 XXXXXXXXXXXXXXXX Shopwoodmans.Com, Madison, WI, 2 food and fitness supplies, health materials 4002100045 0705921-201000219

10/16/2020 09/23/2020 21255 Xxxxxxxxxxxxxxxx School Outfitters, 8002602776,

10/16/2020 2 Heritage 891 Series Display Case (Hardwood Fin $40021000690705921-201000077$
 09/22/2020 21254 Xxxxxxxxxxxxxxxx Amzn Mktp US M499j2jr0, Amzn.Co
2 Phy Ed equipment and supplies 4002100048 0705921-201000078 10/16/2020 09/21/2020 21252 xxxxxxxxxxxxxxxx Mhe McGraw-Hill Ecomm, 800-648-
25 connecting math workbooks $40021000140705921-201000079 \quad 10 / 16 / 2020$ 09/21/2020 21253 Xxxxxxxxxxxxxxxx Amazon.Com M44fl3811, Amzn.Com/
2 "Critical Theories" by James Lindsay $40021000590705921-201000080$ 10/16/2020 09/18/2020 21209 XXXXXXXXXXXXXXXX Shopwoodmans.Com, Madison, WI,
2 food and fitness supplies, health materials $40021000450705921-201000220$
10/16/2020 09/18/2020 21246 xxxxxxxxxxxxxxxx Batteries Plus \#0071, 715552193
2 Nuon six pack of type 2032 batteries for guita $20021000390705921-201000081$ 10/16/2020 09/18/2020 21247 Xxxxxxxxxxxxxxx Ncs Ged Exam, 800-511-3478, MN,
2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000082$ 10/16/2020 09/18/2020 21248 XxxxxxxxxxxxxxXX Ncs Ged Exam, 800-511-3478, MN,
2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000083$ 10/16/2020

10/06/2020

$$
-123.47
$$

10/06/2020
43.74

10/06/2020
14.00

10/06/2020
9.70

10/06/2020
114.34

10/06/2020
1,919.39
10/06/2020
22.13

10/06/2020
123.47

10/06/2020
26.54

10/06/2020
101.67

10/06/2020
37.96

10/06/2020
$-20.99$
10/06/2020
6.00

Invoiced A -123.47

Invoiced A 43.74

Invoiced A 14.00

Invoiced A 9.70

Invoiced
114.34

Invoiced A 1,919.39

Invoiced A 22.13

Invoiced A 123.47

Invoiced A 26.54

Invoiced
101.67

Invoiced
37.96

Invoiced
$-20.99$

Invoiced A
6.00

09/18/2020 21249 XXXXXXXXXXXXXXXX Ncs Ged Exam, 800-511-3478, MN,
2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000084$

$$
\text { 09/18/2020 } 21250 \text { xxxxxxxxxxxxxxxx New Readers Press, 315-2142578, }
$$

2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000085$
10/16/2020
09/18/2020 21251 Xxxxxxxxxxxxxxxx Ncs Ged Exam, 800-511-3478, MN,
2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000086$

$$
\text { 09/16/2020 } 21208 \text { XXXXXXXXXXXXXXXX Paypal Ericamadede, 4029357733, }
$$

2 US States online curriculum $82721000500705921-201000221$

$$
\text { 09/16/2020 } 21239 \text { Xxxxxxxxxxxxxxxx Ncs Ged Exam, 800-511-3478, MN, }
$$

2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000087$ 10/16/2020

$$
\text { 09/16/2020 } 21240 \text { XXXXXXXXXXXXXXXX Ncs Ged Exam, 800-511-3478, MN, }
$$

2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000088$

$$
\text { 09/16/2020 } 21241 \text { Xxxxxxxxxxxxxxxx Ncs Ged Exam, 800-511-3478, MN, }
$$

2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000089$ 10/16/2020

$$
\text { 09/16/2020 } 21242 \text { XXXXXXXXXXXXXXXX Ncs Ged Exam, 800-511-3478, MN, }
$$

2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000090$
09/16/2020 21243 XXXXXXXXXXXXXXXX Amzn Mktp US Mu9194970, Amzn.Co
2 Practice guitar necks for guitar students. $20021000310705921-201000091$ 10/16/2020 09/16/2020 21244 XXXXXXXXXXXXXXXXX Ncs Ged Exam, 800-511-3478, MN,
2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000092$ 10/16/2020

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\text { 09/16/2020 } 21245 \text { XXXXXXXXXXXXXXXX Amzn Mktp US Mu8lf8uc0, Amzn.Co }
$$

2 Lab and classroom supplies for Chemistry and S 4002100029 0705921-201000093 10/16/2020 09/15/2020 21207 Xxxxxxxxxxxxxxxx Get Smart Products, 8008270673,
2 keychains for desktop $40021000570705921-201000222$ 10/16/2020
3 shopping for pfile.com $40021000570705921-201000222$ 10/16/2020

$$
\text { 09/15/2020 } 21234 \text { Xxxxxxxxxxxxxxxx Ncs Ged Exam, 800-511-3478, MN, }
$$

2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000094$ 10/16/2020 09/15/2020 21235 Xxxxxxxxxxxxxxx Ncs Ged Exam, 800-511-3478, MN,
2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000095$ 10/16/2020 09/15/2020 21236 Xxxxxxxxxxxxxxxx Ncs Ged Exam, 800-511-3478, MN,
2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000096$ 10/16/2020 09/15/2020 21237 XXXXXXXXXXXXXXXX Ncs Ged Exam, 800-511-3478, MN,
2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000097$ 10/16/2020

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\text { 09/15/2020 } 21238 \text { xxxxxxxxxxxxxxxx Ncs Ged Exam, 800-511-3478, MN, }
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10/16/2020
2 GED student workbooks, GED Ready test vouchers $40021000440705921-201000098$

$$
\text { 09/14/2020 } 21206 \text { XXXXXXXXXXXXXXXX Amazon.Com M42f473i1 A, Amzn.Co }
$$

2 Tracks to Success Curriculum
4002100058 0705921-201000223 10/16/2020

| 10/06/2020 | Invoiced | A | -83.96 |
| :---: | :---: | :---: | :---: |
| -83.96 |  |  |  |
| 10/06/2020 | Invoiced | A | 105.00 |
| 105.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 29.95 |
| 29.95 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 35.84 |
| 35.84 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 55.53 |
| 55.53 |  |  |  |
| 10/06/2020 | Invoiced | A | 59.95 |
| 50.00 |  |  |  |
| 9.95 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 6.00 |
| 6.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 21.08 |



| Used By | Name |  | Tran Date Tran ID Card Number | Where Used | Purch Vendor | Imp Date Post Date | Status | App | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Line | Description | PO Number Invoice Number | Invoice Dt | Amount |  |  |  |
| MITCHMICOOO | MITCH | MICHELLE L | continued... |  |  |  |  |  |  |
|  |  |  | 09/09/2020 21222 Xxxxxxxxxxxxxxxx | Ncs Ged Exam, 800-511-3478, Mn, |  | 10/06/2020 | Invoiced | A | 83.96 |
|  |  | 2 | GED student workbooks, GED Ready test vouchers | $40021000440705921-201000112$ | 10/16/2020 | 83.96 |  |  |  |
|  |  |  | 09/09/2020 21223 xxxxxxxxxxxxxxxx | Amazon.Com Mu3wb4qp2 A, Amzn.Co |  | 10/06/2020 | Invoiced | A | 32.16 |
|  |  | 2 | Book | 4102100028 0705921-201000113 | 10/16/2020 | 32.16 |  |  |  |
|  |  |  | 09/09/2020 21224 xxxxxxxxxxxxxxxx | Ncs Ged Exam, 800-511-3478, MN, |  | 10/06/2020 | Invoiced | A | 6.00 |
|  |  | 2 | GED student workbooks, GED Ready test vouchers | 4002100044 0705921-201000114 | 10/16/2020 | 6.00 |  |  |  |
|  |  |  | 09/09/2020 21225 Xxxxxxxxxxxxxxxx | Teacherspayteachers.Co, 6465880 |  | 10/06/2020 | Invoiced | A | 16.57 |
|  |  | 9 | EduNovela Student Programming Subscription | $40021000390705921-201000115$ | 10/16/2020 | 16.57 |  |  |  |
|  |  |  | 09/09/2020 21226 XXXXXXXXXXXXXXXX | Ncs Ged Exam, 800-511-3478, Mn, |  | 10/06/2020 | Invoiced | A | 6.00 |
|  |  | 2 | GED student workbooks, GED Ready test vouchers | 4002100044 0705921-201000116 | 10/16/2020 | 6.00 |  |  |  |
|  |  |  | 09/07/2020 21198 Xxxxxxxxxxxxxxxx | William V Macgill \& Co, 6308890 |  | 10/06/2020 | Invoiced | A | 255.22 |
|  |  | 2 | Lab Coats | $00021000460705921-201000229$ | 10/16/2020 | 255.22 |  |  |  |
|  |  |  | 09/07/2020 21199 XxXXXXXXXXXXXXXX | Amzn Mktp US Mu24191j0, Amzn.Co |  | 10/06/2020 | Invoiced | A | 247.27 |
|  |  | 2 | Lab Coats | 00021000460705921-201000230 | 10/16/2020 | 247.27 |  |  |  |
|  |  |  | 09/07/2020 21200 xxxxxxxxxxxxxxxx | Amzn Mktp US Mu6hg4lh0, Amzn.Co |  | 10/06/2020 | Invoiced | A | 175.77 |
|  |  | 2 | Lab and classroom supplies for Chemistry and S | 4002100029 0705921-201000231 | 10/16/2020 | 175.77 |  |  |  |
|  |  |  | 09/07/2020 21215 XXXXXXXXXXXXXXXX | Amzn Mktp US Mu1e15kq1, Amzn.Co |  | 10/06/2020 | Invoiced | A | 78.66 |
|  |  | 2 | food and fitness supplies, health materials | 4002100045 0705921-201000117 | 10/16/2020 | 78.66 |  |  |  |
|  |  |  | 09/04/2020 20953 XXXXXXXXXXXXXXXX | Amzn Mktp US Mu3eile02, Amzn.Co |  | 09/08/2020 | Invoiced | A | 26.36 |
|  |  | 2 | food and fitness supplies, health materials | 4002100045 0705921-200900089 | 09/05/2020 | 26.36 |  |  |  |
|  |  |  | 09/03/2020 20935 XXXXXXXXXXXXXXXX | Union Test Prep, 7162562970, MI |  | 09/08/2020 | Invoiced | A | 9.00 |
|  |  | 2 | CDL Study Guides for T.A. | $82721000310705921-200900201$ | 09/05/2020 | 9.00 |  |  |  |
|  |  |  | 09/03/2020 20936 Xxxxxxxxxxxxxxxx | Amzn Mktp US Mu9cb3t42, Amzn.Co |  | 09/08/2020 | Invoiced | A | 263.47 |
|  |  | 2 | Lab and classroom supplies for Chemistry and S | 4002100029 0705921-200900202 | 09/05/2020 | 263.47 |  |  |  |
|  |  |  | 09/03/2020 20950 Xxxxxxxxxxxxxxxx | Accountable Driver Ed, 715-8316 |  | 09/08/2020 | Invoiced | A | 150.00 |
|  |  | 2 | Driver's ed Material for K.B. | 8272100029 0705921-200900090 | 09/05/2020 | 150.00 |  |  |  |
|  |  |  | 09/03/2020 20951 XxXXXXXXXXXXXXXX | Actfl Amrcn Cncl Tchng, 703-894 |  | 09/08/2020 | Invoiced | A | 185.00 |
|  |  | 2 | 2 registrations (Mel and Jenna) | 4002100038 0705921-200900091 | 09/05/2020 | 185.00 |  |  |  |
|  |  |  | 09/03/2020 20952 xxxxxxxxxxxxxxxx | Amzn Mktp US Mu64j0a02, Amzn.Co |  | 09/08/2020 | Invoiced | A | 198.48 |
|  |  | 2 | Shirts for staff, wireless amplifier with micr | $41021000220705921-200900092$ | 09/05/2020 | 198.48 |  |  |  |
|  |  |  | 09/01/2020 20962 XXXXXXXXXXXXXXXX | Sight Reading Factory, 88843377 |  | 09/08/2020 | Invoiced | A | 454.99 |
|  |  | 2 | Student accounts for sight reading factory (MS | $40021000410705921-200900093$ | 09/05/2020 | 454.99 |  |  |  |
|  |  |  |  | 65 transaction( | (s) for MITC | mic000. Total Amount | ==> |  | 6,299.33 |
| ORTH JOY000 | ORTH | JOYCE MARIE | 09/30/2020 21322 xxxxxxxxxxxxxxxx | Eau Claire Chamber Of, 715-8341 |  | 10/06/2020 | Invoiced | A | 119.00 |
|  |  | 3 | Chamber Social Media Digital Conference Reg | 85021000070705921-201000303 | 10/16/2020 | 119.00 |  |  |  |




09/25/2020 21473 xxxxxxxxxxxxxxxx Scholastic, Inc., 573-632-1834,
2 Various books for classroom library and books $10021001040705921-201000177$
09/25/2020 21474 Xxxxxxxxxxxxxxxx Amazon.Com M417169j1, Amzn.Com/
2 Consumable materials for science in 2nd Grade. $80021000510705921-201000178$

## 09/24/2020 21471 Xxxxxxxxxxxxxxxx Amzn Mktp US M45418sx1, Amzn.Co

2 Tollefson Classroom Supplies (colored cardstoc $10021000820705921-201000179$

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\text { 09/23/2020 } 21467 \text { Xxxxxxxxxxxxxxxx Amzn Mktp Us, Amzn.Com/Bill, WA }
$$

1 AMAZON REFUND
09/23/2020
2 1ST GRADE MENTOR TEXTS
21468 XXXXXXXXXXXXXXXX Amzn Mktp US M43qc8eg0, Amzn.Co $10021001020705921-201000180$
09/23/2020 21469 XXXXXXXXXXXXXXXX Amzn Mktp US M42dk1ej0, Amzn.Co
2 Consumable materials for science in 2nd Grade. 8002100051 0705921-201000181
09/23/2020 21470 XXXXXXXXXXXXXXXX Amazon.Com M48gt9h92 A, Amzn.Co
2 1ST GRADE MENTOR TEXTS
$10021001020705921-201000182$
09/22/2020 21465 Xxxxxxxxxxxxxxxx Tobii Dynavox Systems, 412-381-
3 Boardmaker subscription renewal 8272100046 0705921-201000183
09/22/2020 21466 Xxxxxxxxxxxxxxxx Amzn Mktp US M46zu8t70, Amzn.Co
2 1ST GRADE MENTOR TEXTS $10021001020705921-201000184$
09/21/2020 21462 XXXXXXXXXXXXXXXX Amzn Mktp US M44mk9vg1, Amzn.Co
2 Kessler-Classroom Supplies $10021000230705921-201000185$
09/21/2020 21463 XXXXXXXXXXXXXXXX Dollar Tree, Eau Claire, WI, 54
2 Consumable materials for science in 2nd Grade. $80021000510705921-201000186$
09/21/2020 21464 Xxxxxxxxxxxxxxxx Dollar Tree, Eau Claire, WI, 54
2 Consumable materials for science in 2nd Grade. $80021000510705921-201000187$ 10/16/2020
09/18/2020 21459 XXXXXXXXXXXXXXXX Amzn Mktp US Mu7r82wc0, Amzn.Co
2 Apple Slicer 1002100088 0705921-201000188

10/16/2020
3 Labels
4 Dividers
5 Cardstock
6 Laminating Sheets
7 Post-It Easel Pads
8 Post-It Easel Pads
09/18/2020
21460 xxxxxxxxxxxxxxx
21460 Xxxxxxxxxxxxxxxx Amzn Mktp US Mu4ca7w60, Amzn.Co
2 Numbered sit spots, mini stylus', Look! I'm an $10021000970705921-201000189$ 10/16/2020 09/18/2020 21461 XXXXXXXXXXXXXXXX Amazon.Com M45s91332, Amzn.Com/
2 Kessler-Classroom Supplies $10021000230705921-201000190$

| 10/06/2020 | Invoiced | A | 300.50 |
| :---: | :---: | :---: | :---: |
| 300.50 |  |  |  |
| 10/06/2020 | Invoiced | A | 43.96 |
| 43.96 |  |  |  |
| 10/06/2020 | Invoiced | A | 35.07 |
| 35.07 |  |  |  |
| 10/06/2020 | Invoiced | A | -19.35 |
| -19.35 |  |  |  |
| 10/06/2020 | Invoiced | A | 22.27 |
| 22.27 |  |  |  |
| 10/06/2020 | Invoiced | A | 66.62 |
| 66.62 |  |  |  |
| 10/06/2020 | Invoiced | A | 25.97 |
| 25.97 |  |  |  |
| 10/06/2020 | Invoiced | A | 199.00 |
| 199.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 25.54 |
| 25.54 |  |  |  |
| 10/06/2020 | Invoiced | A | 25.98 |
| 25.98 |  |  |  |
| 10/06/2020 | Invoiced | A | 169.00 |
| 169.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 32.00 |
| 32.00 |  |  |  |
| 10/06/2020 | Invoiced | A | 680.69 |
| 55.58 |  |  |  |
| 79.73 |  |  |  |
| 81.98 |  |  |  |
| 83.86 |  |  |  |
| 149.64 |  |  |  |
| 38.98 |  |  |  |
| 190.92 |  |  |  |
| 10/06/2020 | Invoiced | A | 96.93 |
| 96.93 |  |  |  |
| 10/06/2020 | Invoiced | A | 38.67 |


| Used By | Name |  | Tran Date Tran ID Card Number | Where Used | Purch Vendor | Imp Date Post Date | Status | App | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Line Description |  |  |  | PO Number Invoice Number | Invoice Dt | Amount |  |  |  |
| SCHUMRAC000 | SChUMACHER | ER RACHEL | A continued... |  |  |  |  |  |  |
|  |  |  | 09/17/2020 21456 xxxxxxxxxxxxxxxx | Demco Inc, 800-9624463, WI, 537 |  | 10/06/2020 | Invoiced | A | 109.73 |
|  |  | 2 | AVERY LABELS | 1002100083 0705921-201000191 | 10/16/2020 | 109.73 |  |  |  |
|  |  |  | 09/17/2020 21457 XXXXXXXXXXXXXXXXX | Really Good Stuff, 800-366-1920 |  | 10/06/2020 | Invoiced | A | 239.97 |
|  |  | 2 | more manipulatives, binders, sensory items, fi | 10021000480705921-201000192 | 10/16/2020 | 239.97 |  |  |  |
|  |  |  | 09/17/2020 21458 XxXXXXXXXXXXXXXx | Lessonpix Inc, 727-4372465, FL, |  | 10/06/2020 | Invoiced | A | 36.00 |
|  |  | 2 | Lesson Pixs subscription renewal | 82721000460705921-201000193 | 10/16/2020 | 36.00 |  |  |  |
|  |  |  | 09/15/2020 21455 xxxxxxxxxxxxxxxx | Amzn Mktp US M498q3jq1, Amzn.Co |  | 10/06/2020 | Invoiced | A | 170.10 |
|  |  | 2 | PADDED ENVELOPES FOR 2ND AND 3RD GRADE Chromeb | 1002100085 0705921-201000194 | 10/16/2020 | 170.10 |  |  |  |
|  |  |  | 09/14/2020 21454 Xxxxxxxxxxxxxxxx | Amzn Mktp US Mu1ik7wf2, Amzn.Co |  | 10/06/2020 | Invoiced | A | 134.56 |
|  |  | 2 | Magnetic Tape Roll for each first grade teache | 1002100087 0705921-201000195 | 10/16/2020 | 134.56 |  |  |  |
|  |  |  | 09/11/2020 21453 xxxxxxxxxxxxxxxx | Amzn Mktp US Mu6bs2510, Amzn.Co |  | 10/06/2020 | Invoiced | A | 109.97 |
|  |  | 2 | OFFICE DESK FOR CHRIS HUGO | 10021000860705921-201000196 | 10/16/2020 | 109.97 |  |  |  |
|  |  |  | 09/07/2020 21450 xxxxxxxxxxxxxxxx | Sams Club \#8185, Eau Claire, WI |  | 10/06/2020 | Invoiced | A | 19.96 |
|  |  | 2 | Goldfish crackers for math on virtual learning | 1002100079 0705921-201000197 | 10/16/2020 | 19.96 |  |  |  |
|  |  |  | 09/07/2020 21451 XXXXXXXXXXXXXXXXX | Menards Eau Claire Wes, Eau Cla |  | 10/06/2020 | Invoiced | A | 294.43 |
|  |  |  | LUMBER FOR SCHOOL GARDEN | 1002100089 0705921-201000198 | 10/16/2020 | 294.43 |  |  |  |
|  |  |  | 09/07/2020 21452 XXXXXXXXXXXXXXXX | Wal-Mart \#1669, Eau Claire, WI, |  | 10/06/2020 | Invoiced | A | -259.28 |
|  |  | 2 | Consumable materials for science in 2nd Grade. | 8002100051 0705921-201000199 | 10/16/2020 | -259.28 |  |  |  |
|  |  |  | 09/04/2020 21116 XXXXXXXXXXXXXXXX | Amazon.Com Mu4576qd1 A, Amzn.Co |  | 09/08/2020 | Invoiced | A | 119.90 |
|  |  | 2 | 5 BOXES OF MANILA EXPANSION FOLDERS FOR CUM FO | $10021000760705921-200900124$ | 09/05/2020 | 119.90 |  |  |  |
|  |  |  | 09/03/2020 21115 xxxxxxxxxxxxxxxx | Actfl Amren Cncl Tchng, 703-894 |  | 09/08/2020 | Invoiced | A | 185.00 |
|  |  | 2 | ACTFL Conference Registration (presenting virt | 1002100077 0705921-200900125 | 09/05/2020 | 185.00 |  |  |  |
|  |  |  | 09/01/2020 21170 XXXXXXXXXXXXXXXX | Amazon.Com Mu91o2ga1, Amzn.Com/ |  | 09/08/2020 | Invoiced | A | 27.97 |
|  |  | 2 | Kindergarten General Supplies purchased with s | $10021000130705921-200900126$ | 09/05/2020 | 27.97 |  |  |  |
|  |  |  | 09/01/2020 21171 xxxxxxxxxxxxxxxx | Amzn Mktp US Mm9a68ux0, Amzn.Co |  | 09/08/2020 | Invoiced | A | 261.23 |
|  |  |  | Classroom Supplies | 1002100025 0705921-200900127 | 09/05/2020 | 261.23 |  |  |  |
|  |  |  |  | 36 transaction | (s) for SChu | RAC000. Total Amount | ==> |  | 3,705.36 |
| STEFFAND000 | STEFFEN | ANDREA M | 09/30/2020 21300 xxxxxxxxxxxxxxxx | Amzn Mktp US M491m9y52, Amzn.Co |  | 10/06/2020 | Invoiced | A | 521.65 |
|  |  | 2 | American flags for all in district. Veteran's | 0002100065 0705921-201000000 | 10/16/2020 | 521.65 |  |  |  |
|  |  |  | 09/15/2020 21299 Xxxxxxxxxxxxxxxx | Solution Tree Inc, 812-3367700, |  | 10/06/2020 | Invoiced | A | 94.90 |
|  |  | 2 | Global PD Account Membership (through Solution | 0002100053 0705921-201000001 | 10/16/2020 | 94.90 |  |  |  |
|  |  |  | 09/01/2020 20991 XXXXXXXXXXXXXXXX | Amazon.Com MuOu71gj1 A, Amzn.Co |  | 09/08/2020 | Invoiced | A | 43.35 |
|  |  | 2 | John Hattie, Visible Learning Texts- Book Stud | 1552100002 0705921-200900010 | 09/05/2020 | 43.35 |  |  |  |
|  |  |  |  | 3 transaction(s) | s) for STEFF | ND000. Total Amount | $=$ => |  | 659.90 |

STEINWIL000 STEINKE WILLIAM E 09/29/2020 21319 XXXXXXXXXXXXXXXX Amzn Mktp US Mk1c16f01, Amzn.Co
2 Johnson's Plastic-acrylic for keychains Makerb $15021000230705921-201000141$ 10/16/2020 09/29/2020 21320 XXXXXXXXXXXXXXXXX Amzn Mktp US M448q1sf0, Amzn.Co
2 Amazon: Amazon-vinyl, plastic, laserable mater 2002100026 0705921-201000142 10/16/2020 09/28/2020 21318 Xxxxxxxxxxxxxxxx Amzn Mktp US M45bb7u41, Amzn.Co
2 Johnson's Plastic-acrylic for keychains Makerb 1502100023 0705921-201000143 10/16/2020 09/18/2020 21317 Xxxxxxxxxxxxxxxx Amazon.Com Mu6483w80, Amzn.Com/
2 Amazon: Amazon-vinyl, plastic, laserable mater $20021000260705921-201000144$ 10/16/2020 09/16/2020 21316 Xxxxxxxxxxxxxxxx Menards Eau Claire Eas, Eau Cla
2 Home Mechanics: Amazon: Resource books, materi $40021000350705921-201000145$ 10/16/2020 09/14/2020 21315 Xxxxxxxxxxxxxxxx Wal-Mart \#1669, Eau Claire, WI,
2 Amazon: Amazon-vinyl, plastic, laserable mater $20021000260705921-201000146$ 10/16/2020 09/11/2020 21314 XXXXXXXXXXXXXXXX Johnson Plastics Plus, 80086978
2 Johnson's Plastic-acrylic for keychains Makerb 1502100023 0705921-201000147 10/16/2020 09/09/2020 21313 xxxxxxxxxxxxxxxx Amzn Mktp US Mu3247qi2, Amzn.Co

10/16/2020

$10 / 06 / 2020$
27.33
10/06/2020

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250.03
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10/06/2020
129.98

10/06/2020

### 68.38

10/06/2020
110.91

10/06/2020
156.07

10/06/2020
273.00

10/06/2020
109.98

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27.33
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Invoiced A
273.00

Invoiced A
109.98

09/28/2020 21392 Xxxxxxxxxxxxxxxx Amzn Mktp US M46n60ro1, Amzn.Co
1 STEFFES TEACHER SUPPLIES
09/22/2020 21391 XxxXXXXXXXXXXXXX Amzn Mktp US M416h5t20, Amzn.Co
2 AmazonBasics 10-Sheet Capacity, Non-Slip, Offi 1002100070 0705921-201000053 10/16/2020 09/18/2020 21390 Xxxxxxxxxxxxxxxx Amzn Mktp US M45bc9gq1, Amzn.Co
2 Constructive Playthings Toys Ultra Bright LED $10021000920705921-201000054$ 10/16/2020 09/17/2020 21389 Xxxxxxxxxxxxxxxx Amzn Mktp US Mu4bm2r90, Amzn.Co
2 Constructive Playthings Toys Ultra Bright LED $10021000920705921-201000055$ 10/16/2020 09/15/2020 21387 xxxxxxxxxxxxxxxx Amzn Mktp US M42fj6je1, Amzn.Co
2 AmazonBasics 10-Sheet Capacity, Non-Slip, Offi 1002100070 0705921-201000056 10/16/2020 09/15/2020 21388 Xxxxxxxxxxxxxxxx Amzn Mktp US M47kl2cq2, Amzn.Co
2 Constructive Playthings Toys Ultra Bright LED $10021000920705921-201000057$ 10/16/2020 09/14/2020 21385 XXXXXXXXXXXXXXXX Amzn Mktp US M49a40fc1, Amzn.Co
2 Constructive Playthings Toys Ultra Bright LED $10021000920705921-201000058$ 10/16/2020 09/14/2020 21386 Xxxxxxxxxxxxxxxx Amzn Mktp US Mu2w44qd0, Amzn.Co
2 Constructive Playthings Toys Ultra Bright LED 1002100092 0705921-201000059
10/16/2020 09/11/2020 21382 xxxxxxxxxxxxxxxx Amzn Mktp US Mu2h54mo0, Amzn.Co
2 Constructive Playthings Toys Ultra Bright LED $10021000920705921-201000060$
10/16/2020 09/11/2020 21383 xxxxxxxxxxxxxxxx Walmart.Com Ax, 800-966-6546, A
1 PERSONAL CHARGE IN ERROR BY KATHY ROEN. SENT 0705921-201000052 10/16/2020

10/06/2020
39.49

10/06/2020
714.24

10/06/2020
429.90

10/06/2020
775.08

10/06/2020
720.77

10/06/2020
74.94

10/06/2020
68.94

10/06/2020
56.72

10/06/2020
99.95

10/06/2020
188.26

Invoiced A 39.49

Invoiced A 714.24

Invoiced A 429.90

Invoiced A
775.08

Invoiced
720.77

Invoiced A
74.94

Invoiced A
68.94

Invoiced A
56.72

Invoiced A
99.95

Invoiced A
188.26

Used By Name
UPWARELIOOO UPWARD ELISSA S

WATT LOR000 WATT LORI D



## 

# SCHOOL DISTRICT OF ALTOONA Bank Balances <br> October 2020 

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

| CCF |  |  |
| :--- | :---: | :---: |
| Beginning balance | $\$$ | $691,340.34$ |
| Receipts | $\$$ | $784,350.31$ |
| Disbursements | $\$$ | $(2,125,691.36)$ |
| Transfers in | $\$$ | $3,350,000.00$ |
| Transfers out | $\$$ | - |
| Line-of-Credit in | $\$$ | - |
| Line-of-Credit out | $\$$ | $(2,169,000.00)$ |
| Ending Balance | $\$$ | $530,999.29$ |

American Depository Management Company
Beginning balance \$3,622,882.25
Receipts
Transfers in
Transfers out
Interest
Ending Balance
\$ 3,622,882.25
\$
53,902.84
\$
$\$ \quad(3,350,000.00)$
\$ 350.79
\$ 327,135.88
GENERAL ACCOUNTS TOTAL
\$
858,135.17

## SCHOOL DISTRICT OF ALTOONA Bank Balances <br> October 2020

## DEBT SERVICE FUND 39

ADM

| Beginning balance | $\$$ | $136,725.72$ |
| :--- | :---: | :---: |
| Receipts | $\$$ | - |
| Disbursements | $\$$ | - |
| Interest | $\$$ | 4.37 |
| Ending Balance | $\$$ | $136,730.09$ |

## CAPITAL IMPROVEMENT FUND 46

ADM
Beginning balance
Receipts
Interest
Ending Balance
2,000.00
\$
\$
$\$ \quad 2,000.00$

## CONSTRUCTION FUND 49

CCF
Beginning balance
Receipts
Disbursements
Interest
Ending Balance
\$ 35,121.63
\$
\$
\$
\$
35,121.63

## EMPLOYEE BENEFIT TRUST FUND 73

Mid America

| Beginning balance | $\$$ | $860,804.36$ |
| :--- | :---: | :---: |
| Receipts | $\$$ | - |
| Disbursements | $\$$ | - |
| Gain or Loss | $\$$ | - |
| Ending Balance | $\$$ | $860,804.36$ |

For purposes of this policy, the School Board adopts the definitions of "covered individual," "seclusion" and "physical restraint" established within section 118.305 of the state statutes, including all applicable exclusions and exceptions.

Seclusion and physical restraint are atypical, extraordinary forms of behavioral intervention. Covered individuals may use seclusion or physical restraint on a student at school or during a school-sponsored activity only if the conditions and limitations set forth in state law are met and only if the covered individual also follows applicable District rules, procedures, and directives. For example, among several other conditions and limitations that apply to the use of the interventions, covered individuals are required to make determinations that a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others and that restraint or seclusion is the least restrictive intervention feasible under the circumstances.

As permitted by state law, the Board authorizes the use of physical restraint by a covered individual who has not received state-required training related to physical restraint, but only in an emergency situation and only if a covered individual who has received such training is not immediately available due to the unforeseen nature of the emergency. The non-trained individual must conduct the restraint in compliance with other applicable legal requirements.

Decisions regarding the use of seclusion or physical restraint are to be made on an individualized and case-by-case basis in response to specific behaviors and other relevant circumstances. For any student with disabilities, the student's individualized education program (IEP) team will meet, review the student's IEP, and address behavioral interventions and supports and other strategies for the student whenever required by law and when otherwise deemed appropriate by the team.

The District shall not unlawfully discriminate in the use of seclusion or physical restraint on the basis of any student's disability or any other factor or basis prohibited by law.

## Responsibilities Related to Seclusion and Physical Restraint

The Director of Student Services and Special Education or his/her administrative-level designee is responsible for:

1. Ensuring that the District implements reasonable methods for informing District employees and other covered individuals, to the extent appropriate to their role, of the legal limitations and District policies and procedures related to the use of seclusion and physical restraint on students, including reporting and documentation requirements.
2. Ensuring that the District implements and documents state-mandated training related to physical restraint. This includes identifying the covered individual(s) in each school who will be required to attend such training and establishing a schedule for both initial and follow-up/refresher training.
3. Working with each school principal or the principal's designee to ensure that the District prepares and submits annual school-level and District-level reports on incidents of seclusion and physical restraint, as required by law.

Acting in consultation with the Director of Student Services and Special Education as needed, each school principal or an administrative-level designee who regularly works in the principal's school is responsible for the following:

1. Monitoring general legal and policy compliance at his/her assigned school with respect to physical restraint and seclusion.
2. Ensuring that the District appropriately responds to each school-level incident of the seclusion or physical restraint of a student by any covered individual or by any law enforcement officer. This includes ensuring that an appropriate staff member is performing the documentation, parent notification, post-incident debriefing, and school-level reporting responsibilities established by state law.
3. Assisting with the identification of the covered individual(s) at the principal's or designee's assigned school who will be required to complete state-mandated training related to physical restraint.

## Legal References:

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Wisconsin Statutes
Section 115.787(2) [required components of an individualized education program (IEP)]
Section 115.787(3)(b)1 [IEP team duties; behavioral interventions and supports]
Section 118.13 [student nondiscrimination]
Section 118.164 [student removal from class]
Section 118.305 [Use of seclusion and physical restraint]
Section 118.31 [corporal punishment prohibited; staff use of reasonable and necessary
    authorized; policy required]
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## Federal Laws

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Individuals with Disabilities Education Act [programs and services for students with disabilities] 34 C.F.R. Part 300 [federal IDEA regulations]
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## Adoption Date: 11.17.2020

## USE OF PHYSICAL FORCE BY STAFF

The School Board understands that the authority of teachers and building principals is necessary to assure that students are provided with an appropriate learning environment. It is also understood that at times inappropriate behavior may make it necessary to impose physical force or restraint to maintain order in a given situation.

School officials, employees or agents may use reasonable and necessary force under the following conditions:

* to quell a disturbance or prevent an act that threatens physical injury to any person including him or herself
- to obtain possession of a weapon or other dangerous object within a student's control
- for the purpose of self-defense or the defense of others, or for the protection of property in accordance with state law
" to remove a disruptive student from school premises, a motor vehicle or a school-sponsored activity
- to protect the safety of others.

Incidental, minor or reasonable physical contact designed to maintain order and control may also be used in the District.

The use of corporal punishment shall be prohibited in the District. "Corporal punishment" means intentionally inflicting or causing to be inflicted physical pain for the purpose of punishment or as a disciplinary action.

LEGAL REF.: Sections 118.31 Wisconsin Statutes

$$
939.48
$$

CROSS REF.: EB, Safety Program (Policy does not currently exist but a policy draft will be provided at a later time) JFC, Student Conduct
JFC-R(1), Elementary School Code of Classroom Conduct (Removal of Students from Class)
JFC-R(2), Middle School Code of Classroom Conduct (Removal of Students from Class)
JFC-R(3), High School Code of Classroom Conduct (Removal of Students from Class)
JG, Student Discipline
JFCH/JFCI, Student Alcohol and Controlled Substances Abuse
KGC, Weapons on School Premises
Initial Adoption: 5/19/86
Final Adoption: 6/2/86
Amended: 3/9/09

The District expects its employees to do quality work, maintain confidentiality, work efficiently, and exhibit a professional, courteous and respectful attitude toward other employees, parents, and students.

The District also expects employees to:

1. Comply with all applicable work rules, job descriptions, terms of the Employee Handbook and legal obligations; and
2. Comply with the standards of conduct set out in Board policies, the Employee Handbook, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees.

Violation of any policies, rules, regulations and guidelines may result in disciplinary action, up to and including discharge. Disciplinary actions shall be carried out in accordance with established District procedures.

Some infractions have implications beyond the employment relationship between the District and an individual employee, and the District may inform local, state, and federal officials of such conduct. Included among the behaviors covered by this policy are violations of applicable law, "immoral conduct" that could result in revocation of an individual's licensure through the Wisconsin Department of Public Instruction, and any other actions that the District deems pertinent.

## Legal References:

## Wisconsin Statutes

Section 115.31 [Staff misconduct reporting; license or permit revocation; reports; investigation]

Adoption Date: 11/17/2020

Employees shall not use tobacco and nicotine products (except for nicotine products used as part of a smoking cessation program as defined below) on District premises, in District vehicles, or in the presence of students at school or school-related activities. In addition, the District prohibits the use of vaping products regardless of whether such products contain tobacco or nicotine.

A "tobacco product" includes, for example, chewing tobacco, cigarettes, cigars, and snuff. A "nicotine product" means any product that contains nicotine and is not a tobacco product, a cigarette, or a product that has been approved by the U.S. Food and Drug Administration for sale as a smoking cessation product or for another medical purpose and is being marketed and sold solely for such an approved purchase (i.e., nicotine gum, nicotine skin patches). Nicotine products covered by this prohibition might include, for example, electronic cigarettes (e-cigarettes) with nicotine, nicotine vaporizers, and food products with nicotine.

Employees violating this policy will be subject to disciplinary action, up to and including termination from employment.

## Legal References:

## Wisconsin Statutes

Section 101.123
Section 120.12(20)

Section 134.66(1)(f)
Section 139.75(12)

## Federal Laws and Regulations

20 U.S.C. §§7971-7974
[smoking prohibited in indoor facilities providing education services to children; see also 20 U.S.C. §§6081-6084]

Adoption Date: $\quad$ 11/17/2020

The District's goal and expectation is that District officials and employees will maintain a safe, professional, and productive workplace environment that models and contributes to the high-quality learning environment that the District strives to create for District students and for the District's educational programs. In order to create and maintain such a workplace environment, the District places a number of conduct expectations on all District employees, including but not limited to the prohibitions against violence, threats, intimidation, and harassment found in this policy.

Accordingly, the District prohibits all of the following:

1. All forms of workplace violence and threatened workplace violence, such as any of the following:
a. Striking, shoving, or kicking another person.
b. The infliction, attempt to inflict, or threat to inflict damage to property or any type of physical harm or injury to others, by any means.
c. Confining a person against their will or applying any restraint lacking a legitimate purpose that inappropriately limits a person's freedom of movement.
d. Any conduct that constitutes a violent crime, as defined under section 939.632(1)(e) of the state statutes.
2. Conduct that occurs out of anger or loss of temper, out of animosity/dislike of another person, or in the context of an interpersonal conflict, that exhibits an intentional, reckless, or negligent disregard for the health, safety, or property of others or for the District's ability to maintain a safe, professional, and productive workplace environment.
3. Any spoken, nonverbal, or physical behaviors or any communications that, by intent or as a reasonably foreseeable consequence (a) inappropriately threaten, intimidate, degrade, harass, or ostracize another person; (b) create an objectively hostile or intimidating work environment; or (c) otherwise unreasonably interfere with District operations or with the work, safety, or well-being of a District employee or another person who is present in a District workplace. When making determinations with regard to allegations of such
conduct or communications, the District will consider the severity of any individual incidents, the cumulative effects of multiple incidents, and the extent to which the conduct lacks any legitimate purpose.

Any person who is determined to be responsible for a violation of this policy is subject to appropriate disciplinary action (up to and including possible termination for a District employee) and/or other appropriate consequences that are within the District's lawful authority.

## Scope and Application of Policy

1. In addition to conduct by employees, the District retains all lawful authority to receive reports of, investigate, intervene in, and implement an appropriate response to allegations of conduct by any non-employee (e.g., contractors, volunteers, vendors, parents, visitors, former employees, etc.) whose conduct occurs in or affects a District workplace and that may constitute a violation of this policy.
2. Where there is a sufficient connection to a person's District employment or to a District workplace, the prohibitions identified in this policy may be applied to conduct that occurs away from a District workplace, including while an employee is off duty.
3. To the extent relevant to the alleged offense, and taking into account the totality of the circumstances, the District will evaluate alleged misconduct under this policy based on the reasonably foreseeable effect(s) of the conduct on a reasonable person.
4. This policy is not intended to prohibit or limit reasonable supervisory employment practices, which may include, as examples, (a) the monitoring, observation, and evaluation of an employee's work and conduct; (b) the provision of evaluative feedback; (c) the establishment or documentation of expectations for changes to an employee's behavior, practices, or procedures; and (d) the identification or imposition of negative consequences. Although an employee may sometimes find such supervisory actions to be stressful or upsetting, those actions are not a violation of this policy unless some additional inappropriate element exceeding the boundaries of reasonableness is involved.
5. Even though such conduct can still be a legitimate focus of supervisory/administrative inquiry and possible intervention, not all workplace behavior that (a) hurts a person's feelings; (b) is a manifestation of an interpersonal conflict; or (c) is in some way unkind or upsetting to someone amounts to a violation of the conduct expectations that are the primary focus of this policy.
6. Depending on the totality of the circumstances, the use of profane language or gestures can violate the conduct guidelines established by this policy. Further, profanity is very rarely tolerable in a District workplace due to the educational mission of the District, the District's expectation that employees should model desired behaviors for students, and the unpredictable effects that profanity can have on others. Employees who use profane language or gestures do so at the risk of possible discipline.

Violations of this policy shall be reported to law enforcement to the extent required by law. Complaints and reports alleging violations of this policy may be submitted to the District and shall be addressed by the District as provided in procedures developed under this policy.

## Wisconsin Statutes

Subch. Il of Chapter 111 [the state fair employment and nondiscrimination statutes, including specific prohibited bases of discrimination]
Section $111.32(13) \quad$ [state law definition of sexual harassment in employment]
Section 118.195 [discrimination against handicapped teachers]
Section 118.20 [teacher/administrator discrimination prohibited]
Section 175.32 [mandatory reporting of threats of school violence]
Section 939.632 [violent crime in a school zone]
Section 940.32 [stalking as a criminal offense]
Section 947.0125 [unlawful use of electronic communications]
Section 947.013 [harassment prohibited]
Section 947.019 [threats of death, bodily harm, or damage to property affecting school premises and in other circumstances]

District staff shall abide by any laws and regulations and Board policies pertaining to personal and/or financial affairs that would conflict with their positions as District employees. Failure to abide by this policy may result in (1) disciplinary action, up to and including discharge; and (2) referral to law enforcement authorities.

## Legal References:

## Wisconsin Statutes

Sections 19.41-19.59

Section 946.10
Section 946.12
Section 946.13

Adoption Date:

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:
A. No school employee shall, (1) in the presence of any student, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment, engage in any activity for the solicitation, election, promotion or defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g., during designated break periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students or in other personal activities that address, for example, political topics.
B. During established hours of employment or while an employee is engaged in his/her official duties, no employee or other person may solicit or receive from any employee any contribution or service for any political purpose, where a "political purpose" includes an act done for the purpose of influencing the election or nomination for election of a person to office. Furthermore, no person may enter any District building, office or facility in order to request, make or receive a contribution from any employee for a political purpose during established hours of employment or while the employee is engaged in official duties.
C. No school employee shall use in any way the classrooms, buildings, or students for the purpose of solicitation, election, promotion or defeat of any referendum, candidate for public office, legislation, or political action.
D. No school employee shall make use of school equipment or materials for the purpose of solicitation, election, promotion or defeat of any referendum, candidate for public office, legislation, or political action.

Nothing in this policy is meant to prohibit school employees from providing information in connection with any election, referendum or legislation when authorized by the School Board or District Administrator and consistent with legal limitations on the use of public funds and school District resources. Also, this
policy does not apply to use of District facilities by employees for events or activities that are not within their scope of employment and that are held pursuant to the District's policies regarding facilities use by third parties.

## Legal References:

## Wisconsin Statutes

Section 6.76 [time off for voting]
Section 11.1207 [political solicitations by public officials and employees restricted]
Section 12.07 [election restrictions on employers]
Section 19.59 [code of ethics for local government officials, employees and candidates]

Adoption Date: 11/17/2020

The District provides staff with access to information technology and communication resources to accomplish its mission of educating students, and use of same shall be carried out in a responsible manner in accordance with established Board policies and rules outlined in the Employee Handbook. Among the resources within the scope of this policy and its implementing rules are the following: internet, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications (including email), wireless access points, printers, cameras, personal digital assistants (pda's), removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy.

Users of District information technology and communications resources shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the District. The District retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over District data, voice or video networks, or stored on its equipment. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

The administration shall create and enforce rules for use of information technology and communication resources. Policy or rule violations may result in one or more of the following: (1) restriction of access to District information technology and communication resources; (2) appropriate disciplinary action, up to and including discharge; and (3) referral of the matter to law enforcement authorities. At all times, staff should be aware that use of District resources is a privilege, not a right, and that privilege may be restricted or revoked at any time.

## Legal References:

## Wisconsin Statutes

Sections 19.31 to 19.37 [Wisconsin Public Records Law]
Sections 19.62-19.80 [personal information practices]
Section 120.12(1) [school board duty; care, control and management of school district property]
Section 943.70
[computer crimes]
[unlawful use of computerized communication systems]
[access to personal Internet account information]

## Wisconsin Administrative Code

ADM 12 [electronic records management]

## Federal Laws

Children's Internet Protection Act
[Internet safety policy required, which includes protections against Internet access to visual depictions that are obscene, child pornography and material harmful to children]
Title 17 U.S.C. [use and copying of copyrighted materials, including "fair use"] Electronic Communications Privacy Act [I 8 U.S.C. §§ 2510-22]

Adoption Date: 05/20/13
Amended: 11/17/2020

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

The District expects all employees to be neat and clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere.

The administration is authorized to specify further requirements for staff dress (e.g., more detailed information on what constitutes appropriate clothing for different positions).

## Legal References:

## Wisconsin Statutes

Section 103.14 [employee notification of clothing and grooming requirements]
Section 111.34(1) [fair employment; accommodating an employee's disability]
Section 111.337(1) [fair employment; accommodating an employee's religious practices]

## Federal Laws

| Title VII of the Civil Rights Act of 1964 | [employment discrimination based on, <br> among other factors, religion; <br> reasonable accommodation of religious <br> beliefs and practices required] |
| :--- | :--- |

Adoption Date: 11/17/2020

No employee of the School District of Altoona shall possess or use any destructive device, firearm or other dangerous weapon (as defined under section 948.61 of the state statutes) of any kind, whether concealed or not concealed, at any time:

- in any school or other building/facility that is owned, occupied or controlled by the District;
- on the grounds of a school or on other school premises;
- in any District-owned vehicle or on any form of District-provided transportation;
- at school-related activities; or
- when acting within the scope of his/her employment.

The only exceptions to this policy are where state law prohibits a school district from restricting an employee's right to possess a firearm or other dangerous weapon in a location covered by this policy (e.g., an employee holding a valid license to carry a concealed weapon has limited rights to store a licensed weapon in his/her own vehicle, which rights are further restricted when the vehicle is located on school grounds). This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose. It is also understood that school administrators and employees may sometimes have a need to temporarily take possession of a firearm or other weapon that is present in a school environment in order to address a violation of law or policy and to protect the health and safety of others. Temporary possession of a firearm/weapon under such circumstances shall be considered authorized and shall not be considered a violation of this policy. In such circumstances, the firearm/weapon should be stored in a secure manner until it can be safely
turned over to law enforcement or other appropriate party at the earliest reasonable opportunity.

Law enforcement officers should be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. In addition to reporting actual weapons situations to law enforcement officers as required_by this policy, school employees and other mandated reporters of threats of school violence are also required to report any serious and imminent threat of violence in or targeted at a school that they become aware of to a law enforcement agency in accordance with state law requirements and Board policy. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the school safety plan.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment, and may be referred to law enforcement officials for possible prosecution under applicable laws or ordinances.

This policy shall be published in employee handbooks.

## Legal References:

## Wisconsin Statutes

| Section 48.981(2)( | [list of persons specified as mandatory reporters of child abuse and neglect and threats of school violence] |
| :---: | :---: |
| Section 118.07 | [school safety plans] |
| Section 175.32 | [mandatory reporting of school violence] |
| Section 175.60 | [license to carry a concealed weapon] |
| Section 941.23 | [carrying a concealed weapon] |
| Section 943.13 | [criminal trespass law, includes provisions related to carrying firearms] |
| Section 948.605 | [gun-free schools zones] |
| Section 948.61 | [dangerous weapons other than firearms on school premises] |

Adoption Date: 11/17/2020

An employee, or a member of the employee's immediate family, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees, or students. It shall not be considered a violation of this policy for an employee to receive incidental entertainment, food, refreshments, meals, or similar amenities, that are provided in connection with a conference or similar work-related activity. Exceptions to this policy are acceptance of minor items, which are generally distributed by companies through public relations programs. Teachers should accept only gifts of token value from students.

It is the Board's policy for employees to decline gifts, gratuities, or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employee's position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than nominal or insignificant value should be graciously declined. This policy is not intended to prohibit an employee from accepting samples of a product or other promotional items that serve the business or outside organization rather than the individual employee. For the purpose of this policy, nominal gifts or those with an insignificant value are those that have a value less than $\$ 100$.

## Legal References:

Wisconsin Statutes
Section 19.59 [codes of ethics for local government officials, employees and candidates] Section 118.12 [sale of goods and services at schools]
Section 118.27 [gifts and grants]
Adoption Date: 11/17/2020

The District shall provide an employee assistance program (EAP), which is a voluntary program to support employees growth for behavioral, medical, personal, professional, or productivity needs. The EAP helps employees be their BEST, personally and professionally by offering an array of proactive, engaging resources. Access to and utilization of EAP services is confidential. The District does not receive information regarding the identities of employees using the service, rather frequency counts only of the types of supports delivered. Participation in the EAP does not relieve the employee's responsibility to perform the essential functions of his/her position at a reasonable level of competence.

Adoption Date: 12/21/2020

## Policy GBEC - Employee Asistance Programs

## GBEC - EMPLOYEE ASSISTANCE PROGRAMS

The Altoona Board of Education recognizes that a variety of physical and/or emotional problems may interfere with the ability of the individual employee to perform satisfactorily on the job. In most instances the employee will overcome such personal problems independently and the effect on the job performance will be negligible. In other instances supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level.

Initial Adoption: 11/07/83
Final Adoption: 12/05/83
Amended: 05/04/98

The District is committed to providing its staff with a safe environment in which to work. Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District-sponsored events. The District will not tolerate such conduct from its employees, former employees, contractors, or visitors.

An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence toward anyone else shall make a report in accordance with established procedures. The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

An employee who exhibits violent behavior shall be subject to disciplinary action up to and including discharge and may also be referred to law enforcement.

## Legal References:

## Wisconsin Statutes

Section 101.055
Section 101.11
[public employee health and safety]
[employer's duty to furnish safe employment and place]

Adoption Date: 12/21/2020

The Board expectsemployeesto follow employee handbook, board policies, individual build ing rules, and state regulations. Administratorsand/orsuperviso rs a re expected to disc ipline employees when such action becomes necessary. Maintaining a level of acceptable behavior on the part of all employees will result in the best possible leaming environment for students.

Disc ip line may result when an employee'sactio nsfall short of a ccepted sta nd a rds of professional behavior orviolate a policyorrule, or the employee'sconduct is detrimental to the interest of the District.

Typic a lly, disc ip lina ry a c tion will involve a ny of four steps: verbal wa ming, written wa ming, suspension with or without pay, and termina tion of employment. Spec ific disc iplina ry actionsmay depend on the behavior and frequency of occurrences. Some serious employee behaviors may lead to suspension ortermination without following progressive disc ipline steps. The District reserves the right to impose disc iplina ry action as ma y be a ppropriate in partic ularcirc umstances.

Legal Ref: 118.22 Wisc. Statutes

All District personnel shall recognize and respect the rights of students, as established by local, state, federal law, and by Board policies. As such, employees must, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Furthermore, employees shall refrain from engaging in any verbal or physical conduct of a sexual nature directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually-explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees must not use profane or obscene language or gestures in the workplace, whether or not students are present.

Adoption Date: $\quad 12 / 21 / 20$

## Applicants

All individuals applying for a position are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- Has been convicted of a misdemeanor or felony in Wisconsin or any other state or country;
- Has any misdemeanor or felony charges pending against them in Wisconsin or any other state or country; and
- Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal.

Additionally, all persons applying for any position shall be required to:

- Agree to the release of all investigative records to the designated district official for examination for the purpose of verifying the accuracy of criminal violation information; and
- Submit to criminal history records checks.

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

Knowingly falsifying any of the preceding information shall be sufficient grounds for not being hired or for discharge.

If a job applicant has committed a crime that substantially relates to the circumstances of the particular position for which he/she is applying, the District may take that offense into consideration when deciding whether to employ the individual. The District may refuse to employ an individual who has been convicted of a felony and who has not been pardoned for that felony.

## All Employees

All District employees shall notify their immediate supervisor or building principal as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. crimes involving school property or funds;
2. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. crimes that occur wholly or in part on school property or at a school-sponsored activity;
4. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
5. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses, except as noted below. Failure to report under this policy 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 (3) calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest or indictment shall not be an automatic basis for an adverse employment action.

Conviction of a non-felonious crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a non-felonious crime during employment with the District:

1. the nature of the offense;
2. the date of the offense; and
3. the relationship between the offense and the position to which the employee is assigned.

For any employee who is convicted of a felony and has not been pardoned, the District shall have discretion to terminate that individual's employment or to non-renew his/her contract.

Nothing in this policy shall prohibit the District from placing an employee on administrative leave or from suspending an employee based upon an arrest, indictment or conviction, or from terminating an employee who has been convicted of a felony and who has not been pardoned for that felony.

## Employees Who Drive, Etc. for District

All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator or his/her designee. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle. The District may, in its sole discretion, remove the employee from driving responsibilities and/or discipline the employee, up to and including discharge, depending upon the severity of the traffic violation.

## Legal References:

## Wisconsin Statutes

Section 111.31 [fair employment and nondiscrimination]
Section 111.321 [prohibited bases of employment discrimination]
Section 111.335 [arrest or conviction record; exceptions and special cases]
Section 115.31 [staff misconduct reporting to the state superintendent]
Section 121.555(3) [criminal background check and driver record check requirements related to transporting students]
Section 973.25 [certificates of qualification for employment for individuals convicted of a
crime]

## Federal Law

42 U.S.C. § 2000 e et seq. [Title VII of the Civil Rights Act of 1964, as amended - employment discrimination]

Adoption Date: 12/21/20

Any drug and alcohol testing of District employees shall be conducted using procedures that reasonably protect the privacy interests of the employee and the integrity of the test results. Employees' compliance and cooperation with the District's policies and procedures regarding alcohol and drug testing is required as a condition of employment.

## Employee Drug and Alcohol Testing Based on Individualized Circumstances

If a supervisor or administrator has actual knowledge of or reasonable suspicion concerning an employee's employment-related possession or use of alcohol or controlled substances in violation of District policy or any applicable law (e.g., use on the job or being under the influence upon reporting for work or while working), the employee may be required to submit to testing for alcohol and/or controlled substances.

Although other facts and circumstances may also create or support an individualized determination to require such testing, when reasonable suspicion is based on observations of an employee's appearance, behavior, speech, or body odors, such observations shall be (1) documented; (2) reasonably contemporaneous to the determination of individualized suspicion and the directive to submit to testing; and (3) based on reasonably-specific physical, behavioral, speech, and performance indicators that have been shown by reliable authorities to be signs of possible drug or alcohol use, including but not limited to indicators of the chronic effects of the use of controlled substances.

Reasonable suspicion to require testing may not be based on information about an employee's lawful use of a lawful product that occurred off District premises and during nonworking hours, unless such use has a legally-sufficient connection or nexus to the employee's work-related responsibilities or his/her obligations under applicable law or District policies.

If an individual remains employed by the District after the District's determination that the employee violated applicable laws or District policies related to alcohol or controlled substances, then, to the extent permitted by law, the District may condition the employee's return to work and/or his/her continued employment on submitting to and passing one or more drug and/or alcohol tests. The employee will be informed of any such conditions in writing.

## Consequences

Under its authority as an employer, the District reserves the right to impose consequences for violations of District policies or rules regarding drugs and alcohol, including for test results that provide evidence of such a violation. In addition to any consequences that may be required by applicable laws, possible consequences include referral to drug and alcohol counseling or rehabilitation programs, referral to any available employee assistance program (EAP), reassignment, monitoring plans, discipline (up to and including termination), and/or, if determined to be appropriate, referral to law enforcement officials.

If an employee refuses a District directive to submit to a test for alcohol or controlled substances that is permitted or required under applicable law, or refuses to cooperate with the testing procedures, the employee is subject to consequences for the refusal, which may include (1) consequences defined by any applicable state or federal laws; (2) the drawing of adverse factual inferences related to the matter being addressed by the directive; and (3) other consequences that apply to failed tests and to other violations of the District's policies or rules related to drugs and alcohol in the workplace.

## Legal References:

## Wisconsin Statutes

Section 111.35
Section 346.63
[use or nonuse of lawful products; exceptions and special cases] [operating under influence of an intoxicant or other drug]

## Wisconsin Administrative Code

Trans 300.16 [student transportation; driver requirements]

## Federal Laws and Regulations

41 U.S.C. Chapter 81 [federal drug-free workplace requirements for federal contractors/grantees]
21 C.F.R. Part 1308 [federal schedules of controlled substances]
49 C.F.R. Part 40

49 C.F.R. Part 382 [federal regulations governing controlled substances and alcohol use by drivers and related testing]

Adoption Date: $\quad$ 12/21/20

## STAFF CONFLICTS OF INTEREST

No employee of the school district may have a substantial interest in any contract, purchase of materials, or any other transaction involving school district funds except as provided by law.
The board advises private disclosure of any pecuniary interest less than substantial, which any employee of the district may have in any transaction involving school district funds.
Business -Related Gratuities
No employee of the school district will accept gifts from any person, group or entity doing, or desiring to do, business with the school district. All business-related gratuities are specifically prohibited except nominally values, widely distributed items.
An employee may have a less than substantial pecuniary interest in a school transaction; however, the board advises employees in this situation to disclose privately what the interest is. This action will help the board avoid the appearance of any conflicts of interest.

LEGGL REF: CHAP. 118.12 Wisc. Statutes

Initial Adoption: 11/1/82
Final Adoption: 11/15/82

## SUBSTANCE ABUSE POLICY FOR TRANSPORTATION EMPLOYEES

PURPOSE. The School District of Altoona is dedicated to providing safe and efficient service to our students. Our employees are our most valuable resource in ensuring the quality of this service. The district intends to provide our employees with a work place environment which promotes health and safety.

In order to meet this goal, we hereby endorse the Federal Highway Administration's drug and alcohol policy and regulations. The district will not tolerate unauthorized use, abuse, possession or sale of controlled substances or alcohol by its employees. Drug and alcohol testing will be an integral part of our transportation program. In addition to this policy, the district will provide drivers with information concerning: (a) the effects of drugs and alcohol on the individual's health, work and personal life; (b) the signs and symptoms of a drug or alcohol problem; and (c) the available methods of intervention when a problem dee exist.

This policy is subject to change without further notice for compliance with federal regulations.

SCOPE. This policy applies to all vehicle operators when on duty; whenever performing, or just about to perform, a safety-sensitive function, including student transportation. This policy also applies to non-DOT employees who may perform, or are just about to perform a safety-sensitive function, including student transportation, or at any time as may be specified by the district.

## DEFINITIONS

A. "Safety-sensitive functions" are defined as: (1) all time waiting for students to load, unload, and while laying over waiting for students; (2) all time inspecting equipment; (3) all driving time; (4) all time in or on a school bus; (5) all time loading or unloading students; (6) all time spent performing requirements relating to a disabled school bus; (7) all time spent performing requirements relating to accident; (8) all time spent providing a breath sample, urine specimen, including travel time to and from the collection site, in order to comply with testing as directed by the employer.
B. "Controlled substances" include cocaine, marijuana, opiates, amphetamines, phencyclidine, and any other substance determined by the Department of Transportation to be a controlled substance.

The persons affected by this policy will be tested for at least one of the following substances: amphetamines, cannabinoids, cocaine, opiates, phencyclidine (PCP) and alcohol.

Legal Ref: Federal Code of Regulations - Title 49, Part 40

Initial Adoption: 12/04/95
Final Adoption: $12 / 18 / 95$

Protected Reports and Participation. This policy and various applicable laws provide protection to any employee who, acting reasonably and in good faith, makes a protected report of or participates in an internal investigation, official external investigation, or any legal proceeding involving allegations of any of the following in connection with any of the District's programs or operations:

1. Fraud or any gross mismanagement, waste, or abuse of District-controlled funds or other District resources;
2. A violation of the federal False Claims Act;
3. Unlawful harassment or discrimination;
4. A violation of a state or federal law or regulation, including but not limited to any alleged violation of an established safety or health standard (or any variance therefrom) or the environmental laws relating to asbestos in schools;
5. A situation which poses a recognized hazard that is likely to cause death or serious physical harm to any person;
6. A failure to pay wages as required under law; or
7. A violation of Board policies or rules.

Retaliation and Discrimination Prohibited. No official, employee, or agent of the District may retaliate or discriminate against any employee because the employee has made a protected report or participated in a protected investigation or proceeding. Prohibited retaliation and discrimination include but are not limited to discharging, demoting, denying benefits to, threatening, coercing, or taking any other adverse employment action against an employee because of the employee's protected activity. However, except as otherwise limited by state or federal law, this policy is not intended to prohibit or limit the District from taking any adverse employment action (1) for conduct that is not undertaken reasonably and in good faith; or (2) that is based on non-protected reasons and that would have occurred even in the absence of the employee's protected report or protected participation.

Intra-District Reporting Required. Except in situations where an employee is exercising a legal right to make a confidential report to an external agency or
to participate in an official investigation or legal proceeding that is not disclosed to his or her employer, the District requires all employees to report to the District any allegations of the above-listed improprieties any time the employee (1) in good faith concludes that he or she knows of or reasonably suspects such an impropriety, or (2) makes a protected report under this policy to an external entity.

The District's expectation is that such intra-District reports will be clearly and directly communicated to the employee's supervisor, another responsible administrator, the District Administrator, or School Board (if the report is in regards to the District Administrator). Therefore, it is strongly recommended that the employee make such a report in writing. In directing employees to make the intra-District reports referenced in this paragraph, the District shall in no way prevent or interfere with an employee making a protected report to any external entity.

Protected Reports. A protected report includes any report, complaint, or request for an official internal or external investigation that is made (1) to the employee's immediate supervisor, an administrator who is responsible for the program or operational area in question, the District Administrator, or the Board (if the report is in regards to the District Administrator); (2) using established District complaint procedures; (3) to a state or federal regulatory agency (e.g., the U.S. Department of Education or another federal agency's Office of Inspector General in any matter involving federal programs or federal funds, the Wisconsin Department of Public Instruction, etc.); (4) to a state or federal law enforcement agency (including the Wisconsin Attorney General); (5) to a member of Congress in any matter involving federal programs or federal funds; or (6) to any court or grand jury. A protected report may involve or relate to the conduct of any person, including District employees, Board members, volunteers, consultants, vendors, contractors, or other parties maintaining any business or programmatic relationship with the District.

Other Protections. The failure to expressly list in this policy any activity that is similarly protected from retaliation or discrimination under any state or federal law or under another Board policy is not intended to diminish such separately-established protection.

## Legal References:

## Wisconsin Statutes

Section 101.055

Federal Law
2 C.F.R. § 200.300

31 U.S.C. $\$ 3729$
41 U.S.C. $\$ 4712$
[Public employee safety and health; including employee protections]
[federal Uniform Guidance regulation referencing statutory requirements for whistleblower protections]
[federal False Claims Act]
[federal whistleblower protections; initially effective through July 2017]

Adoption Date: 12/21/20

## Scope of Policy

This policy does not address the nonrenewal of an individual employment contract under either section 118.22 or section 118.24 of the state statutes. The Board specifically intends that (1) discharge involving termination of an existing employment contract, and (2) the nonrenewal of an employment contract at the conclusion of the contract's term (even when the nonrenewal decision gives consideration to the employee's conduct/performance) are distinct concepts and involve distinct and different procedures.

Nothing in this policy shall be interpreted to supersede the valid and enforceable terms of an employment contract that the Board has executed with an employee.

## Discipline

To the extent consistent with applicable law, disciplinary consequences may be imposed against an employee in appropriate circumstances, including for conduct, action, or inaction that the District determines is sufficiently detrimental to the interests of the District and/or the District's students; for violations of statutes, regulations, policies, or procedures; for failure to meet supervisory directives or expectations; or for unsatisfactory job performance.

Where no statute, regulation, contract, or Board policy requires the Board to make the final disciplinary decision, the District Administrator and/or any appropriate administrative-level or supervisory-level designee, as determined by the District Administrator, may determine the disciplinary action to be taken against an employee. However, the authority to make the decision to discharge a District employee for disciplinary reasons is more specifically addressed in the next section of this policy.

The substantive standard applicable to the imposition of discipline shall be the standard (if any) expressly identified in the Employee Handbook for the situation in question, provided that such disciplinary action is also otherwise consistent with the District's and the employee's respective rights and obligations under applicable law and under any contract held by the employee. If no disciplinary standard is expressly set forth in the Employee Handbook that is applicable to
the specific situation, then discipline shall meet the minimum requirement that it shall not be unlawful or arbitrary and capricious.

Typically, disciplinary action will involve any of four actions: verbal warning, written warning / reprimand, suspension with or without pay, and termination of employment.

## Discharge for Disciplinary Reasons

Whenever a District employee holds a written, individual employment contract for a specified term, the Board, rather than the administration, shall make any disciplinary decision to discharge the employee and terminate the contract.

Where no statute, regulation, contract, or separate Board policy requires the Board to make the final disciplinary decision to discharge an employee, the District Administrator may take final action to discharge an employee for disciplinary reasons.

Not every termination of the employment relationship short of an express retirement or resignation shall be considered a discharge. For example, in appropriate circumstances, job abandonment reasonably may be construed as a voluntary quit, rather than a disciplinary discharge.

## Administrative Leave

The District Administrator or an appropriate administrative-level or supervisory-level designee, as determined by the District Administrator, may place an employee on a non-disciplinary, paid administrative leave pending the further investigation or further resolution of a potentially-disciplinary matter.

In appropriate circumstances, an employee may also be involuntarily suspended under this policy without pay pending the further investigation or further resolution of a pending matter, but such involuntary suspension without pay shall itself be considered disciplinary action in at least those situations where the employee is otherwise available for and willing to work.

## Applicability of Grievance Procedure

If an employee is disciplined, such adverse employment action is subject to processing through the grievance procedure that the District has adopted pursuant to section $66.0509(1 \mathrm{~m})$ of the state statutes.

## Legal References:

## Wisconsin Statutes

Section $66.0509(1 \mathrm{~m})$ [public employer grievance procedures covering termination, discipline, and workplace safety]
Section 118.21
Section 118.22
Section 118.24
[teacher contracts]
[nonrenewal of teacher contracts]
[administrator contracts and nonrenewal]

Adoption Date: 12/21/20

The District is obligated to provide eligible employees with leave from work, and certain associated rights and mandated benefits, as provided under the following laws:

- The federal Family and Medical Leave Act (FMLA)
- The Wisconsin Family and Medical Leave Act (WFMLA)
- The Wisconsin Bone Marrow and Organ Donation Leave law

The District Business Manager has primary responsibility for overseeing the implementation of the District's rights and obligations as an employer under these laws, including establishing leave-related administrative procedures and ensuring that all required notices are provided to employees. The District Business Manager, or their administrative-level designee, are authorized to formally approve, deny, or otherwise designate particular leave as qualifying leave under these laws. Other individual supervisory-level staff should generally be informed of and have input regarding the administration of leave that is requested and taken by an employee who is under their area of supervision, but the District Business Manager shall ensure that leave-processing procedures related to these laws incorporate district office involvement and oversight.

Employees shall adhere to applicable law and District-established procedures for requesting, using, and returning from a period of leave that may be for an eligible purpose under one or more of the laws addressed by this policy. No employee may approve or deny his/her own requests for leave that may be taken under the laws addressed in this policy. The duration and other terms and conditions of any approved leave will be as specified in the applicable laws, as expressly supplemented by District-established guidelines and procedures and by the notices that the District provides to an employee in a specific situation.

To the extent that the District's administration of any period of leave provided for under state or federal law requires or permits the District to make a discretionary decision that is not sufficiently addressed in established guidelines and procedures, the administration shall exercise such discretion without favoritism between similar-situated employees and by avoiding any type of unlawful discrimination.

The FMLA and WFMLA offer leave entitlements to eligible employees related to the following circumstances:

- Leave for the employee's own serious health condition.
- Leave to care for certain individuals who have a serious health condition.
- Leave connected to the birth of a child, the adoption of a child, and certain foster placements.

The federal FMLA also provides for periods of leave and various related rights to eligible employees for the following:

- Certain qualifying exigencies that arise when an eligible employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty; and
- To care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered service member.

Separate from the WFMLA and FMLA, state law also provides for work-related leave and certain related rights for eligible employees who serve as a bone marrow or organ donor.

## Legal References:

## Wisconsin Statutes

Section 103.10 [Wisconsin family and medical leave]
Section 103.11 [Wisconsin bone marrow and organ donor leave]
Wisconsin Administrative Code
DWD Ch. 225 [state regulations governing family and medical leave]

## Federal Law

29 U.S.C. Ch. 28 [federal FMLA statutes]
29 C.F.R. Part 825 [federal FMLA regulations, including special regulations that apply only to employees of schools]

Adoption Date: 12/21/20

November 11, 2020
Dr. Heidi Eliopoulos
School District of Altoona
1903 Bartlett Avenue
Altoona, WI 54720
Re: Location of Well \#8
Dear Dr. Eliopoulos:
On behalf of the City of Altoona, please accept this letter as a request for consideration of a revised well location on the elementary school property.

As you may know, the Altoona School District previously deeded a portion of the property on top of the ridge line to the City for the purposes of constructing a future well and/or water tower. The City has investigated an initial site within River Prairie for Well \#8, but found it to be unsuitable. The next potential site for drilling a test well was identified as the outlot on the ridge line. In reviewing the site further, the consulting engineer working for the City has raised some concerns with the geology and groundwater conditions. They've suggested that a location nearby, but not on top of the ridge line, may be more favorable. One such location is an existing clearing on the elementary school property, as depicted in the attached exhibit. An additional location with more direct access would be the northeast corner of the property, but it's our understanding that the School District would like to reserve that for future expansion.

If the School Board is willing to explore an alternative location further, the City could complete the test well to determine suitability for the final well and wellhouse. Whichever location is selected, the Wisconsin Department of Natural Resources would require a lot or easement with minimum dimensions of 100 -foot by 100 -foot to protect the well.

If you have any questions, or would like to discuss this further, please feel free to contact me at (534)4445445.

Sincerely,

## CITY OF ALTOONA



David A. Walter, P.E.
Director of Public Works/City Engineer


