

## 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<br>April 26, 2021, Immediately following Reorganizational Meeting<br>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 Lisa Boss, Executive Assistant to the School Board, at lboss@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. Board Self Evaluation (GC-6)
C. Budget Monitoring (OE 8.2)
D. Board Activities Since the Last Meeting (GC 3.4)
E. Board Meeting Protocols in Response to Pandemic (GC 3
F. Superintendent Update on Pandemic Response (OE 8.2)
VI. Monitoring for Results ( $B / S R 5.4 a \& B / S R 5.3 a)$
A. OE 12: Facilities
B. R2: Physical Education and Health
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 March 4, 2021 Special Meeting Minutes (GC 2.4)
C. Approval of March 15, 2021 Meeting Minutes (GC 2.4)
D. Approval of March 15, 2021 Executive Session Meeting Minutes (GC 2.4)
E. Approval of April 8, 2021 Executive Session 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 Track Coach Resignation
2. 8th Grade Math Hire
3. 8th Grade Science Hire
4. . 5 Middle School Interventionist Hire
5. 4th Grade Teacher Hire
6. 5th Grade Teacher Hire
7. Head Boys Soccer Coach Hire
8. MS Track \& Field Coach Hire
9. Social Worker K-5 Hire
10. Kindergarten Teacher Resignation
11. 1st Grade Teacher Hire
12. Mock Trial Coach Hire
13. HS Volleyball Asst / JV Coach Hire
14. MS Volleyball Coach 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)
15. 521.1 Staff Communications of Concerns about Operations Amended
16. 527 Employee Grievance Amended
17. 443.6 Student Possession / Use of Weapons Amended
18. 345.6 Graduation Requirements Update
F. Policy Updates: 1st Reading (GC 2.4)
19. 443 Student Conduct Update
20. 445 Student Interviews with Outside Agency Personnel New
21. 446 Student Search Activities New
22. 446.2 Use of Canine Units in Search Activities Delete (Included in 446)
23. 447 Student Discipline Update
24. 453.2 Student Immunizations New
25. 453.4 Administering Medications to Students Update
26. 454 Reporting of Child Abuse and Neglect Update


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9. 457 Student Suicide Prevention and Intervention Update
10. 460 Student Awards and Scholarships Update
11. 221.1 Recruitment and Hiring of Administrative or Individually-Contracted Staff New
12. 221 Recruitment and Hiring of the Superintendent Update
13. 222 Administrator Contracts New
14. 223 Administrator Professional Development Opportunities New
15. 225.1 Evaluation of Administrative Staff New
16. 253.1 Development of Administrative Rules New
17. 253.2 Employee Handbook New
18. 253.3 Student Handbooks New
19. 254 Employee Job Descriptions New
20. GDA Support Staff Positions Delete
21. CDC / CDD District Central Office Management Delete
22. GDN Evaluation of Support Staff Delete
23. GCN Evaluation of Professional Staff Delete
24. IM / AFE Evaluation of Instructional Programs Delete
25. GCBC Professional Staff Fringe Benefits Delete
26. GCBD Professional Staff Leave and Absences Delete
27. IGCDA Youth Options Program Delete
28. CB District Administrator Delete
29. CBA Qualifications and Duties of the District Administrator Delete
30. CBG Evaluation of the Superintendent Delete
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. Addition of High School Social Studies Teacher
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 $19.85(1)(\mathrm{f})$. (specific personnel matter, administrative contract)


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XIII. Adjourn to Open Session
XIV. Board Annual Self-Evaluation
XV. Adjourn

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April 23, 2021

## 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 April 26, 2021 at 6:30 pm, directly following the reorganizational meeting, 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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A. OE 12: Facilities
B. R2: Physical Education and Health


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5. 447 Student Discipline Update
6. 453.2 Student Immunizations New
7. 453.4 Administering Medications to Students Update
8. 454 Reporting of Child Abuse and Neglect Update
9. 457 Student Suicide Prevention and Intervention Update
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C. Addition of Social Studies Teacher
X. Recess
XI. Discussion of the Meeting (GC 2.2)

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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). (specific personnel matter, administrative contract)
XIII. Adjourn to Open Session
XIV. Board Annual Self-Evaluation
XV. Adjourn

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Special Meeting of the Board of Education
March 4, 2021, 6:30 PM
District Office Conference 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
Daniel E Gluch - Treasurer (Virtually)
Taylor Neff - Clerk
Hillarie Roth - Member
Dr. Heidi Taylor-Eliopoulos - Superintendent
Lisa Boss - School Board Secretary
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. Pledge of Allegiance was recited.
V. President's Report - Rick Risler shared that the Altoona High School Student Council is holding a Peanut Butter and Jelly Drive for the Care Closet from March $8^{\text {th }}-19^{\text {th }}$. Parents may send the items in with their children or drop off donations to any school office.
VI. 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. Assistant Golf Coach Resignation - Accept Kelly Kretz's resignation
2. JV Volleyball Coach Resignation - Accept Perris Cooley's resignation
3. Spring Play Advisor Resignation - Accept Tammy VanBlarcom's resignation
4. Middle School Tennis Coach Resignation - Accept Jennasa Lima's resignation REMOVED
5. Elementary Assistant Principal Retirement - Accept Scott Hayden's retirement REMOVED
6. IT Director Retirement - Accept Mark Scheppke's retirement
7. Speech Pathologist Retirement - Accept Donna Weix's retirement
8. 8th Grade Science Retirement - Accept Scott Thiel's retirement REMOVED
9. Special Ed Aide Retirement - Accept Deanna Schilling's retirement
10. C-Team Volleyball Coach Resignation - Accept Anna Goebel's resignation

Motion by Hillarie Roth to remove B.4., B.5., and B.8. and move to VII. A., seconded by Terry Neff. Yes by Gluch, Rowe, Roth, Neff and Risler. Motion carried 5-0.
VII. Matters Reserved for Board Action (B/SR 2.1)
A. Items Removed from Superintendent Consent Agenda for Separate Consideration (BC 2.5)
B. 4. Middle School Tennis Coach Resignation - The School Board discussed the resignation. Motion by Dave Rowe to accept the resignation as presented, seconded by Terry Neff. Yes by Rowe, Roth, Neff, Gluch, and Risler. Motion carried 5-0. B. 5. Elementary Assistant Principal Retirement - The School Board discussed the retirement. Motion by Hillarie Roth to accept the retirement as presented, seconded by Terry Neff. Yes by Roth, Neff, Gluch, Rowe and Risler. Motion carried 5-0.
B. 8. $8^{\text {th }}$ Grade Science Retirement - The School Board discussed the retirement. Motion by Dave Rowe to accept the retirement as presented, seconded by Hillarie Roth. Yes by Neff, Gluch, Rowe, Roth and Risler. Motion carried 5-0.

## VIII. Recess

IX. Discussion of the Meeting (GC 2.2)
X. 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). (specific personnel matter) Motion by Terry Neff to adjourn to Executive Session at 6:43 p.m., seconded by Hillarie Roth. Yes by Gluch, Rowe, Roth, Neff and Risler. Motion carried 5o. No action taken during closed session.
XI. Adjourn from closed session - Motion Hillarie Roth to adjourn at 8:08 p.m., seconded by Dave Rowe. Yes by Rowe, Roth, Neff, Gluch, and Risler. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for March 15, 2021 in the District Board Room.

Lisa Boss, School Board Secretary

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District Clerk

March 15, 2021
Date

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Regular Monthly Meeting of the Board of Education
March 15, 2021, 6:30 PM
District Office Conference Room

## Minutes on Agenda Items

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

Rick Risler - President
Dave Rowe - Vice President
Daniel E Gluch - Treasurer
Taylor Neff - Clerk
Hillarie Roth - Member
Dr. Heidi Taylor-Eliopoulos - Superintendent
Mike Markgren - Business Manager
Lisa Boss - School Board Secretary
Reagan Conklin - Student Representative
Andrea Steffen - Director of Curriculum and Instruction
III. Approval of Agenda - Motion by Hillarie Roth to approve the agenda as presented, seconded by Dan Gluch. Yes by Neff, Gluch, Rowe, Roth and Risler. Motion carried 5-0.
IV. Pledge of Allegiance was recited.
V. Communication with the Board (OE 8)
A. Student Board Representative Report (GC 3.3) - Reagan Conklin stated that the ACT was taken by the Juniors on March 1oth and it went very well. She stated there is a group of students helping plan for prom. Reagan shared that most students do not want to go to a 4 day a week schedule until next year.
B. President's Report (GC 4.4) - Rick Risler reminded everyone that the first meeting of the Design Team is scheduled for this Thursday at 6:00 pm.


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This team will work on the design and vision of the community meeting scheduled for Saturday, May 1st.
C. Board Self Evaluation (GC-6) - After the April 26st School Board meeting, the Board will begin their self evaluation. The Board will be gathering evaluation samples from other districts prior to April 26th.
D. Budget Monitoring (OE 8.2) - Mike Markgren's financial summaries were reviewed and discussed.
E. Discussion of Board Activities (GC 3.4) - None to report at this time.
VI. Monitoring for Results ( $B / S R 5.4 a$ \& $B / S R 5.3 a$ )
A. OE 10: Learning Environment - Motion made by Hillarie to accept OE10: Learning Environment as presented, seconded by Terry Neff. Yes by Gluch, Rowe, Roth, Neff and Risler. Motion carried 5-0. The board discussed the operational expectations. Motion made by Dave Rowe that the district is in compliance with OE10 Learning Environment with noted exceptions, seconded by Dan Gluch. Yes by Rowe, Roth, Neff, Gluch and Risler. Motion carried 5-0.
B. R2: Foreign Language - Motion made by Terry Neff to accept R2 Foreign Language as presented, seconded by Dan Gluch. Yes by Roth, Neff, Gluch, Rowe and Risler. Motion carried 5-0. The Board discussed the data included in the results policy. Motion made by Terry Neff that the district has made reasonable progress with the R2: Foreign Language expectation, seconded by Dan Gluch. Yes by Neff, Gluch, Rowe, Roth 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) - Remove 7 C and move to IV A.
B. Approval of February 15, 2021 Meeting Minutes (GC 2.4)
C. Approval of February 15, 2021 Executive Session Meeting Minutes (GC 2.4) - REMOVED

Motion by Terry Neff to remove VII. C. from the Board Consent Agenda and move to IX. A., seconded by Hillarie Roth. Yes by Gluch, Rowe, Roth, Neff, and Risler. Motion carried 5-0.
Motion by Dan Gluch to accept the Board Consent Agenda with the removal of VII. C.,


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seconded by Dave Rowe. Yes by Rowe, Roth, Neff, Gluch and Risler. Motion carried 5-0.
VIII. Superintendent Consent Agenda ( $G C$ 2.4)
A. Board Member Request to Remove an Item from the Consent Agenda (GC 2.5)

Motion by Dave Rowe to remove B2 from the Superintendent's Consent Agenda and moved to IX B., seconded by Terry Neff. Yes by Roth, Neff, Gluch, Rowe and Risler. Motion carried 5-0.
Terry Neff requests that F1 be removed from the Superintendent's Consent Agenda. Motion by Dave Rowe to remove F1 from the Superintendent's Consent Agenda and move to IX B., seconded by Terry Neff. Yes by Neff, Gluch, Rowe, Roth and Risler. Motion carried 5-0.
B. Approval of Hires, Resignations, and Retirements (GC 2.4)

1. Assistant Track Coach Hire - Hire Chris Hugo as Assistant Track Coach as recommended.
2. Communications Coordinator Retirement - Accept Joyce Orth's retirement as presented. - REMOVED
C. Approval of Treasurer's Report (GC 2.4)
D. Approval of Checks for Payment (GC 2.4)
E. Approval of 66.0301 Agreement among the Eau Claire Area School District, the School District of Altoona, and McKinley Charter School
F. Policy Updates: 2nd Reading (GC 2.4)
3. 345.6 Graduation Requirements Update - REMOVED
4. 441.2 Student Representative to the Board of Education Delete
5. 422 Admission of Full-Time Nonresident Students (Tuition / Waiver) Add
6. 431 Student Attendance Update
7. 443.5 Student Use of Electronic Communication Devices Update
8. 443.1 Student Dress Update
9. 443.2 Student Conduct on School Buses New
10. 443.3 Tobacco Free Schools New
11. 443.4 Student Alcohol and Controlled Substance Abuse Update
12. 537.2 New Educator Mentor Program New
13. 535.5 Job Sharing Delete


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12. HA Negotiation Goals Delete
13. HB Negotiations Legal Status Delete
14. HD School Board Negotiation Powers and Duties Delete
15. HE Negotiations Delete
16. HF Administrators Roles in Negotiations Delete
17. HM announcement of Final Negotiated Agreement Delete G. Policy Updates: 1st Reading (GC 2.4)

1. 521.1 Staff Communications of Concerns about Operations Amended
2. 527 Employee Grievance Amended
3. 443.6 Student Possession / Use of Weapons Amended

Motion by Dan Gluch to accept the Superintendent's Consent Agenda with the removal of B.2. and F.1. and moved to IX. B., seconded by Terry Neff. Yes by Gluch, Rowe, Roth, Neff and Risler. Motion carried 5-0.
IX. Matters Reserved for Board Action (B/SR 2.1)
A. Item Removed from Board Consent Agenda for Separate Consideration (GC 2.5)
VII. C. Correction in Executive Meeting minutes. Motion by Hillary Roth and Seconded by Terry Neff as presented. Yes by Rowe, Roth, Neff, Gluch and Risler. Motion carried 5-0.
B. Item Removed from Superintendent Consent Agenda for Separate Consideration (GC 2.5)
B.2. Dave Rowe would like to recognize Joyce Orth for her 42 years of dedicated service to the district. Motion by Dave Rowe to accept Joyce Orth's Retirement as presented, seconded by Terry Neff. Yes by Roth, Neff, Gluch, Rowe, and Risler. Motion carried 5-0.
F.1. The Board discussed 345.6 Graduation Requirements Update. Motion by Dave Rowe to postpone until April 26th School Board meeting. Motion by Dave Rowe to postpone and seconded by Hillarie Roth. Yes by Neff, Gluch, Rowe, Roth and Risler. Motion carried 5-o.
C. Second Reading of GC 10 New - Motion by Hillarie Roth to accept the GC 10 New second reading, seconded by Terry Neff. Yes by Gluch, Rowe, Roth, Neff and Risler. Motion carried 5-0.

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D. Altoona Intermediate School Day Proclamation - Motion by Hillarie Roth to accept the Altoona Intermediate School Day Proclamation, seconded by Terry Neff. Yes by Rowe, Roth, Neff, Gluch and Risler. Motion carried 5-0.
E. 4th Quarter Student Attendance - Motion by Dave Rowe to return secondary students to 4 days a week beginning April 6, 2021, seconded by Dan Gluch. No by Roth, Yes by Neff, Gluch, Rowe, and Risler. Motion carried 4-1.
X. Recess - Andrea Steffen, Mike Markgren and Reagan Conklin left the meeting at 8:30 pm.
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). (specific personnel matter, administrative contracts) - With a motion from Hillarie Roth, the Board adjourned to closed session at $8: 36 \mathrm{pm}$, seconded by Terry Neff. Yes by Gluch, Rowe, Roth, Neff, and Risler. Motion carried 5-0.
Actions in closed session:
Motion by Dave Rowe to accept Leslie Lancette, Elementary Principal, hiring recommendation as presented, seconded by Terry Neff. Yes by Roth, Neff, Gluch, Rowe and Risler. Motion carried 5-0.
Motion by Dan Gluch to accept Sarah Radcliffe, Director of Future-Ready
Learning, hiring recommendation as presented, seconded by Dave Rowe. Yes by Neff, Gluch, Rowe, Roth, and Risler. Motion carried 5-0.
XIII. Adjourn - Motion by Dan Gluch to adjourn from closed session at 9:00 p.m., seconded by Hillarie Roth. Yes by Gluch, Rowe, Roth, Neff and Risler. Motion carried 5-0.

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Lisa Boss, School Board Secretary

## District Clerk

Date
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Number of Accounts: 106




April 21, 2021 Board Update - Michael Markgren, Business Manager
Expenditures:

- Salaries are right on for this time of year.
- Benefits are just slightly high.
- This has been my toughest budgeting and projecting year as we have had unexpected needs. I am working on projections to wrap up spending for the year.


## Revenues:

- As I mentioned last month, local revenues are down from last month as I had to transfer some property tax revenue to debt service to meet our obligations.
- Other revenues are normal for this time of year.

Cash Position:

- We continue to be in a strong financial position being at the highest point ever for March.


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## Operational Expectations Monitoring Report: OE 12: Facilities

Date Presented: April 26, 2021

## Superintendent Certification

With respect to Operational Expectations Policy OE 12: Facilities, taken as a whole, the Superintendent certifies that the proceedings information is accurate and complete, and the district:

X Is in Compliance
Is in Compliance with Noted Exceptions
Is not in Compliance

## Superintendent Summary Statement:

A review of artifacts presented for the below indicators reveals that the District is in compliance with all policies requirements noted in OE 12: Facilities.

Signed: Heidi Eliopouloss _Date: April 22, 2021

## Board of Education Action

With respect to OE 12: Facilities, the Board finds the district:
___ Is in Compliance
$\qquad$ Is in Compliance with Noted Exceptions
Is not in Compliance
Board Summary Statement/Motion:

Signed: $\qquad$ Date: $\qquad$


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## Operational Expectations Monitoring Report OE-12: Facilities

OE-12: Facilities: The Superintendent shall assure that physical facilities support the accomplishment of the Board's Results policies.

## Superintendent's Interpretation

Community members are the owners and shareholders of the district. Annually, community members invest in the district through payment of their property taxes. Approximately 1\% of our budget annually is used to maintain, repair, and improve our facilities. This investment in care for our facilities extends the life of the facilities and contributes to what would be greater expenses in the future. Further, facilities investments come with legacy costs for which the district must plan in order to maintain future financial stability.

## Glossary

Physical facilities: Buildings and structures owned or leased by the District

## Indicators

OE-12.1 The Superintendent will develop and execute a facility plan that establishes priorities for construction, renovation, and maintenance projects that:
a. Assigns highest priority to the correction of unsafe conditions;
b. Includes maintenance costs as necessary to enable facilities to reach their intended life cycles;
c. Plans for and schedules preventative maintenance;
d. Plans for and schedules system replacement when new schools open;
e. Discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the organization.
Indicator One: Annually a five-year capital projects plan is updated. The plan includes the projects completed over the past year and the projects projected for the next five years.
Evidence: The District maintains a Ten-Year Capital Improvement Plan. Some highlights from the past year include purchasing and remodeling of a 4 K building to bring the program in-house, updating of high and middle school locker rooms, remodeling of the Alt Ed classroom, painting the high school gym, purchasing a school van, and constructing a storage garage at the elementary school.

OE-12.2 The Superintendent will project life-cycle costs as capital decisions are made.
Indicator Two: In accordance with our auditing process, a depreciation schedule of district equipment is maintained.
Evidence: The District, through our auditors, maintains a depreciation schedule.

OE-12.3 The Superintendent will assure that facilities are safe, clean, and properly maintained.
Indicator Three: Action plans are developed in response to deficiencies noted in inspections, or the district passes all inspections.
Evidence: The District undergoes several inspections annually. We have corrected all findings with the exception of vacuum breakers in the science lab, which we are in the process of switching out.

OE-12.4 The Superintendent will assure that facilities are made reasonably available for public use as long as student safety, student functions, and the instructional program are not compromised, consistently applying reasonable use facilities guidelines delineating the conditions for public and external use of district facilities. Indicator Four: The district will publish procedures and expectations for public use of district facilities.
Evidence: The District freely allows the community use of our facilities per Board Policy 830. There is a Facilities Usage page on our website where community members can log-in to reserve spaces. Parameters of use are outlined, and the fees for Group 1, Group 2, and Group 3 are available.
Evidence: The District maintains a Facilities Usage Log.

OE-12.5 The Superintendent may not build or significantly renovate buildings.
Indicator Five: Any building project that exceeds a cost of $\$ 200,000$ is brought before the Board for approval.
Evidence: The District had several small projects, but only the 4 K project was over the $\$ 200,000$ threshold. The Board approved the Issuance of Notes, the Scope of the Project including the Summary of Two Bids.

OE-12.6 The Superintendent may not recommend land acquisition without first determining growth patterns, comparative costs, construction, and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks.
Indicator Six: Any recommendation for land acquisition is accompanied by population and housing development data, cost-per-acre of comparables, estimate for construction costs, and a transportation plan.
Evidence: Administrators utilized City of Altoona Data with which to make a decision on the facility needs to accommodate our 4 K program. The costs of bringing the 4 K program $\underline{\text { In-House were weighed against the }}$ existing community based partners. The District secured a suitable Site.

OE-12.7 The Superintendent may not authorize construction schedules and change orders that significantly increase cost or reduce quality.
Indicator Seven: All projects are completed at guaranteed maximum price.
Evidence: Final sub-bids came in just below Projected Costs. The construction project ended up $\$ 11,565$ under GMP.

## Executive Summary

Operational Expectation 12 states that the Superintendent shall assure that physical facilities support the accomplishment of the Board's Results policies.
12.1 requires a developed and executed facility plan of construction, renovation, and maintenance. The linked artifact displays that 2020 was a good year of alignment and progress towards those goals.
12.2 requires a depreciation schedule be maintained. The link is from our auditors and shows compliance with the requirement.
12.3 requires that our facilities go through annual inspections and creates action plans to correct deficiencies. While we met the inspection requirements and have an action plan in place to correct all deficiencies, we have not finished completing all of the findings. We have a few vacuum breakers in the science labs to switch out. These are related to backflow prevention.
12.4 requires that facilities are made reasonably available for public use as long as student safety, student functions, and the instructional program are not compromised. We have not allowed outside groups to use the District facilities for a year now due to Covid restrictions. As you can see by the links, the process is in place. The facility usage $\log$ is made up of internal meetings. Our staff also uses the portal.
12.5 sets the threshold of $\$ 200,000$ for projects that need to come before the Board. The District had only one project exceed this in the past year. As displayed in the links to artifacts, all of the policies and procedures were followed during the procurement, note issue, and renovation of the 4 K site.
12.6 requires that any recommendation for land acquisition is accompanied by population and housing development data, cost-per-acre of comparables, estimate for construction costs, and a transportation plan. All requirements were met when the 4 K site was purchased. There was only one other suitable building and the cost per foot was higher. Transportation costs were not negatively impacted by bringing 4K in-house. Bussing was, in fact, streamlined.
12.7 states that construction schedules and change orders that significantly increase cost or reduce quality. Once the scope of the project was developed, the project came in under the Guaranteed Maximum Price. The 4 K project was performed in an extremely tight window yet maintained the highest quality of workmanship.

The above indicators and artifacts are representative of the work staff and administration do to assure that physical facilities support the accomplishment of the Board's Results policies.

## Commitment to Improve

Indicator 3 contains several individual inspections in a wide array of areas. The District maintenance staff and service providers rectified findings with the exception of vacuum breakers in science labs. We are in the process of completing those and will have them done by the time students return in the fall.


## School District of Altoona

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

## Results Monitoring Report: <br> R-2: Physical Education and Health

Date Presented to the Board: April 26, 2021
Date Approved by the Board:

## Superintendent Certification

With respect to Results Policy R-2: Physical Education and Health, taken as a whole, the Superintendent certifies that the proceeding information is accurate and complete, and the district:

X Has Made Reasonable Progress
__ Has Made Reasonable Progress with Noted Exceptions
$\qquad$ Has Not Made Reasonable Progress

## Superintendent Summary Statement

There are six indicators that have been reviewed in considering overall organizational progress and results. All six longitudinal data sets reveal that schools are either performing at high levels (AES, AIS, AMS) or improving over time (AHS). I find these results to be indicative of the disposition that the School District is making reasonable progress in the areas of Physical Education and Health.

Signed:
Heidi Eliopouloss
_Date: April 22, 2021

## Board of Education Action

With respect to R-2: Physical Education and Heath the Board's finds that the district:
$\qquad$ Has Made Reasonable Progress
Has Made Reasonable Progress with Noted Exceptions
Has Not Made Reasonable Progress
Board Summary Statement/Motion:

Signed: $\qquad$ Date: $\qquad$


## School District of Altoona

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## Results Monitoring Report

R-2: Physical Education and Health
R-2: Physical Education and Health: 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





Evidence: Percentage of students who earned a B or higher on their letter-grade report card.


Indicator Two: Students demonstrate attainment of the prioritized health standards.
Evidence: Percentage of students who earned a 3 or higher on their standards-based report card.



## Executive Summary

In both curricular areas, there is a high percentage of students attaining proficiency with a " 3 " or greater in all grades K-8. While the overall percentage of students meeting the indicator is less in the high school when compared to K-8, this may be explained by the difference in grading procedures and the indicators used to show student achievement progress. It should be noted that 2020 reports are not an accurate representation of progress because of the nature of the virtual system created for the state imposed COVID quarantine regarding physical education in all three $\mathrm{K}-8$ buildings.

While the overall percentage of students meeting proficiency is high in AIS, our physical education team noted the downward trend. Collaboration brought forth great questions regarding the standards assessed on the report card, and the team noted that one of the three standards is performance based, which is a behavior. The team would like to continue to report behavior but do so separately from academic performance moving forward.

When looking at the overall performance of students meeting the indicators in health, further data was pulled. Looking through this data, students with IEPs were identified and it is noted that there is a disproportionate number of students with IEPs not meeting the indicator of attaining a $B$ or greater. This leads to the question of what we can do when all students aren't mastering essential learning outcomes.

## Commitment to Improve

Moving forward, we will look at the standards assessed and reported on for academic achievement on report cards and make necessary adjustments so that behavior is teased out separately. We will also look at what our responsive plan is when students aren't learning and work toward building a system to address this for students performing at a Tier 3 and Tier 2 levels.

On Sun, Mar 14, 2021 at 7:53 PM Stuttgen, Jason [jstuttgen@altoona.k12.wi.us](mailto:jstuttgen@altoona.k12.wi.us) wrote:
I know when I ran into you a couple weeks ago I said I believed I would do track again this year. I was planning on it, but I have had some family things come up that are going to require more of my time. If its possible l'd love to give my coaching position to someone who can give it the time it deserves.
Thanks,
Jason

# SCHOOL DISTRICT OF ALTOONA 

Bank Balances
March 2021
GENERAL ACCOUNTS (FUNDS 10, 21, 23, 27, 38, 50, and 80)

CCF

| Beginning balance | $\$$ | $2,962,543.02$ |
| :--- | :---: | :---: |
| Receipts | $\$$ | $18,399.89$ |
| Disbursements | $\$$ | $(1,949,432.45)$ |
| Transfers in | $\$$ | $3,843,002.06$ |
| Transfers out | $\$$ | $(1,495,576.00)$ |
| Line-of-Credit in | $\$$ | - |
| Line-of-Credit out | $\$$ | $(2,651,000.00)$ |
| Ending Balance | $\$$ | $727,936.52$ |

American Depository Management Company
Beginning balance \$ 2,145,820.02
Receipts
Transfers in
Transfers out
\$ 4,268,297.60

Interest
Ending Balance
\$
\$ $(3,680,489.06)$
\$ 278.57
\$ 2,733,907.13
GENERAL ACCOUNTS TOTAL
\$ 3,461,843.65

## SCHOOL DISTRICT OF ALTOONA

Bank Balances
March 2021

## DEBT SERVICE FUND 39

ADM
Beginning balance \$ 136,817.82
Receipts
Disbursements
\$
Interest
Ending Balance
\$
$(136,827.27)$
\$
$\$ \quad 6.09$

## CAPITAL IMPROVEMENT FUND 46

ADM

| Beginning balance | $\$$ | $2,000.00$ |
| :--- | :---: | :---: |
| Receipts | $\$$ | - |
| Interest | $\$$ | - |
| Ending Balance | $\$$ | $2,000.00$ |

## CONSTRUCTION FUND 49

CCF
Beginning balance
Receipts
Disbursements
Interest
Ending Balance
\$ 22,688.36
\$
\$
\$
\$
22,688.36

## EMPLOYEE BENEFIT TRUST FUND 73

Mid America
Beginning balance \$ 1,144,575.51
Receipts
Disbursements
Gain or Loss
Ending Balance

| $\$$ | $1,144,575.51$ |
| :--- | :---: |
| $\$$ | - |
| $\$$ | $(283,771.15)$ |
| $\$$ | $5,074.14$ |














| CHECK | CHECK ACCOUNT |  |  |  |  | INVOICE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER N | NUMBER |  | VENDOR |  | DESCRIPTION | AMOUNT |
| 03/12/2021 | 202001773 | 10 E 100 | 411241000 | CREDIT | CARD | Credit Card Payment AP Invoice. | 154.02 |
|  |  |  |  |  |  | Totals for 202001773 | 154.02 |
| 03/12/2021 | 202001774 | 10 E 100 | 411110101 | REALLY | GOOD STUFF, INC. | Credit Card Payment AP Invoice. | 1,046.95 |
|  |  |  |  |  |  | Totals for 202001774 | 1,046.95 |
| 03/12/2021 | 202001775 | 10 E 100 | 411213000 | CREDIT | CARD | Credit Card Payment AP | -15.13 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001775 | -15.13 |
| 03/12/2021 | 202001776 | 10 E 100 | 411241000 | CREDIT | CARD | Credit Card Payment AP | 976.47 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001776 | 976.47 |
| 03/12/2021 | 202001777 | 10 E 100 | 411213000 | CREDIT | CARD | Credit Card Payment AP | 358.03 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001777 | 358.03 |
| 03/12/2021 | 202001778 | 10 E 100 | 411110101 | CREDIT | CARD | Credit Card Payment AP | 560.53 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001778 | 560.53 |
| 03/12/2021 | 202001779 | 10 E 100 | 411241000 | CREDIT | CARD | Credit Card Payment AP | -19.72 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001779 | -19.72 |
| 03/12/2021 | 202001780 | 10 E 100 | 411110101 | CREDIT | CARD | Credit Card Payment AP | 48.86 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001780 | 48.86 |
| 03/12/2021 | 202001781 | 10 E 100 | 411110300 | CREDIT | CARD | Credit Card Payment AP | 134.54 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001781 | 134.54 |
| 03/12/2021 | 202001782 | 10 E 100 | 411110101 | CREDIT | CARD | Credit Card Payment AP | 19.97 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001782 | 19.97 |
| 03/12/2021 | 202001783 | 27 E 700 | 411158000 | CREDIT | CARD | Credit Card Payment AP | 82.34 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001783 | 82.34 |
| 03/12/2021 | 202001784 | 10 E 100 | 411241000 | CREDIT | CARD | Credit Card Payment AP | 25.98 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001784 | 25.98 |
| 03/12/2021 | 202001785 | 10 E 100 | 411213000 | CREDIT | CARD | Credit Card Payment AP | 15.13 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001785 | 15.13 |
| 03/12/2021 | 202001786 | 10 E 100 | 411241000 | CREDIT | CARD | Credit Card Payment AP | 378.22 |
|  |  |  |  |  |  | Invoice. |  |
|  |  |  |  |  |  | Totals for 202001786 | 378.22 |



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| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
| 03/12/2021 | 202001800202001800 |  |  |  | Invoice. Totals for 202001799 |  |
|  |  |  |  |  |  | 28.28 |
|  |  | 10 E 200 | 411125400 | CREDIT CARD | Credit Card Payment AP | 479.86 |
|  |  |  |  |  | Invoice. |  |
|  |  | 10 E 150 | 411125400 | CREDIT CARD | Credit Card Payment AP | 38.96 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001800 | 518.82 |
| 03/12/2021 | 202001801 | 10 E 200 | 411241000 | CREDIT CARD | Credit Card Payment AP | 125.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001801 | 125.00 |
| 03/12/2021 | 202001802 | 10 E 200 | 411125400 | CREDIT CARD | Credit Card Payment AP | 118.78 |
|  |  |  |  |  | Invoice. |  |
|  | 202001802 | 10 E 150 | 411125400 | CREDIT CARD | Credit Card Payment AP | 9.65 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001802 | 128.43 |
| 03/12/2021 | 202001803 | 10 E 200 | 411213000 | CREDIT CARD | Credit Card Payment AP | 146.67 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001803 | 146.67 |
| 03/12/2021 | 202001804 | 10 E 200 | 411213000 | CREDIT CARD | Credit Card Payment AP | 13.75 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001804 | 13.75 |
| 03/12/2021 | 202001805 | 10 E 200 | 411213000 | CREDIT CARD | Credit Card Payment AP | 44.43 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001805 | 44.43 |
| 03/12/2021 | 202001806 | 10 E 200 | 411125400 | CREDIT CARD | Credit Card Payment AP | 41.47 |
|  |  |  |  |  | Invoice. |  |
|  | 202001806 | 10 E 150 | 411125400 | CREDIT CARD | Credit Card Payment AP | 3.37 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001806 | 44.84 |
| 03/12/2021 | 202001807 | 10 E 150 | 411110450 | CREDIT CARD | Credit Card Payment AP | 186.68 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001807 | 186.68 |
| 03/12/2021 | 202001808 | 10 E 150 | 411110450 | CREDIT CARD | Credit Card Payment AP | 72.17 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001808 | 72.17 |
| 03/12/2021 | 202001809 | 10 E 200 | 411121000 | CREDIT CARD | Credit Card Payment AP | 124.49 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001809 | 124.49 |
| 03/12/2021 | 202001810 | 10 E 200 | 411125400 | CREDIT CARD | Credit Card Payment AP | 45.27 |
|  |  |  |  |  | Invoice. |  |
|  | 202001810 | 10 E 150 | 411125400 | CREDIT CARD | Credit Card Payment AP | 3.67 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001810 | 48.94 |
| 03/12/2021 | 202001811 | 10 E 800 | 411232100 | CREDIT CARD | Credit Card Payment AP | 36.00 |


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| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001811 | 36.00 |
| 03/12/2021 | 202001812 | 10 E 200 | 411241000 | CREDIT CARD | Credit Card Payment AP | 154.60 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001812 | 154.60 |
| 03/12/2021 | 202001813 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 10.54 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001813 | 10.54 |
| 03/12/2021 | 202001814 | 10 E 400 | 411241000 | CREDIT CARD | Credit Card Payment AP | 135.14 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001814 | 135.14 |
| 03/12/2021 | 202001815 | 10 E 400 | 411241000 | CREDIT CARD | Credit Card Payment AP | 24.84 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001815 | 24.84 |
| 03/12/2021 | 202001816 | 27 E 700 | 310221300 | CREDIT CARD | Credit Card Payment AP | 175.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001816 | 175.00 |
| 03/12/2021 | 202001817 | 27 E 700 | 943158000 | CREDIT CARD | Credit Card Payment AP | 150.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001817 | 150.00 |
| 03/12/2021 | $202001818$ | 10 E 400 | 411132700 | CREDIT CARD | Credit Card Payment AP | 18.40 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001818 | 18.40 |
| 03/12/2021 | 202001819 | 10 E 800 | 342221400 | CREDIT CARD | Credit Card Payment AP | 275.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001819 | 275.00 |
| 03/12/2021 | 202001820 | 10 E 800 | 342221400 | CREDIT CARD | Credit Card Payment AP | 275.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001820 | 275.00 |
| 03/12/2021 | 202001821 | 10 E 800 | 470120000 | CREDIT CARD | Credit Card Payment AP | 92.64 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001821 | 92.64 |
| 03/12/2021 | 202001822 | 10 E 800 | 470120000 | CREDIT CARD | Credit Card Payment AP | 921.47 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001822 | 921.47 |
| 03/12/2021 | 202001823 | 10 E 800 | 411254300 | CREDIT CARD | Credit Card Payment AP | 212.70 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001823 | 212.70 |
| 03/12/2021 | 202001824 | 10 E 800 | 411254300 | CREDIT CARD | Credit Card Payment AP | 29.91 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001824 | 29.91 |
| 03/12/2021 | 202001825 | 10 E 800 | 411254300 | CREDIT CARD | Credit Card Payment AP | 2.73 |


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| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001825 | 2.73 |
| 03/12/2021 | 202001826 | 10 E 800 | 411254500 | CREDIT CARD | Credit Card Payment AP | 32.48 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001826 | 32.48 |
| 03/12/2021 | 202001827 | 10 E 800 | 411254300 | CREDIT CARD | Credit Card Payment AP | 36.62 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001827 | 36.62 |
| 03/12/2021 | 202001828 | 10 E 800 | 411254500 | CREDIT CARD | Credit Card Payment AP | 79.96 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001828 | 79.96 |
| 03/12/2021 | 202001829 | 10 E 800 | 411254300 | CREDIT CARD | Credit Card Payment AP | 300.07 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001829 | 300.07 |
| 03/12/2021 | 202001830 | 10 E 800 | 324254300 | CREDIT CARD | Credit Card Payment AP | 65.77 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001830 | 65.77 |
| 03/12/2021 | 202001831 | 10 E 800 | 342254300 | CREDIT CARD | Credit Card Payment AP | 395.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001831 | 395.00 |
| 03/12/2021 | 202001832 | 21 E 800 | 411299000 | CREDIT CARD | Credit Card Payment AP | 474.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001832 | 474.00 |
| 03/12/2021 | 202001833 | 10 E 800 | 310232100 | CREDIT CARD | Credit Card Payment AP | 229.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001833 | 229.00 |
| 03/12/2021 | 202001834 | 10 E 800 | 310232100 | CREDIT CARD | Credit Card Payment AP | 229.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001834 | 229.00 |
| 03/12/2021 | 202001835 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 67.68 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001835 | 67.68 |
| 03/12/2021 | 202001836 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 171.04 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001836 | 171.04 |
| 03/12/2021 | 202001837 | 27 E 700 | 942159110 | CREDIT CARD | Credit Card Payment AP | 225.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001837 | 225.00 |
| 03/12/2021 | 202001838 | 27 E 700 | 310221300 | CREDIT CARD | Credit Card Payment AP | 359.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001838 | 359.00 |
| 03/12/2021 | 202001839 | 27 E 700 | 411215000 | CREDIT CARD | Credit Card Payment AP | 232.50 |


| CHECK | CHECK | ACCOUNT |  |  | INVOICE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001839 | 232.50 |
| 03/12/2021 | 202001840 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 83.21 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001840 | 83.21 |
| 03/12/2021 | 202001841 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 14.99 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001841 | 14.99 |
| 03/12/2021 | 202001842 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 96.14 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001842 | 96.14 |
| 03/12/2021 | 202001843 | 27 E 700 | 411215000 | CREDIT CARD | Credit Card Payment AP | 269.50 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001843 | 269.50 |
| 03/12/2021 | 202001844 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 115.62 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001844 | 115.62 |
| 03/12/2021 | 202001845 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 80.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001845 | 80.00 |
| 03/12/2021 | 202001846 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 8.49 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001846 | 8.49 |
| 03/12/2021 | 202001847 | 27 E 100 | 411152000 | CREDIT CARD | Credit Card Payment AP | 117.88 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001847 | 117.88 |
| 03/12/2021 | 202001848 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 61.77 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001848 | 61.77 |
| 03/12/2021 | 202001849 | 27 E 100 | 411152000 | CREDIT CARD | Credit Card Payment AP | 17.13 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001849 | 17.13 |
| 03/12/2021 | 202001850 | 27 E 700 | 310221300 | CREDIT CARD | Credit Card Payment AP | 68.51 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001850 | 68.51 |
| 03/12/2021 | 202001851 | 27 E 100 | 411152000 | CREDIT CARD | Credit Card Payment AP | 272.34 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001851 | 272.34 |
| 03/12/2021 | 202001852 | 27 E 100 | 411152000 | CREDIT CARD | Credit Card Payment AP | 163.94 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001852 | 163.94 |
| 03/23/2021 | 202001854 | 10 A 000 | 000711101 | CCF BANK | NET PAYROLL 03232021 | 273,679.61 |


| $\begin{aligned} & \text { CHECK } \\ & \text { DATE } \end{aligned}$ | CHECK ACCOUNT |  |  |  |  | VENDOR |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | NUMBER |  | MBER |  |  |  |
| 03/23/2021 | 202001854 | 27 | A 000 | 000 | 711101 | CCF BA |
|  | 202001854 | 50 | A 000 | 000 | 711101 | CCF BA |
|  | 202001854 | 80 | A 000 | 000 | 711101 | CCF BA |
| 03/05/2021 | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811612 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811612 | Eftps |
|  | 202001855 | 27 | L 000 | 000 | 811612 | EFTPS |
|  | 202001855 | 50 | L 000 | 000 | 811612 | Eftps |
|  | 202001855 | 10 | L 000 | 000 | 811612 | EFTPS |
|  | 202001855 | 27 | L 000 | 000 | 811612 | EFTPS |
|  | 202001855 | 50 | L 000 | 000 | 811612 | EFTPS |
|  | 202001855 | 80 | L 000 | 000 | 811612 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | Eftps |
|  | 202001855 | 27 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 50 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 80 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 27 | L 000 | 000 | 811611 | Eftps |
|  | 202001855 | 50 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 80 | L 000 | 000 | 811611 | Eftps |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 27 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 50 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 80 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 27 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 50 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 80 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811612 | Eftps |
|  | 202001855 | 80 | L 000 | 000 | 811612 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 80 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 80 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 80 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 10 | L 000 | 000 | 811611 | EFTPS |
|  | 202001855 | 80 | L 000 | 000 | 811611 | EFTPS |

INVOICE
DESCRIPTION


| FICA TAXES | 18.08 |
| :---: | :---: |
| MEDICARE TAXES | 4.23 |
| MEDICARE TAXES | 4.23 |
| FICA TAXES | 18.08 |
| FEDERAL TAXES | 61.79 |
| FICA TAXES | 39.13 |
| MEDICARE TAXES | 9.15 |
| MEDICARE TAXES | 9.15 |
| FICA TAXES | 39.13 |
| FEDERAL TAXES | 735.28 |
| FEDERAL TAXES | 281.08 |
| FEDERAL TAXES | 27.00 |
| FEDERAL TAXES | 27,792.36 |
| FEDERAL TAXES | 5,470.64 |
| FEDERAL TAXES | 66.87 |
| FEDERAL TAXES | 79.32 |
| FICA TAXES | 23,976.38 |
| FICA TAXES | 5,259.53 |
| FICA TAXES | 227.02 |
| FICA TAXES | 199.34 |
| MEDICARE TAXES | 5,607.50 |
| MEDICARE TAXES | 1,230.06 |
| MEDICARE TAXES | 53.09 |
| MEDICARE TAXES | 46.61 |
| MEDICARE TAXES | 5,607.50 |
| MEDICARE TAXES | 1,230.06 |
| MEDICARE TAXES | 53.09 |
| MEDICARE TAXES | 46.61 |
| FICA TAXES | 23,976.38 |
| FICA TAXES | 5,259.53 |
| FICA TAXES | 227.02 |
| FICA TAXES | 199.34 |
| FEDERAL TAXES | 7.49 |
| FEDERAL TAXES | 0.00 |
| FICA TAXES | 54.50 |
| FICA TAXES | 3.81 |
| MEDICARE TAXES | 12.74 |
| MEDICARE TAXES | 0.89 |
| MEDICARE TAXES | 12.74 |
| MEDICARE TAXES | 0.89 |
| FICA TAXES | 54.50 |
| FICA TAXES | 3.81 |
| Totals for 202001855 | 108,005.95 |

03/23/2021 20200185610 L 000000811671 GREAT-WEST RETIREMENT SERVICES DEFERRED COMPENSATION 2,408.00 20200185627 L 000000811671 GREAT-WEST RETIREMENT SERVICES DEFERRED COMPENSATION

Totals for 202001856

$$
2,408.00
$$

42.00

2,450.00

| $403(B)$ DEDUCTIONS | 605.00 |
| :---: | ---: |
| 403 (B) DEDUCTIONS | 600.00 |
| Totals for 202001857 | $\mathbf{1 , 2 0 5 . 0 0}$ |



03/05/2021 20200186010 L 000000811639 20200186027 L 000000811639 20200186010 L 000000811639 20200186027 L 000000811639 20200186010 L 000000811639 20200186027 L 000000811639 20200186010 L 000000811639 20200186027 L 000000811639 20200186010 L 000000811639 20200186027 L 000000811639 20200186010 L 000000811639 20200186027 L 000000811639 20200186010 L 000000811639 20200186027 L 000000811639 20200186010 L 000000811639 20200186027 L 000000811639 20200186010 L 000000811639

03/25/2021 20200186110 L 000000811622 20200186110 L 000000811621 20200186127 L 000000811621 20200186180 L 000000811621 20200186110 L 000000811622 20200186127 L 000000811622 20200186150 L 000000811622 20200186180 L 000000811622 20200186110 L 000000811621 20200186110 L 000000811621 20200186127 L 000000811621 20200186180 L 000000811621 20200186110 L 000000811622 20200186127 L 000000811622

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INVOICE
VENDOR DESCRIPTION

AMOUNT

| PAYROLL DEDUCTIONS | 46.28 |
| :--- | ---: |
| 403 (B) DEDUCTIONS | 425.54 |
| 403 (B) DEDUCTIONS | $4,405.33$ |
| 403 (B) DEDUCTIONS | 326.00 |
| ROTH 403 (B) | 53.03 |
| 403 (B) S | 683.34 |
| ROTH IRA'S | 275.00 |
| 403 (B)S | $2,111.00$ |
| 403 (B)S $\quad 284.00$ |  |
|  | Totals for 202001858 |


| STATE TAXES | 30.00 |
| :--- | ---: |
| STATE TAXES | 31.06 |
| STATE TAXES | 68.17 |
| STATE TAXES | 7.81 |
| STATE TAXES | 7.02 |
| STATE TAXES | $18,327.87$ |
| STATE TAXES | $3,754.24$ |
| STATE TAXES | 65.35 |
| STATE TAXES | 76.05 |
| Totals for 202001859 | $22,367.57$ |

NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 49.32 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 24.66 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTIONS 79.67 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTIONS 25.70 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 101.72 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 26.78 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 85.59 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 47.55 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 49.32 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 24.66 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTIONS 53.97 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTIONS 25.70 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 96.58 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 26.78 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 85.59 NATIONAL VISION ADMINISTRATORS VISION INSURANCE DEDUCTION 47.55 NATIONAL VISION ADMINISTRATORS APRIL PREM ADJUSTMENTS: SB -20.70
Totals for $202001860 \quad 830.44$

WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM

RETIREMENT ADJUSTMENT
WRS RETIREMENT
WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT WRS RETIREMENT
-320. 38
20,604.14
4,004.32
33.50

4,113.08
1,455.92
94.38
66.45
-320.55
20,604.14
4,004.32
33.50

4,113.08
1,455.92

| CHECK | CHECK ACCOUNT | ACCOUNT |  |  |  |  | VENDOR |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER | NUMBER |  |  |  |  |  |  |  |
| 03/25/2021 | 202001861 | 50 | L | 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 80 | L | 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 10 | L | 000 | 000 | 811621 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 27 | L | 000 | 000 | 811621 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 80 | L | 000 | 000 | 811621 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 10 | L | 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 27 | L | 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 50 | L | 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 80 | L | 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 10 | L | 000 | 000 | 811621 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 27 | L | 000 | 000 | 811621 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 80 | L | 000 | 000 | 811621 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 10 | L | 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 27 | L | 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 50 | L | 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |
|  | 202001861 | 80 | L | - 000 | 000 | 811622 | WISCONSIN | RETIREMENT | SYSTEM |

03/20/2021 20200186210 E 800336253300 EC ENERGY COOPERATIVE

03/10/2021 20200186310 E 800411252000 MAGIC-WRIGHTER

03/12/2021 20200186410 E 800331253300 XCEL ENERGY, INC.

20200186410 E 800336253300 XCEL ENERGY, INC.

20200186410 E 800331253300 XCEL ENERGY, INC.

20200186410 E 800336253300 XCEL ENERGY, INC.

03/29/2021 20200186638 E 800673281000 CCF BANK

20200186638 E 800683281000 CCF BANK

20200186638 E 800683281000 CCF BANK

20200186638 E 800673281000 CCF BANK

INVOICE

| DESCRIPTION | AMOUNT |
| :---: | :---: |
| WRS RETIREMENT | 94.38 |
| WRS RETIREMENT | 66.45 |
| WRS RETIREMENT | 21,859.84 |
| WRS RETIREMENT | 3,981.48 |
| WRS RETIREMENT | 31.81 |
| WRS RETIREMENT | 4,232.42 |
| WRS RETIREMENT | 1,552.51 |
| WRS RETIREMENT | 99.07 |
| WRS RETIREMENT | 60.66 |
| WRS RETIREMENT | 21,859.84 |
| WRS RETIREMENT | 3,981.48 |
| WRS RETIREMENT | 31.81 |
| WRS RETIREMENT | 4,232.42 |
| WRS RETIREMENT | 1,552.51 |
| WRS RETIREMENT | 99.07 |
| WRS RETIREMENT | 60.66 |
| Totals for 202001861 | 123,738.23 |

ENERGY CHARGES FROM 01/31/21 3,097.63
TO 2/28/21 FOR 157 BARTLETT AVE - ELEMENTARY SCHOOL

$$
\text { Totals for } 202001862 \quad 3,097.63
$$

| MAGIC WRIGHTER E FUNDS | 2.50 |
| :---: | :---: |
| INTERNET PAYMENT |  |
| TRANSACTIONS, FEB 2021 |  |
| Totals for 202001863 | 2.50 |
| FEB 2021 XCEL ENERGY CHARGES | 6,645.47 |
| FOR 711 7TH ST W, 1903 |  |
| BARTLETT AVE, 1827 BARTLETT |  |
| AVE, 754 BARTLETT AVE AND 157 |  |
| BARTLETT AVE |  |
| FEB 2021 XCEL ENERGY CHARGES | 19,495.50 |
| FOR 711 7TH ST W, 1903 |  |
| BARTLETT AVE, 1827 BARTLETT |  |
| AVE, 754 BARTLETT AVE AND 157 |  |
| BARTLETT AVE |  |
| XCEL ENERGY CHARGES FOR FEB | 537.02 |
| 2021 FOR 701 7TH ST W, 809 |  |
| 7 TH ST W, AND 727 3RD ST W |  |
| XCEL ENERGY CHARGES FOR FEB | 300.66 |
| 2021 FOR 701 7TH ST W, 809 |  |
| 7 TH ST W, AND 727 3RD ST W |  |
| Totals for 202001864 | 26,978.65 |


| LOAN PRINCIPAL \& INTEREST | $125,000.00$ |
| :--- | :--- |
| (STADIUM \& 4K BLDG) |  |

LOAN PRINCIPAL \& INTEREST 43,174.44
(STADIUM \& 4 K BLDG)
LOAN PRINCIPAL \& INTEREST 8,227.91
(STADIUM \& 4 K BLDG)
LOAN PRINCIPAL \& INTEREST 38,000.00
(STADIUM \& 4K BLDG) Totals for 202001866 214,402.35


| CHECK | CHECK | ACCOUNT |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER |  | MBER |  |  |
| 04/07/2021 | 202001877 | 10 | L 000 | 000 | 811611 |
|  | 202001877 | 27 | L 000 | 000 | 811611 |
|  | 202001877 | 50 | L 000 | 000 | 811611 |
|  | 202001877 | 80 | L 000 | 000 | 811611 |
| 04/07/2021 | 202001878 | 10 | L 000 | 000 | 811671 |
|  | 202001878 | 27 | L 000 | 000 | 811671 |
| 04/07/2021 | 202001879 | 10 | L 000 | 000 | 811670 |
|  | 202001879 | 27 | L 000 | 000 | 811670 |
| 04/07/2021 | 202001880 | 10 | L 000 | 000 | 811691 |
|  | 202001880 | 10 | L 000 | 000 | 811670 |
|  | 202001880 | 10 | L 000 | 000 | 811670 |
|  | 202001880 | 27 | L 000 | 000 | 811670 |
|  | 202001880 | 10 | L 000 | 000 | 811670 |
|  | 202001880 | 10 | L 000 | 000 | 811670 |
|  | 202001880 | 10 | L 000 | 000 | 811670 |
|  | 202001880 | 10 | L 000 | 000 | 811670 |
|  | 202001880 | 27 | L 000 | 000 | 811670 |

$04 / 07 / 202120200188110$ L 000000811613 20200188127 L 000000811613 20200188150 L 000000811613 20200188110 L 000000811613 20200188127 L 000000811613 20200188150 L 000000811613 20200188180 L 000000811613

03/27/2021 202001882 10 A 000000714200 20200188210 E 100243110100 20200188210 E 100243110100 20200188210 E 100243110101 20200188210 E 100243110200 20200188210 E 100243110300 20200188210 E 100243143000 20200188210 E 200243124000 20200188210 E 200243125400 20200188210 E 200243127000 20200188210 E 200243141000 20200188210 E 200243143000 20200188210 E 200243213000 20200188210 E 200243222200 20200188210 E 200243241000 20200188210 E 400243122000 20200188210 E 400243123000 20200188210 E 400243124000 20200188210 E 400243132700 20200188210 E 400243241000 20200188210 E 400243241100 20200188210 E 800243214400
EENDOR
EFTPS
EFTPS
EFTPS

INVOICE

| DESCRIPTION | AMOUNT |  |
| :--- | ---: | ---: |
| FICA TAXES |  | $24,561.93$ |
| FICA TAXES | $5,360.72$ |  |
| FICA TAXES | 231.37 |  |
| FICA TAXES | 280.15 |  |
| Totals for 202001877 | $110,010.24$ |  |


| GREAT-WEST RETIREMENT | SERVICES | DEFERRED COMPENSATION | $2,608.00$ |
| :--- | :---: | :---: | ---: |
| GREAT-WEST | RETIREMENT | SERVICES | DEFERRED COMPENSATION |

HORACE MANN LIFE INS COMPANY HORACE MANN LIFE INS COMPANY

403(B) DEDUCTIONS
605.00
600.00

1,205.00

| PAYROLL DEDUCTIONS | 46.28 |
| :--- | ---: |
| 403 (B) DEDUCTIONS | 425.54 |
| 403 (B) DEDUCTIONS | $4,405.33$ |
| 403 (B) DEDUCTIONS | 326.00 |
| ROTH 403 (B) | 53.03 |
| 403 (B) S | 683.34 |
| ROTH IRA'S | 275.00 |
| 403 (B)S | $2,111.00$ |
| 403 (B)S | 284.00 |
|  | Totals for 202001880 |

WISCONSIN DEPT OF REVENUE WISCONSIN DEPT OF REVENUE WISCONSIN DEPT OF REVENUE WISCONSIN DEPT OF REVENUE WISCONSIN DEPT OF REVENUE WISCONSIN DEPT OF REVENUE WISCONSIN DEPT OF REVENUE

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| STATE TAXES | 71.37 |
| :--- | ---: |
| STATE TAXES | 7.10 |
| STATE TAXES | 4.53 |
| STATE TAXES | $18,433.60$ |
| STATE TAXES | $3,751.49$ |
| STATE TAXES | 74.48 |
| STATE TAXES | 153.74 |
| Totals for 202001881 | $22,496.31$ |

MARCH 2021 DENTAL CLAIMS -23.87
MARCH 2021 DENTAL CLAIMS 340.00
MARCH 2021 DENTAL CLAIMS 117.00
MARCH 2021 DENTAL CLAIMS 375.00
MARCH 2021 DENTAL CLAIMS $1,472.00$
MARCH 2021 DENTAL CLAIMS 172.00
MARCH 2021 DENTAL CLAIMS 155.00
MARCH 2021 DENTAL CLAIMS 425.00
$\begin{array}{ll}\text { MARCH } 2021 \text { DENTAL CLAIMS } & 130.00\end{array}$
MARCH 2021 DENTAL CLAIMS 276.00
MARCH 2021 DENTAL CLAIMS 68.00
MARCH 2021 DENTAL CLAIMS 201.00
MARCH 2021 DENTAL CLAIMS 1,001.00
MARCH 2021 DENTAL CLAIMS 1,667.20
MARCH 2021 DENTAL CLAIMS 1,942.00
MARCH 2021 DENTAL CLAIMS 482.00
MARCH 2021 DENTAL CLAIMS 139.00
MARCH 2021 DENTAL CLAIMS $1,796.00$
MARCH 2021 DENTAL CLAIMS 371.00
MARCH 2021 DENTAL CLAIMS 478.00
MARCH 2021 DENTAL CLAIMS 57.20
MARCH 2021 DENTAL CLAIMS 117.00





| CHECK | CHECK | ACCOUNT |  |  | INVOICE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | Totals for 202001928 | 31.00 |
| 04/12/2021 | 202001929 | 10 E 400 | 411126000 | CREDIT CARD | Credit Card Payment AP | 14.99 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001929 | 14.99 |
| 04/12/2021 | 202001930 | 27 E 700 | 411158000 | CREDIT CARD | Credit Card Payment AP | 17.24 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001930 | 17.24 |
| 04/12/2021 | 202001931 | 10 E 400 | 411141000 | CREDIT CARD | Credit Card Payment AP | -4.95 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001931 | -4.95 |
| 04/12/2021 | 202001932 | 10 E 400 | 411141000 | CREDIT CARD | Credit Card Payment AP | 145.70 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001932 | 145.70 |
| 04/12/2021 | 202001933 | 10 E 400 | 411127000 | CREDIT CARD | Credit Card Payment AP | 12.75 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001933 | 12.75 |
| 04/12/2021 | 202001934 | 27 E 700 | 411223300 | CREDIT CARD | Credit Card Payment AP | 29.23 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001934 | 29.23 |
| 04/12/2021 | 202001935 | 27 E 700 | 310221300 | CREDIT CARD | Credit Card Payment AP | 150.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001935 | 150.00 |
| 04/12/2021 | 202001936 | 10 E 400 | 411126000 | CREDIT CARD | Credit Card Payment AP | 330.06 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001936 | 330.06 |
| 04/12/2021 | 202001937 | 10 E 400 | 411241000 | CREDIT CARD | Credit Card Payment AP | 596.53 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001937 | 596.53 |
| 04/12/2021 | 202001938 | 10 E 800 | 411171000 | CREDIT CARD | Credit Card Payment AP | 33.75 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001938 | 33.75 |
| 04/12/2021 | 202001939 | 10 E 800 | 411171000 | CREDIT CARD | Credit Card Payment AP | 10.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001939 | 10.00 |
| 04/12/2021 | 202001940 | 10 E 400 | 411241000 | CREDIT CARD | Credit Card Payment AP | 438.30 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001940 | 438.30 |
| 04/12/2021 | 202001941 | 10 E 400 | 411162218 | CREDIT CARD | Credit Card Payment AP | 679.27 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001941 | 679.27 |
| 04/12/2021 | 202001942 | 10 E 400 | 411162117 | CREDIT CARD | Credit Card Payment AP | 220.81 |
|  |  |  |  |  | Invoice. |  |


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| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | Totals for 202001942 | 220.81 |
| 04/12/2021 | 202001943 | 10 E 400 | 310223100 | CREDIT CARD | Credit Card Payment AP | 35.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001943 | 35.00 |
| 04/12/2021 | 202001944 | 10 E 400 | 310223100 | CREDIT CARD | Credit Card Payment AP Invoice. | 35.00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001944 | 35.00 |
| 04/12/2021 | 202001945 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001945 | 52.00 |
| 04/12/2021 | 202001946 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 79.89 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001946 | 79.89 |
| 04/12/2021 | 202001947 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 46.99 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001947 | 46.99 |
| 04/12/2021 | 202001948 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 6.66 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001948 | 6.66 |
| 04/12/2021 | 202001949 | $10 \text { E } 400$ | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 8.78 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001949 | 8.78 |
| 04/12/2021 | 202001950 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 115.15 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001950 | 115.15 |
| 04/12/2021 | 202001951 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 52.76 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001951 | 52.76 |
| 04/12/2021 | 202001952 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 148.00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001952 | 148.00 |
| 04/12/2021 | 202001953 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 85.78 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001953 | 85.78 |
| 04/12/2021 | 202001954 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 61.99 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001954 | 61.99 |
| 04/12/2021 | 202001955 | 10 E 150 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 18.00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001955 | 18.00 |
| 04/12/2021 | 202001956 | 10 E 150 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 84.00 |
|  |  |  |  |  |  |  |


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| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | Totals for 202001956 | 84.00 |
| 04/12/2021 | 202001957 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 13.59 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001957 | 13.59 |
| 04/12/2021 | 202001958 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 73.47 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001958 | 73.47 |
| 04/12/2021 | 202001959 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | -13.40 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001959 | -13.40 |
| 04/12/2021 | 202001960 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 79.94 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001960 | 79.94 |
| 04/12/2021 | 202001961 | 10 E 150 | 411136320 | CREDIT CARD | Credit Card Payment AP Invoice. | 190.94 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001961 | 190.94 |
| 04/12/2021 | 202001962 | 10 E 400 | 411136320 | CREDIT CARD | Credit Card Payment AP | 42.77 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001962 | 42.77 |
| 04/12/2021 | 202001963 | 21 E 800 | 411299000 | CREDIT CARD | Credit Card Payment AP | 300.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001963 | 300.00 |
| 04/12/2021 | 202001964 | 10 E 400 | 411162120 | CREDIT CARD | Credit Card Payment AP | 52.89 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001964 | 52.89 |
| 04/12/2021 | 202001965 | 10 E 400 | 411141000 | CREDIT CARD | Credit Card Payment AP | 122.08 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001965 | 122.08 |
| 04/12/2021 | 202001966 | 10 E 800 | 358295000 | CREDIT CARD | Credit Card Payment AP | 59.99 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001966 | 59.99 |
| 04/12/2021 | 202001967 | 10 E 800 | 324254300 | CREDIT CARD | Credit Card Payment AP | 2,607.52 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001967 | 2,607.52 |
| 04/12/2021 | 202001968 | 10 E 100 | 411110000 | CREDIT CARD | Credit Card Payment AP | 19.30 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001968 | 19.30 |
| 04/12/2021 | 202001969 | 10 E 800 | 355263300 | CREDIT CARD | Credit Card Payment AP | 139.04 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202001969 | 139.04 |
| 04/12/2021 | 202001970 | 10 E 800 | 355263300 | CREDIT CARD | Credit Card Payment AP | 249.22 |
|  |  |  |  |  | Invoice. |  |


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| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | Totals for 202001970 | 249.22 |
| 04/12/2021 | 202001971 | 10 E 800 | 355263300 | CREDIT CARD | Credit Card Payment AP Invoice. | 210.45 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001971 | 210.45 |
| 04/12/2021 | 202001972 | 10 E 150 | 411110450 | CREDIT CARD | Credit Card Payment AP Invoice. | 75.00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001972 | 75.00 |
| 04/12/2021 | 202001973 | 10 E 150 | 411110450 | CREDIT CARD | Credit Card Payment AP Invoice. |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001973 | 80.71 |
| 04/12/2021 | 202001974 | 10 E 150 | 411110450 | CREDIT CARD | Credit Card Payment AP Invoice. |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001974 | 23.96 |
| 04/12/2021 | 202001975 | 10 E 150 | 411110450 | CREDIT CARD | Credit Card Payment AP Invoice. |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001975 | 47.33 |
| 04/12/2021 | 202001976 | 10 E 100 | 411110200 | CREDIT CARD | Credit Card Payment AP Invoice. | 69.76 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001976 | 69.76 |
| 04/12/2021 | 202001977 | 10 E 100 | 411110100 | CREDIT CARD | Credit Card Payment AP Invoice. | 109.54 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001977 | 109.54 |
| 04/12/2021 | 202001978 | 10 E 100 | 411110100 | CREDIT CARD | Credit Card Payment AP Invoice. | 285.87 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001978 | 285.87 |
| 04/12/2021 | 202001979 | 10 E 100 | 411110200 | CREDIT CARD | Credit Card Payment AP Invoice. | 180.82 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001979 | 180.82 |
| 04/12/2021 | 202001980 | 10 E 100 | 411241000 | CREDIT CARD | Credit Card Payment AP Invoice. | 83.20 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001980 | 83.20 |
| 04/12/2021 | 202001981 | 10 E 100 | 411110100 | CREDIT CARD | Credit Card Payment AP Invoice. | 26.04 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001981 | 26.04 |
| 04/12/2021 | 202001982 | 10 E 800 | 411122800 | CREDIT CARD | Credit Card Payment AP Invoice. | -2.16 |
|  |  |  |  |  |  |  |
|  | 202001982 | 10 E 800 | 411221100 | CREDIT CARD | Credit Card Payment AP Invoice. | -6.64 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001982 | -8.80 |
| 04/12/2021 | 202001983 | 10 E 100 | 411110100 | CREDIT CARD | Credit Card Payment AP Invoice. | 17.36 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 202001983 | 17.36 |




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| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | Totals for 202002011 | 300.00 |
| 04/12/2021 | 202002012 | 10 E 100 | 411123000 | CREDIT CARD | Credit Card Payment AP | 22.54 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002012 | 22.54 |
| 04/12/2021 | 202002013 | 10 E 100 | 411241000 | CREDIT CARD | Credit Card Payment AP | 46.08 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002013 | 46.08 |
| 04/12/2021 | 202002014 | 10 E 100 | 411110200 | CREDIT CARD | Credit Card Payment AP | 441.11 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002014 | 441.11 |
| 04/12/2021 | 202002015 | 10 E 100 | 411241000 | CREDIT CARD | Credit Card Payment AP | 203.04 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002015 | 203.04 |
| 04/12/2021 | 202002016 | 10 E 100 | 341256770 | CREDIT CARD | Credit Card Payment AP | 125.00 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002016 | 125.00 |
| 04/12/2021 | 202002017 | 21 E 800 | 411299000 | CREDIT CARD | Credit Card Payment AP | 418.20 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002017 | 418.20 |
| 04/12/2021 | 202002018 | 10 E 400 | 411213000 | CREDIT CARD | Credit Card Payment AP | 91.91 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002018 | 91.91 |
| 04/12/2021 | 202002019 | 10 E 150 | 411110450 | CREDIT CARD | Credit Card Payment AP | 168.40 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002019 | 168.40 |
| 04/12/2021 | 202002020 | 10 E 150 | 411161306 | CREDIT CARD | Credit Card Payment AP | 106.50 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002020 | 106.50 |
| 04/12/2021 | 202002021 | 10 E 150 | 411110450 | CREDIT CARD | Credit Card Payment AP | 68.79 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002021 | 68.79 |
| 04/12/2021 | 202002022 | 10 E 200 | 310125400 | CREDIT CARD | Credit Card Payment AP | 1.00 |
|  |  |  |  |  | Invoice. |  |
|  | 202002022 | 10 E 200 | 411125400 | CREDIT CARD | Credit Card Payment AP | 18.57 |
|  |  |  |  |  | Invoice. |  |
|  | 202002022 | 10 E 150 | 411125400 | CREDIT CARD | Credit Card Payment AP | 5.16 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002022 | 24.73 |
| 04/12/2021 | 202002023 | 10 E 200 | 411120600 | CREDIT CARD | Credit Card Payment AP | 75.90 |
|  |  |  |  |  | Invoice. |  |
|  |  |  |  |  | Totals for 202002023 | 75.90 |
| 04/12/2021 | 202002024 | 10 E 200 | 411120600 | CREDIT CARD | Credit Card Payment AP | 94.93 |
|  |  |  |  |  | Invoice. |  |








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| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | Thank you - Carla <br> Totals for 202100892 | 702.00 |
| 03/17/2021 | 202100893 | 27 E 700 | 411158000 | COLE, ELIZABETH | Mouth model for articulation therapy from Ajax Scientific <br> Ltd - SUPPLY REIMBURSEMENT | 54.64 |
|  |  |  |  |  | Totals for 202100893 | 54.64 |
| 03/17/2021 | 202100894 | 10 E 400 | 411223100 | COLLINS SPORTS MEDICINE | Athletic Training Room Items | 107.29 |
|  |  |  |  |  | Order |  |
|  | 202100894 | 10 E 400 | 411223100 | COLLINS SPORTS MEDICINE | Athletic Training Room Items | 48.17 |
|  |  |  |  |  | Order |  |
|  |  |  |  |  | Totals for 202100894 | 155.46 |
| 03/17/2021 | 202100895 | 10 E 400 | 411222200 | DEMCO, INC . | High School Library Supplies | 100.10 |
|  |  |  |  |  | Vendor: Demco |  |
|  |  |  |  |  | Totals for 202100895 | 100.10 |
| 03/17/2021 | 202100896 | 10 E 400 | 411126000 | FLINN SCIENTIFIC INC. | Science supplies | 157.03 |
|  |  |  |  |  | Totals for 202100896 | 157.03 |
| 03/17/2021 | 202100897 | 27 E 100 | 342152000 | HERMANN, DAWN | FEB 2021 MILEAGE | 95.20 |
|  |  |  |  |  | REIMBURSEMENT |  |
|  |  |  |  |  | Totals for 202100897 | 95.20 |
| 03/17/2021 | 202100898 | 10 E 800 | 411253300 | HILLYARD, INC - EAU CLAIRE | LINER, TOP CLEAN, | 3,776.76 |
|  |  |  |  |  | DISINFECTANT CLEANER, TOWEL |  |
|  |  |  |  |  | ROLLS, TISSUE, AND BRUSH |  |
|  |  |  |  |  | ASSEMBLY |  |
|  | 202100898 | 10 E 800 | 411253300 | HILLYARD, INC - EAU CLAIRE | NOZZLE SINGLE JET 60 MICRON | 25.56 |
|  | 202100898 | 10 E 800 | 411253300 | HILLYARD, INC - EAU CLAIRE | DISINFECTANT, SOAP, TOWEL | 2,838.48 |
|  |  |  |  |  | ROLLS, TISSUE, FOAM SOAP, |  |
|  |  |  |  |  | BUFFER PAD AND PAD HAND |  |
|  |  |  |  |  | SCRUBBER |  |
|  |  |  |  |  | Totals for 202100898 | 6,640.80 |
| 03/17/2021 | 202100899 | 10 E 800 | 348254500 | KWIK TRIP, INC | FEB 2021 fUEL CHARGES | 676.00 |
|  |  |  |  |  | Totals for 202100899 | 676.00 |
| 03/17/2021 | 202100900 | 27 E 700 | 411158000 | MCGRAW-HILL EDUCATION, INC | eBook Subscription for the | 588.11 |
|  |  |  |  |  | high school social studies |  |
|  |  |  |  |  | history book: United States |  |
|  |  |  |  |  | History and Geography to |  |
|  |  |  |  |  | support special education |  |
|  |  |  |  |  | students. |  |
|  |  |  |  |  | Totals for 202100900 | 588.11 |
| 03/17/2021 | 202100901 | 10 E 150 | 411121000 | NASCO | Art supplies | 103.68 |
|  | 202100901 | 10 E 100 | 411121000 | NASCO | Glaze | 147.12 |
|  | 202100901 | 10 E 100 | 411121000 | NASCO | Art Supplies | 19.68 |
|  |  |  |  |  | Totals for 202100901 | 270.48 |
| 03/17/2021 | 202100902 | 10 E 800 | 411295000 | SHI INTERNATIONAL | Chrome OS Management Console | 7,500.00 |
|  |  |  |  |  | - License Also note: On March |  |
|  |  |  |  |  | 9 th the MSRP for these will |  |
|  |  |  |  |  | increase from \$25 to \$38 |  |



03/25/2021 20210092110 L 000000811634 MINNESOTA LIFE INSURANCE CO LIFE INS PREMIUMS 501.58


03/25/2021 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092310 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092327 L 000000811631 20210092310 L 000000811631 20210092310 L 000000811631
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INVOICE

| DESCRIPTION | AMOUNT |  |
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| LIFE INS PREMIUMS | 110.62 |  |
| LIFE INS BENEFITS |  | 224.91 |
| LIFE INS BENEFITS | 42.55 |  |
| LIFE INS PREMIUMS |  | 496.85 |
| LIFE INS PREMIUMS | 111.70 |  |
| LIFE INS BENEFITS |  | 226.23 |
| LIFE INS BENEFITS | 41.76 |  |
| APRIL PREM ADJUSTMENTS | 37.30 |  |
| APRIL PREM ADJUSTMENTS | 20.40 |  |
| Totals for 202100921 | $1,813.90$ |  |

HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HLTH INSURANCE DEDUCTIONS HLTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE BENEFIT HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFIT HEALTH INSURANCE BENEFIT HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE BENEFIT HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HLTH INSURANCE DEDUCTIONS HLTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE DEDUCTIONS HEALTH INSURANCE BENEFIT HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFITS HEALTH INSURANCE BENEFIT HEALTH INSURANCE BENEFIT APRIL RETIREES/COBRA PREM APRIL ADJUSTMNT

Totals for 202100923

| Payment - Forensics Judge | 100.00 |
| ---: | :--- |
| 031321 WRIGHTSTOWN |  |
| Totals for 202100925 | 100.00 |

Totals for 202100925
100.00
05.21.02.00.00-010087



| CHECK | CHECK | ACCOUNT |  |  | INVOICE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  | ALL BuILDINGS |  |
|  | 202100947 | 10 E 800 | 324254300 | CINTAS | QUARTERLY BLANKET FOR MOPS IN | 83.81 |
|  |  |  |  |  | ALL BuILDINGS |  |
|  | 202100947 | 10 E 800 | 324254300 | CINTAS | QUARTERLY BLANKET FOR MOPS IN | 136.52 |
|  |  |  |  |  | ALL BUILDINGS |  |
|  |  |  |  |  | Totals for 202100947 | 325.66 |
| 04/09/2021 | 202100948 | 10 E 200 | 411222200 | DEMCO, INC . | Middle School Library and | 463.72 |
|  |  |  |  |  | Chromebook Supplies |  |
|  |  |  |  |  | Totals for 202100948 | 463.72 |
| 04/09/2021 | 202100949 | 10 E 800 | 310252105 | DIVERSIFIED BENEFIT SERVICES | I HRA HEALTH REIMBURSEMENT | 743.64 |
|  |  |  |  |  | Admin Services And |  |
|  |  |  |  |  | PARTICIPANT MAILINGS |  |
|  |  |  |  |  | Totals for 202100949 | 743.64 |
| 04/09/2021 | 202100950 | 21 E 800 | 411299000 | EMERSON, GREGORY | MILEAGE TO ELLSWORTH FOR | 78.40 |
|  |  |  |  |  | FUTP60 |  |
|  | 202100950 | 21 E 800 | 411299000 | EMERSON, GREGORY | SNACK SHACK SUPPLIES | 200.97 |
|  |  |  |  |  | REIMBURSEMENT 040221 |  |
|  |  |  |  |  | Totals for 202100950 | 279.37 |
| 04/09/2021 | 202100951 | 10 E 400 | 310161339 | GILMARTIN, MADISON | Forensics Judging - Waupaca | 100.00 |
|  |  |  |  |  | Totals for 202100951 | 100.00 |
| 04/09/2021 | 202100952 | 21 E 800 | 411299000 | HALING, RACHEL | BOOSTER CLUB DONATION FINAL 4 | 101.09 |
|  |  |  |  |  | REIMBURSEMENT |  |
|  |  |  |  |  | Totals for 202100952 | 101.09 |
| 04/09/2021 | 202100953 | 27 E 100 | 342152000 | HERMANN, DAWN | MARCH 2021 MILEAGE | 140.11 |
|  |  |  |  |  | REIMBURSEMENT |  |
|  |  |  |  |  | Totals for 202100953 | 140.11 |
| 04/09/2021 | 202100954 | 10 E 800 | 324254300 | INNOVATIONAL WATER SOLUTIONS | HYDRONIC HEATING SYSTEM | 619.40 |
|  |  |  |  |  | SERVICE - ALL BUILDINGS |  |
|  |  |  |  |  | Totals for 202100954 | 619.40 |
| 04/09/2021 | 202100957 | 10 E 100 | 411295100 | NASCO | STEAM Classroom consumables: | 189.41 |
|  |  |  |  |  | building planks, tooth picks, |  |
|  |  |  |  |  | aluminum foil, masking tape, |  |
|  |  |  |  |  | craft sticks, styrofoam |  |
|  |  |  |  |  | balls, eye droppers, foam |  |
|  |  |  |  |  | shapes, magnifying classes, |  |
|  |  |  |  |  | jumbo tweezers, jumbo test |  |
|  |  |  |  |  | tubes with stand, pixy cubs, |  |
|  |  |  |  |  | coding workbook |  |
|  | 202100957 | 10 E 100 | 411295100 | NASCO | STEAM Classroom consumables: | 13.56 |
|  |  |  |  |  | building planks, tooth picks, |  |
|  |  |  |  |  | aluminum foil, masking tape, |  |
|  |  |  |  |  | craft sticks, styrofoam |  |
|  |  |  |  |  | balls, eye droppers, foam |  |
|  |  |  |  |  | shapes, magnifying classes, |  |
|  |  |  |  |  | jumbo tweezers, jumbo test |  |
|  |  |  |  |  | tubes with stand, pixy cubs, |  |
|  |  |  |  |  | coding workbook |  |
|  | 202100957 | 10 E 200 | 411121000 | NASCO | art supplies | 219.92 |



| CHECK | CHECK | ACCOUNT |  |  |  | INVOICE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER | NUMBER |  |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  |  | Totals for 202100967 | 78,234.54 |
| 04/09/2021 | 202100968 | 10 E 800 | 310 | 231100 | WI DEPARTMENT OF JUSTICE | BACKGROUND CHECKS MARCH 2021 | 196.00 |
|  |  |  |  |  |  | Totals for 202100968 | 196.00 |
| 04/20/2021 | 202100969 | 10 E 800 | 386 | 258300 | CESA \#10 | CESA SERVICES | 400.00 |
|  | 202100969 | 10 E 800 | 386 | 262100 | CESA \#10 | CESA SERVICES | 1,278.75 |
|  | 202100969 | 10 E 800 | 386 | 253000 | CESA \#10 | CESA SERVICES | 867.50 |
|  | 202100969 | 10 E 800 | 386 | 263310 | CESA \#10 | CESA SERVICES | 3,486.25 |
|  | 202100969 | 10 E 800 | 386 | 299000 | CESA \#10 | CESA SERVICES | 740.00 |
|  | 202100969 | 27 E 700 | 386 | 436611 | CESA \#10 | CESA SERVICES | 3,987.50 |
|  | 202100969 | 27 E 700 | 386 | 436670 | CESA \#10 | CESA SERVICES | 5,967.50 |
|  |  |  |  |  |  | Totals for 202100969 | 16,727.50 |
| 04/20/2021 | 202100970 | 10 E 400 | 411 | 223100 | CHIPPEWA VALLEY SPORTING GOODS | Matguard Surface Spray (RTU) | 120.00 |
|  |  |  |  |  |  | Gallon Size 128 oz |  |
|  |  |  |  |  |  | Totals for 202100970 | 120.00 |
| 04/20/2021 | 202100971 | 10 E 800 | 324 | 254300 | CINTAS | DUST MOPS AND WET MOPS | 136.52 |
|  | 202100971 | 10 E 800 | 324 | 254300 | cintas | DUST MOPS | 83.81 |
|  | 202100971 | 10 E 800 | 324 | 254300 | CInTAS | DUST MOPS | 105.33 |
|  |  |  |  |  |  | Totals for 202100971 | 325.66 |
| 04/20/2021 | 202100972 | 27 E 700 | 370 | 436000 | COULEE CONNECTIONS, LLC | MARCH 2021 COULEE CONNECTIONS INVOICE | 15,540.00 |
|  |  |  |  |  |  | Totals for 202100972 | 15,540.00 |
| 04/20/2021 | 202100973 | 10 E 400 | 389 | 431000 | CHIPPEWA VALLEY TECHNICAL COLL | CONTRACT TRAINING FOR | 1,375.99 |
|  |  |  |  |  |  | STUDENTS BY CVTC <br> Totals for 202100973 | 1,375.99 |
| 04/20/2021 | 202100974 | 10 E 800 | 310 | 211100 | GENUINE WAY FAMILY THERAPY LLC | Social-emotional intervention for students at-risk | 62.67 |
|  | 202100974 | 10 E 800 | 310 | 211100 | GENUINE WAY FAMILY THERAPY LLC | Social-emotional intervention for students at-risk | 125.34 |
|  |  |  |  |  |  | Totals for 202100974 | 188.01 |
| 04/20/2021 | 202100975 | 10 E 100 | 310 | 219000 | GUNDERSON, AMANDA | Translations for Spanish speaking/reading families | 215.37 |
|  |  |  |  |  |  | Totals for 202100975 | 215.37 |
| 04/20/2021 | 202100976 | 10 E 800 | 483 | 295000 | ILLUMINATE EDUCATION | eduCLIMBER License 21-22 | 7,732.24 |
|  |  |  |  |  |  | Totals for 202100976 | 7,732.24 |
| 04/20/2021 | 202100977 | 21 E 800 | 411 | 299000 | KWIK TRIP, INC | Money to pay for vouchers <br> purchased from Kwik Trip for <br> Food Pantry | 98.77 |
|  | 202100977 | 10 E 800 |  | 254500 | KWIK TRIP, INC | MARCH 2021 FUEL CHARGES | 323.51 |
|  |  |  |  |  |  | Totals for 202100977 | 422.28 |
| 04/20/2021 | 202100978 | 10 E 400 | 103 | 241000 | MCDONOUGH | 041221 TO 042721 PAYROLL | 7,238.89 |
|  |  |  |  |  |  | Totals for 202100978 | 7,238.89 |
| 04/20/2021 | 202100979 | 10 E 400 | 411 | 121000 | NASCO | high school art supplies | 2,131.52 |
|  | 202100979 | 10 E 200 | 411 | 124008 | NASCO | general classroom supplies | 125.14 |
|  | 202100979 | 10 E 400 | 411 | 121000 | NASCO | photography supplies | 287.20 |



## FUND SUMMARY

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 10 | GENERAL | 3,750,491.83 | 0.00 | 327,690.67 | 4,078,182.50 |
| 21 | SPECIAL REVENUE TRUST FUND | 0.00 | 0.00 | 2,606.30 | 2,606.30 |
| 27 | SPECIAL EDUCATION FUND | 244,023.89 | 0.00 | 74,886.99 | 318,910.88 |
| 38 | NON-REFERENDUM DEBT | 0.00 | 0.00 | 214,402.35 | 214,402.35 |
| 50 | FOOD SERVICE | 8,153.35 | 0.00 | 175,007.00 | 183,160.35 |
| 80 | COMMUNITY SERVICE | 8,598.62 | 0.00 | 3,881.22 | 12,479.84 |
| *** | und Summary Totals *** | 4,011,267.69 | 0.00 | 798,474.53 | 4,809,742.22 |





02/26/2021
2 Ableton Live Suite 02/26/2021
2 Ableton Live Suite 02/26/2021
2 Ableton Live Suite 02/26/2021
2 Ableton Live Suite 02/22/2021
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-210300027 02/22/2021

22403 XXXXXXXXXXXXXXXX Paypal $13414465199 \mathrm{~Eb}, 40293577$
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-210300028 02/16/2021 22400 XXXXXXXXXXXXXXXX Lastpass.Com, 7818975012, MA, 0
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-210300029 03/05/2021 02/16/2021

22401 XXXXXXXXXXXXXXXX Apple.Com/Us, 800-676-2775, CA,
2 16" Macbook Pro for video editing $83021000650705921-210300030$ 03/05/2021 02/15/2021 22394 XXXXXXXXXXXXXXXX Lastpass.Com, 7818975012, MA, 0
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-210300031 03/05/2021 02/15/2021 22395 XXXXXXXXXXXXXXXX Apple.Com/Us, 800-676-2775, CA,
3 Shell $83021000650705921-210300032$ 03/05/2021 02/15/2021 22396 XXXXXXXXXXXXXXXX Kryterion Webassessor, 60265946
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-210300033 03/05/2021 02/15/2021

22397 XXXXXXXXXXXXXXXX Apple.Com/Us, 800-676-2775, CA,
5 3-year Apple Care $83021000650705921-210300034$ 03/05/2021 02/15/2021

22398 XXXXXXXXXXXXXXXX Apple.Com/Us, 800-676-2775, CA,
2 16" Macbook Pro for video editing $83021000650705921-210300035$ 03/05/2021 02/15/2021 22399 XXXXXXXXXXXXXXXX Apple.Com/Us, 8006927753, CA, 9
4 USB-C AV adapter, USB-C AV lightning adapter, $83021000650705921-210300036$ 03/05/2021 02/11/2021 22393 XXXXXXXXXXXXXXXX Rockbot, Oakland, CA, 94612, US
2 Rockbot Music Annual Licensing Fee $81021001330705921-210300037$ 03/05/2021 02/05/2021 22217 XXXXXXXXXXXXXXXX Monoprice, Inc., 8772712592, CA
2 Blanket PO for Misc purchases through 2020-21 8102100009 0705921-210200020 02/05/2021 02/01/2021 22228 Xxxxxxxxxxxxxxxx Amzn Mktp US J84xg1wu3, Amzn.Co PO for Misc purchases through 2020-21 8102100009 0705921-210200021

02/05/2021

| 03/08/2021 | Invoiced | A | 95.24 |
| :---: | :---: | :---: | :---: |
| 95.24 |  |  |  |
| 03/08/2021 | Invoiced | A | 63.49 |
| 63.49 |  |  |  |
| 03/08/2021 | Invoiced | A | 15.87 |
| 15.87 |  |  |  |
| 03/08/2021 | Invoiced | A | 9.52 |
| 9.52 |  |  |  |
| 03/08/2021 | Invoiced | A | 178.00 |
| 178.00 |  |  |  |
| 03/08/2021 | Invoiced | A | 170.00 |
| 170.00 |  |  |  |
| 03/08/2021 | Invoiced | A | -7.92 |
| -7.92 |  |  |  |
| 03/08/2021 | Invoiced | A | 69.00 |
| 69.00 |  |  |  |
| 03/08/2021 | Invoiced | A | 151.92 |
| 151.92 |  |  |  |
| 03/08/2021 | Invoiced | A | 49.95 |
| 49.95 |  |  |  |
| 03/08/2021 | Invoiced | A | 10.00 |
| 10.00 |  |  |  |
| 03/08/2021 | Invoiced | A | 259.00 |
| 259.00 |  |  |  |
| 03/08/2021 | Invoiced | A | 2,199.00 |
| 2,199.00 |  |  |  |
| 03/08/2021 | Invoiced | A | 39.00 |
| 39.00 |  |  |  |
| 03/08/2021 | Invoiced | A | 299.40 |
| 299.40 |  |  |  |
| 02/08/2021 | Invoiced | A | 30.60 |
| 30.60 |  |  |  |
| 02/08/2021 | Invoiced | A | 15.96 |

Line Description Tran Date Tran ID Card Number Where Used

03/08/2021
03/08/2021

$$
115.62
$$

03/08/2021

### 80.00

03/08/2021

### 8.49

03/08/2021

$$
117.88
$$

03/08/2021

### 61.77

03/08/2021

### 17.13

03/08/2021

### 68.51

03/08/2021
272.34

03/08/2021
163.94

02/08/2021
385.83

02/08/2021
9.36

02/05/2021
2 Fishing Game
2100152 0705921-210200142
02/05/2021
02/05/2021
02/05/2021
02/05/2021
02/05/2021
02/05/2021
02/05/2021
8 Pack of 8 weight out tape $82721001520705921-210200142$
9 Disinfecting wipes 8272100152 0705921-210200142
11 Kleenex Pack of 18 boxes $82721001520705921-210200142$
02/05/2021 02/02/2021 22166 XXXXXXXXXXXXXXXXX Amzn Mktp US Bw0fd3643, Amzn.Co
6200 pack of thermal laminating pouches $82721001460705921-210200143$ 02/05/2021 02/01/2021 22165 xxxxxxxxxxxxxxxx Amzn Mktp US Oi6oz7a83, Amzn.Co
22 pound pack of twix candy bars for reinforcem $82721001460705921-210200144$ 02/01/2021 22174 xxxxxxxxxxxxxxxx Amzn Mktp US Rv0bq9zz3, Amzn.Co
3 Pack of 150 flavored tongue depressors for art $82721001460705921-210200145$
02/05/2021
02/08/2021

02/08/2021

02/08/2021

Invoiced A 269.50

Invoiced A 115.62

Invoiced A 80.00

Invoiced A 8.49

Invoiced A
117.88

Invoiced A 61.77

Invoiced A 17.13

Invoiced A 68.51

Invoiced A 272.34

Invoiced A 163.94

Invoiced A
385.83

Invoiced A
591.50

Invoiced A

Invoiced A

Invoiced A

| 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 |  |  |  |
| MCCUTDON000 | MCCUTCHEON DONALD | D ALAN continued... |  |  |  |  |  |  |
|  |  | 02/01/2021 22175 xxxxxxxxxxxxxxxx | Amzn Mktp US 994gt6yy3, Amzn.Co |  | 02/08/2021 | Invoiced | A | 23.50 |
|  | 8 | Pack of 10 fidget bean keychains reinforcers | $82721001460705921-210200146$ | 02/05/2021 | 23.50 |  |  |  |
|  |  | 02/01/2021 22176 xxxxxxxxxxxxxxxx | Amzn Mktp US V22if0ol3, Amzn.Co |  | 02/08/2021 | Invoiced | A | 32.84 |
|  | 3 | erasable pens, bookmarks, erasers, colored lab | $82721001310705921-210200147$ | 02/05/2021 | 32.84 |  |  |  |
|  |  | 02/01/2021 22177 xxxxxxxxxxxxxxxx | Amazon.Com Bx1sf28n3, Amzn.Com/ |  | 02/08/2021 | Invoiced | A | 50.18 |
|  | 2 | Batteries for related services Providers, offi | 8272100170 0705921-210200148 | 02/05/2021 | 50.18 |  |  |  |
|  |  | 02/01/2021 22178 xxxxxxxxxxxxxxxx | Amazon.Com If1kq6gk3, Amzn.Com/ |  | 02/08/2021 | Invoiced | A | 144.06 |
|  | 2 | The Thing about Jellyfish novel | 8272100160 0705921-210200149 | 02/05/2021 | 6.99 |  |  |  |
|  | 3 | vocab is Comprehension | 8272100160 0705921-210200149 | 02/05/2021 | 26.95 |  |  |  |
|  | 4 | The Reading Teacher Word List | 8272100160 0705921-210200149 | 02/05/2021 | 58.98 |  |  |  |
|  | 5 | Sentence strips | 8272100160 0705921-210200149 | 02/05/2021 | 2.54 |  |  |  |
|  | 6 | Post it Posters | 8272100160 0705921-210200149 | 02/05/2021 | 48.60 |  |  |  |
|  |  | 02/01/2021 22179 xxxxxxxxxxxxxxxx | Amazon.Com P276s5gt3, Amzn.Com/ |  | 02/08/2021 | Invoiced | A | 113.90 |
|  | 2 | 10 copies of Prisoner B-3087 | 8272100171 0705921-210200150 | 02/05/2021 | 113.90 |  |  |  |
|  |  |  | 20 transaction | (s) for MCCuTD | Donooo. Total Amount | $==$ |  | 2,647.69 |
| MITChMIC000 | MITCH MICHELLE L | 02/26/2021 22328 xxxxxxxxxxxxxxxx | Shopwoodmans.Com, 6086983308, W |  | 03/08/2021 | Invoiced | A | 121.02 |
|  | 2 | food and fitness supplies, health materials | $40021001060705921-210300065$ | 03/05/2021 | 121.02 |  |  |  |
|  |  | 02/26/2021 22329 xxxxxxxxxxxxxxxx | Ncs Ged Exam, 800-511-3478, Mn, |  | 03/08/2021 | Invoiced | A | 30.00 |
|  | 2 | 28 GED Tests @ \$30-\$840 Test prep for Science | 4002100094 0705921-210300066 | 03/05/2021 | 30.00 |  |  |  |
|  |  | 02/25/2021 22326 xxxxxxxxxxxxxxxx | Wal-Mart \#5373, Chippewa Fall, |  | 03/08/2021 | Invoiced | A | 47.63 |
|  | 2 | Hygiene, clothing, gift cards | 4002100158 0705921-210300067 | 03/05/2021 | 47.63 |  |  |  |
|  |  | 02/25/2021 22327 xxxxxxxxxxxxxxxx | Wal-Mart \#5373, Chippewa Fall, |  | 03/08/2021 | Invoiced | A | 100.00 |
|  | 2 | Hygiene, clothing, gift cards | 4002100158 0705921-210300068 | 03/05/2021 | 100.00 |  |  |  |
|  |  | 02/24/2021 22325 xxxxxxxxxxxxxxxx | Amzn Mktp US Jv9u50pt3, Amzn.Co |  | 03/08/2021 | Invoiced | A | 434.83 |
|  | 2 | Honor cords and department award cords for gra | 4102100147 0705921-210300069 | 03/05/2021 | 434.83 |  |  |  |
|  |  | 02/23/2021 22297 xxxxxxxxxxxxxxxx | Spotify Usa, New York, NY, 1001 |  | 03/08/2021 | Invoiced | A | 10.54 |
|  | 2 | Spotify Subscription for audio book | 8272100174 0705921-210300160 | 03/05/2021 | 10.54 |  |  |  |
|  |  | 02/23/2021 22323 xxxxxxxxxxxxxxxx | Booksamillion.Com, 800-201-3550 |  | 03/08/2021 | Invoiced | A | 16.28 |
|  | 2 | $11 \times 14$ picture frames ( 2 for \$30) | $40021001160705921-210300070$ | 03/05/2021 | 16.28 |  |  |  |
|  |  | 02/23/2021 22324 xxxxxxxxxxxxxxxx | Quizlet.Com, 8778877815, CA, 94 |  | 03/08/2021 | Invoiced | A | 76.60 |
|  | 2 | GED student workbooks, GED Ready test vouchers | 4002100044 0705921-210300071 | 03/05/2021 | 76.60 |  |  |  |
|  |  | 02/22/2021 22320 xxxxxxxxxxxxxxxx | Amzn Mktp Us, Amzn.Com/Bill, WA |  | 03/08/2021 | Invoiced | A | -21.05 |
|  | 1 |  | 0705921-210300020 | 03/05/2021 | -21.05 |  |  |  |
|  |  | 02/22/2021 22321 xxxxxxxxxxxxxxxx | Ncs Ged Exam, 800-511-3478, Mn, |  | 03/08/2021 | Invoiced | A | 30.00 |
|  | 2 | 28 GED Tests @ \$30-\$840 Test prep for Science | 4002100094 0705921-210300072 | 03/05/2021 | 30.00 |  |  |  |

Used By
Name Tran Date Tran ID Card Number

Where Used Purch Vendor Imp Date Post Date Status App Amount MITCHMICOOO MITCH MICHELLE L continued...

|  | 02/22/2021 22322 xxxxxxxxxxxxxxxx | Amzn Mktp US 2a7dc82a3, Amzn.Co |  |
| :---: | :---: | :---: | :---: |
| 1 |  | 0705921-210300020 | 03/05/2021 |
|  | 02/19/2021 22295 XXXXXXXXXXXXXXXX | Toppers Pizza Eastridg, Eau Cla |  |
| 2 | Pizza - staff ACT meeting | $41021001450705921-210300161$ | 03/05/2021 |
|  | 02/19/2021 22296 XXXXXXXXXXXXXXXX | Toppers Pizza Eastridg, Eau Cla |  |
| 2 | Pizza - staff ACT meeting | $41021001450705921-210300162$ | 03/05/2021 |
|  | 02/19/2021 22318 xxxxxxxxxxxxxxxx | Shopwoodmans.Com, 6086983308, W |  |
| 2 | food and fitness supplies, health materials | $40021001060705921-210300073$ | 03/05/2021 |
|  | 02/19/2021 22319 xxxxxxxxxxxxxxxx | Amzn Mktp US 6e5bm0193, Amzn.Co |  |
| 2 | Sharpie markers for art. | 4102100138 0705921-210300074 | 03/05/2021 |
|  | 02/18/2021 22317 xxxxxxxxxxxxxxxx | Amzn Mktp US 6k0z31nn3, Amzn.Co |  |
| 1 |  | 0705921-210300020 | 3/05/2021 |
|  | 02/17/2021 22294 XXXXXXXXXXXXXXXX | The French Press Llc, Eau Clair |  |
| 2 | Meal for Para Luncheon | $82721001750705921-210300163$ | 03/05/2021 |
|  | 02/17/2021 22316 xxxxxxxxxxxxxxxx | Gradecam, Llc, 8664723339, CA, |  |
| 2 | Monthly gradecam subscription. | 4002100032 0705921-210300075 | 3/05/2021 |
|  | 02/15/2021 22312 Xxxxxxxxxxxxxxxx | Walmart Grocery, 8009666546, AR |  |
| 2 | community outings and independent living class | $82721000130705921-210300076$ | 03/05/2021 |
|  | 02/15/2021 22313 xxxxxxxxxxxxxxxx | Booksamillion.Com, 800-201-3550 |  |
| 2 | $11 \times 14$ picture frames (2 for \$30) | $40021001160705921-210300077$ | 03/05/2021 |
|  | 02/15/2021 22314 Xxxxxxxxxxxxxxxx | Amzn Mktp US Xy0la5mn3, Amzn.Co |  |
| 2 | Sharpie markers for art. | 4102100138 0705921-210300078 | 03/05/2021 |
|  | 02/15/2021 22315 Xxxxxxxxxxxxxxxx | Amzn Mktp US Nr72p70q3, Amzn.Co |  |
| 1 |  | 0705921-210300020 | 03/05/2021 |
|  | 02/12/2021 22311 xxxxxxxxxxxxxxxx | Shopwoodmans.Com, 6086983308, W |  |
| 2 | food and fitness supplies, health materials | $40021001060705921-210300079$ | 03/05/2021 |
|  | 02/11/2021 22293 xxxxxxxxxxxxxxxx | Accountable Driver Ed, 715-8316 |  |
| 2 | Reading/Driver's Education Curriculum for Dant | $82721001720705921-210300164$ | 03/05/2021 |
|  | 02/10/2021 22310 Xxxxxxxxxxxxxxxx | Teacherspayteachers.Co, 6465880 |  |
| 2 | GED student workbooks, GED Ready test vouchers | $40021000440705921-210300080$ | 03/05/2021 |
|  | 02/09/2021 22292 Xxxxxxxxxxxxxxxx | Dollar Tree, Inc., 877-530-8733 |  |
| 2 | tumblers | 4002100127 0705921-210300165 | 03/05/2021 |
|  | 02/09/2021 22309 Xxxxxxxxxxxxxxxx | Amzn Mktp US 8w90e17a3, Amzn.Co |  |
| 2 | Phy Ed equipment and supplies | 4002100048 0705921-210300081 | 03/05/2021 |
|  | 02/08/2021 22304 Xxxxxxxxxxxxxxxx | Target 00017749, Eau Claire, WI |  |
| 3 | gift cards for student clothing" bras, underwe | 4002100131 0705921-210300082 | 03/05/2021 |


| 03/08/2021 | Invoiced | A | 190.50 |
| :---: | :---: | :---: | :---: |
| 190.50 |  |  |  |
| 03/08/2021 | Invoiced | A | 135.14 |
| 135.14 |  |  |  |
| 03/08/2021 | Invoiced | A | 24.84 |
| 24.84 |  |  |  |
| 03/08/2021 | Invoiced | A | 108.21 |
| 108.21 |  |  |  |
| 03/08/2021 | Invoiced | A | 79.13 |
| 79.13 |  |  |  |
| 03/08/2021 | Invoiced | A | 11.06 |
| 11.06 |  |  |  |
| 03/08/2021 | Invoiced | A | 175.00 |
| 175.00 |  |  |  |
| 03/08/2021 | Invoiced | A | 14.99 |
| 14.99 |  |  |  |
| 03/08/2021 | Invoiced | A | 84.98 |
| 84.98 |  |  |  |
| 03/08/2021 | Invoiced | A | 16.94 |
| 16.94 |  |  |  |
| 03/08/2021 | Invoiced | A | 28.45 |
| 28.45 |  |  |  |
| 03/08/2021 | Invoiced | A | 149.59 |
| 149.59 |  |  |  |
| 03/08/2021 | Invoiced | A | 126.06 |
| 126.06 |  |  |  |
| 03/08/2021 | Invoiced | A | 150.00 |
| 150.00 |  |  |  |
| 03/08/2021 | Invoiced | A | 17.19 |
| 17.19 |  |  |  |
| 03/08/2021 | Invoiced | A | 18.40 |
| 18.40 |  |  |  |
| 03/08/2021 | Invoiced | A | 25.30 |
| 25.30 |  |  |  |
| 03/08/2021 | Invoiced | A | 54.95 |


| Used By | Name |  | Tran Date Tran ID Card Number | Where Used | Purch Vendor | Imp Date Post Date | Status | App | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | ne | Description | PO Number Invoice Number | Invoice Dt | Amount |  |  |  |
| MITCHMICOOO | MITCH MIChelle |  | continued... |  |  |  |  |  |  |
|  |  |  | 02/08/2021 22305 xxxxxxxxxxxxxxxx | Target.Com, 800-591-3869, Mn, 5 |  | 03/08/2021 | Invoiced | A | 24.69 |
|  |  | 2 | gift cards for student clothing" bras, underwe | $40021001310705921-210300083$ | 03/05/2021 | 24.69 |  |  |  |
|  |  |  | 02/08/2021 22306 xxxxxxxxxxxxxxxx | Amazon.Com Wk7si2d53, Amzn.Com/ |  | 03/08/2021 | Invoiced | A | 32.24 |
|  |  | 2 | Batteries - high school office | $41021001350705921-210300084$ | 03/05/2021 | 32.24 |  |  |  |
|  |  |  | 02/08/2021 22307 xxxxxxxxxxxxxxxx | Amzn Mktp US Kk78r1eg3, Amzn.Co |  | 03/08/2021 | Invoiced | A | 21.08 |
|  |  | 2 | food and fitness supplies, health materials | $40021001060705921-210300085$ | 03/05/2021 | 21.08 |  |  |  |
|  |  |  | 02/08/2021 22308 xxxxxxxxxxxxxxxx | Amzn Mktp US Xs 7843643, Amzn.Co |  | 03/08/2021 | Invoiced | A | 36.69 |
|  |  | 2 | food and fitness supplies, health materials | 40021001060705921-210300086 | 03/05/2021 | 36.69 |  |  |  |
|  |  |  | 02/05/2021 22126 xxxxxxxxxxxxxxxx | Kwik Trip 82800008284, Altoona, |  | 02/08/2021 | Invoiced | A | 60.00 |
|  |  | 2 | TRG Grant - Community Conversation - Host Gift | $82721001650705921-210200049$ | 02/05/2021 | 60.00 |  |  |  |
|  |  |  | 02/05/2021 22127 xxxxxxxxxxxxxxxx | Altoona Family Restaur, Altoona |  | 02/08/2021 | Invoiced | A | 175.23 |
|  |  | 2 | Meal for Para Professional Training2/3/21 - TR | 8272100163 0705921-210200050 | 02/05/2021 | 175.23 |  |  |  |
|  |  |  | 02/05/2021 22128 xxxxxxxxxxxxxxxx | Shopwoodmans.Com, 6086983308, W |  | 02/08/2021 | Invoiced | A | 147.34 |
|  |  | 2 | food and fitness supplies, health materials | $40021001060705921-210200051$ | 02/05/2021 | 147.34 |  |  |  |
|  |  |  | 02/05/2021 22129 xxxxxxxxxxxxxxxx | Kwik Trip 82800008284, Altoona, |  | 02/08/2021 | Invoiced | A | 60.00 |
|  |  | 2 | TRG Grant - Community Conversations Raffle Pri | $82721001640705921-210200052$ | 02/05/2021 | 60.00 |  |  |  |
|  |  |  | 02/05/2021 22130 xxxxxxxxxxxxxxxx | Target 00017749, Eau Claire, WI |  | 02/08/2021 | Invoiced | A | 140.98 |
|  |  | 2 | gift cards for student clothing" bras, underwe | $40021001310705921-210200053$ | 02/05/2021 | 140.98 |  |  |  |
|  |  |  | 02/04/2021 22124 xxxxxxxxxxxxxxxx | Target.Com, 800-591-3869, Mn, 5 |  | 02/08/2021 | Invoiced | A | 10.00 |
|  |  | 2 | Induction ceremony and general supplies | 4002100083 0705921-210200124 | 02/05/2021 | 10.00 |  |  |  |
|  |  |  | 02/02/2021 22123 xxxxxxxxxxxxxxxx | Dpi E Pay Publ Sales, 608-26792 |  | 02/08/2021 | Invoiced | A | 54.00 |
|  |  | 2 | Opening Doors to Employment Books | $82721001620705921-210200125$ | 02/05/2021 | 54.00 |  |  |  |
|  |  |  | 02/01/2021 22161 xxxxxxxxxxxxxxxx | Wal-Mart \#5373, Chippewa Fall, |  | 02/08/2021 | Invoiced | A | 581.89 |
|  |  | 2 | Clearance children's winter coats, adult size | $40021001290705921-210200054$ | 02/05/2021 | 581.89 |  |  |  |
|  |  |  | 02/01/2021 22162 xxxxxxxxxxxxxxxx | Dollar Tree, Eau Claire, WI, 54 |  | 02/08/2021 | Invoiced | A | 128.00 |
|  |  | 2 | Hygiene supplies | $40021001170705921-210200055$ | 02/05/2021 | 128.00 |  |  |  |
|  |  |  | 02/01/2021 22163 xxxxxxxxxxxxxxxx | Amzn Mktp US Vu7yv6ze3, Amzn.Co |  | 02/08/2021 | Invoiced | A | 72.71 |
|  |  | 2 | food and fitness supplies, health materials | $40021001060705921-210200056$ | 02/05/2021 | 72.71 |  |  |  |
|  |  |  |  | 42 transaction | (s) for MITCHM | micooo. Total Amount | ===> |  | 3,801.43 |
| SCHEPMAR000 | SCheppke mark | J | 02/23/2021 22384 xxxxxxxxxxxxxxxx | Sweetwater Sound, 800-222-4700, |  | 03/08/2021 | Invoiced | A | 198.27 |
|  |  | 4 | Sennheiser BA2015 Charging Station | $81021001320705921-210300002$ | 03/05/2021 | 140.63 |  |  |  |
|  |  | 7 | Sennheiser LA 2 Charging Adapter | 81021001320705921-210300002 | 03/05/2021 | 29.95 |  |  |  |
|  |  | 8 | LA2 Charger Sennheiser Charging Adapter For G3 | $81021001320705921-210300002$ | 03/05/2021 | 27.69 |  |  |  |
|  |  |  | 02/22/2021 22383 xxxxxxxxxxxxxxxx | Tierney Brothers, Inc, 612-4558 |  | 03/08/2021 | Invoiced | A | 2,626.40 |
|  |  |  | EPSON PowerLite 725W Projector, Ultra Short Th | $81021001340705921-210300003$ | 03/05/2021 | 2,626.40 |  |  |  |


$\qquad$
SCHUMRAC000 SCHUMACHER RACHEL A continued...

02/26/2021 22485 XXXXXXXXXXXXXXXXX Amzn Mktp US M80z00mm3, Amzn.Co
2 Owl Decoy to rid problem pigeons
1002100165 0705921-210300131
02/26/2021 22486 xxxxxxxxxxxxxxxx Amzn Mktp US Zw7yq5tn3, Amzn.Co
2 Bibliotherapy books with an emphasis on books 1002100166 0705921-210300132

## 02/25/2021 <br> 22472 XXXXXXXXXXXXXXXX Rainbow Resource Cente, Toulon

2 Reading Materials for Theresa Druckery $10021001610705921-210300133$
02/25/2021 22475 Xxxxxxxxxxxxxxxx Amzn Mktp US J82qj1nb3, Amzn.Co
2 Mentor Texts for our Colonial unit 100 Questio $10021001620705921-210300134$
02/25/2021 22476 xxxxxxxxxxxxxxxx Amzn Mktp US T88ze0833, Amzn.Co
2 Mentor Texts for our Colonial unit 100 Questio $10021001620705921-210300135$
02/25/2021 22477 XXXXXXXXXXXXXXXX Amzn Mktp US Rm8yx0m33, Amzn.Co
2 Mentor Texts for our Colonial unit 100 Questio $10021001620705921-210300136$
02/25/2021 22478 XXXXXXXXXXXXXXXX Amzn Mktp US Zi5k51ko3, Amzn.Co
2 Mentor Texts for our Colonial unit 100 Questio $10021001620705921-210300137$ 02/25/2021 22479 XXXXXXXXXXXXXXXX Amzn Mktp US Xc08e6ne3, Amzn.Co
2 Organizing Trays $10021001640705921-210300138$ 02/24/2021 22473 xxxxxxxxxxxxxxxx Amzn Mktp US Gn55h3lm3, Amzn.Co
2 Mentor Texts for our Colonial unit 100 Questio $10021001620705921-210300139$ 03/05/2021 02/24/2021 22474 Xxxxxxxxxxxxxxxx Amzn Mktp US Mq4vc7s13, Amzn.Co
2 Mentor Texts for our Colonial unit 100 Questio $10021001620705921-210300140$ 03/05/2021 02/10/2021 22471 Xxxxxxxxxxxxxxxx Voyager Sopris Learng, 800-547-
2 Intervention materials $82721001660705921-210300141$ 03/05/2021 02/09/2021 22470 Xxxxxxxxxxxxxxxx Really Great Reading C, 866-401
2 Intervention material for Teresa Druckrey $82721001670705921-210300142$ 03/05/2021 02/08/2021 22465 XXXXXXXXXXXXXXXX Sammy S Pizza Restaura, Eau Cla
2 Pizza for meeting 02/04/2021

2273 XXXXXXXXXXXXXXXX Amzn Mktp US Jx9p91dy3, Amzn.Co
1002100155 0705921-210200107 02/05/2021

03/05/2021

03/05/2021

| 03/08/2021 | Invoiced | A | 25.98 |
| :---: | :---: | :---: | :---: |
| 25.98 |  |  |  |
| 03/08/2021 | Invoiced | A | 15.13 |
| 15.13 |  |  |  |
| 03/08/2021 | Invoiced | A | 378.22 |
| 378.22 |  |  |  |
| 03/08/2021 | Invoiced | A | 15.17 |
| 15.17 |  |  |  |
| 03/08/2021 | Invoiced | A | 7.29 |
| 7.29 |  |  |  |
| 03/08/2021 | Invoiced | A | 15.55 |
| 15.55 |  |  |  |
| 03/08/2021 | Invoiced | A | 6.03 |
| 6.03 |  |  |  |
| 03/08/2021 | Invoiced | A | 28.86 |
| 28.86 |  |  |  |
| 03/08/2021 | Invoiced | A | 9.43 |
| 9.43 |  |  |  |
| 03/08/2021 | Invoiced | A | 6.02 |
| 6.02 |  |  |  |
| 03/08/2021 | Invoiced | A | 821.54 |
| 821.54 |  |  |  |
| 03/08/2021 | Invoiced | A | 1,255.50 |
| 1,255.50 |  |  |  |
| 03/08/2021 | Invoiced | A | 30.00 |
| 30.00 |  |  |  |
| 02/08/2021 | Invoiced | A | 53.96 |

19 transaction(s) for SCHUMRAC000. Total Amount ====>

03/08/2021
159.88

03/08/2021
14.99

03/08/2021
219.90

Invoiced A
159.88

2 Home Mechanics: Amazon: Resource books, materi $40021000350705921-210300104$ 03/05/2021 02/26/2021 22371 Xxxxxxxxxxxxxxxx Amzn Mktp US C711d5k03, Amzn.Co
2 Woods: Blade Millworks/:Pigeon Creek: Wood for 4002100034 0705921-210300105 03/05/2021 02/26/2021 22372 xxxxxxxxxxxxxxxx Amzn Mktp US Or5kw0is3, Amzn.Co
2 Amazon: Amazon-vinyl, plastic, laserable mater $20021000260705921-210300106$ 03/05/2021



## 

## Process for Communicating Concerns about Programs and Operations

Generally, responsibility for Distric t programs, operations and communications shall flow simply and clearly from non-supervisory staff, to supervisory and administrative staff, to the Superintendent. The administration shall identify for each employee a primary supervisor. All employees should refer concerns regarding programs, operations, and other matters requiring supervisory or administrative attention to their supervisor. In the event of a substantive disagreement between an employee and a supervisor that cannot be resolved, the employee and the supervisor will jointly advance the issue to the appropriate Director. The Director may decide that the issue lies within the discretion of the lower-level supervisor, or take the issue on for further inquiry and analysis. If the employee and the supervisor are unable to resolve the issue at the Director level, then they will jointly advance the issue to the Superintendent. The Superintendent may decide that the issue lies within the discretion of the lower-level supervisor, or take the issue on for further inquiry and analysis. The Superintendent makes the final decision regarding operational matters.

For processes for a staff member communicating a complaint about a supervisor, please refer to District policies related to 512 Employee Harassment and Bullying and 527.1 Whistleblower Protections. Complaints about maltreatment of an employee by an administrator should be made to the administrator's supervisor, who might be the Superintendent.

## Staff Communications

Notwithstanding the need to have established lines of supervisory responsibility, the District encourages the regular use of collaborative work structures, such as cross-functional work teams (and even less formal structures) that enable the District to fully engage employees' knowledge, skills, talents, and interests for the betterment of District programs and operations. The District encourages supervisors and administrators to listen to the input and ideas of staff members. The District also expects supervisors and administrators to give thoughtful and respectful consideration to input, ideas, and concerns appropriately expressed
by any staff member, including in situations where the supervisor or administrator may have a different perspective on the issue.

It is the District's goal and the Board's expectation that all employees' communications within the scope of their employment (including all verbal communications, electronic communication, and written communication) are accurate, demonstrate sound judgment and professionalism, and promote the District's mission.

It is important for all District employees to understand that when District employees communicate verbally or in writing pursuant to their official duties, the extent to which such communications meet the District's established expectations is an appropriate basis for supervisory inquiry and evaluation, and also could potentially be the cause for disciplinary action. That is, as a general rule, a school district employee does not have an expectation of unimpeded "freedom of speech" as to such professional communications.

Similarly, all District employees are expected to pursue concerns and complaints through the established supervisory lines of authority. Formal concerns and complaints should be filed through the appropriate internal informal or formal complaint processes, or through appropriate external legal channels.

## Staff Interactions with Individual Board Members

Except where expressly authorized by Board action, or by the Superintendent, individual employees are not expected to engage in work-related tasks at the direction of individual Board members. For this reason, if an individual Board member contacts an employee in connection with the employee's assigned duties and responsibilities, the employee is expected to involve his/her immediate supervisor in establishing an appropriate response to the Board member's inquiry-involving such additional supervisors and administrators as the issue may warrant. Each individual employee retains ultimate responsibility for ensuring that all communications pursuant to his/her assigned duties to the Board and/or to any individual Board member are consistent with this policy and follow appropriate procedures. In the event an individual employee, notwithstanding general expectations concerning the use of established lines of authority, communicates with an individual Board member pursuant to the
duties and responsibilities of the employee's position, the Board's expectation is that the individual Board member should contact and work with the Superintendent in resolving and responding to the employee's issue or concern.

This policy does not prohibit an employee from bringing a complaint about the Superintendent to the Board, who is the Superintendent's supervisor. Formal concerns and complaints should be filed through the appropriate internal informal or formal complaint processes, or through appropriate external legal channels. Staff point-of-contact for this type of complaint is the Board President.

The Board and the school administrators understand that Board members and District employees share a keen interest in the District's schools and in education generally. Therefore, it is expected that individual Board members and individual employees will regularly meet in the community, through social events, and school functions and, informally, discuss matters such as district programs and activities and educational trends, issues, and innovations. On such occasions, the Board's expectation is that employees will use sound judgment in ensuring that they are not purposefully undermining the District's established lines of authority.

## Employee Speech and Expression on Matters of Public Concern

The District shall not take any unlawful adverse employment action against or retaliatory conduct toward any employee who chooses to engage in legally-protected religious or political expression, legally-protected concerted labor activity, or other forms of legally-protected expression. Similarly, the District shall not discriminate against employees who decline to attend a meeting about or to participate in any communication about religious or political matters.

## Legal References:

## Wisconsin Statutes

Section 111.31 [fair employment laws]
Section 111.70 [right of municipal employees and prohibited labor practices]
Section 118.20
[teacher discrimination prohibited; includes nondiscrimination on the basis of religious or political affiliation]

## Cross References:

512 Employee Harassment and Bullying
527.1 Employee Whistleblower Protections

Adoption Date: 04/08/2013
Amended: 03/15/2021

The School Board shall provide for the orderly resolution of employee grievances that arise underneath the Employee Handbook regarding the interpretation, application or alleged violation of the Handbook, including complaints related to employee discipline, termination, or workplace safety. Any school employee of the District has the right of access to the grievance procedure.

The procedure shall provide for grievances to be handled in a timely manner and shall contain an appeals process in which the highest level of appeal is the Board. The procedure shall also include an opportunity for employees with grievances related to discipline, termination, and workplace safety to present their case before an impartial hearing officer. The Superintendent shall select the impartial hearing officer in accordance with the following guidelines:

- The hearing officer shall be impartial and have no bias, personal conflict or perceived personal conflict in the case.
- The hearing officer shall be (1) an experienced labor and employment law attorney who is licensed to practice law in the State of Wisconsin; (2) an experienced current or former school administrator who is familiar with procedures for conducting a fair and impartial hearing
- If the hearing officer is an attorney, the attorney may represent the District in some other paid capacity only if (1) there is no evidence that the attorney is biased for or against either party; and (2) he/she does not advise or assist the District with the development or presentation of the administration's case.
- The hearing officer must be available to hear the case and render a decision in a timely manner.
- The hearing officer may not be an employee of the District.
- The hearing officer must agree to comply with all relevant laws covering personnel and student records.

A determined effort shall be made to resolve any grievance at the lowest possible level.

## Legal References:

## Wisconsin Statutes

Section 19.81-19.88 [Open Meetings Law]
Section $66.0509(1 \mathrm{~m}) \quad$ [Civil service protection and grievance procedures]

Adoption Date: 11/15/2012
Amended: 04/08/2013
03/15/2021

## STUDENT POSSESSION/USE OF WEAPONS

No District student shall possess or use any destructive device, firearm or other dangerous weapon (as defined in the administrative rule implementing this policy) of any kind at any time:

- in any school or other building/facility owned, occupied or controlled by the District;
- on the grounds of a school or on other premises owned, occupied or controlled by the District (including recreation areas and athletic fields);
- while under the supervision of a school district authority, regardless of the student's location;
- in any District-owned vehicle or on any form of District-provided transportation; and/or
- while participating in or attending any District-sponsored program or activity.

The possession and use of facsimile firearms and/or facsimile dangerous weapons is also prohibited.

The only exception to this policy is the possession and use of a facsimile firearm/weapon in a school-approved activity as authorized by the building principal or designee. 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.

Law enforcement officers shall 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.

Students violating this policy shall be referred to law enforcement officials and be subject to school disciplinary action, up to and including suspension and expulsion, in accordance with established procedures. Referral to law enforcement is not required for violations involving solely a facsimile firearm/weapon where there was no attempt to threaten, harass, intimidate or harm another person.
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Students shall be informed of this policy annually through the student handbook and through any other means determined appropriate by the administration.

## Legal References:

Wisconsin Statutes
Section 48.981(2)(a) [list of persons specified as mandatory reporters of child abuse and neglect and threats of school violence]
Section 118.07 [school safety plans]
Section 118.31
[use of reasonable force to obtain weapons]
Section 120.13(1)(bm) [state law suspension mandate for possession of a firearm]
Section 120.13(1)(c)2m
Section 120.13(1)(g)
Section 175.32
[state law expulsion mandate for possession of a firearm]
[board authority to modify expulsion mandate on case-by-case basis]
[mandatory reporting of threats of school violence]
Section 943.13 [criminal trespass law, includes provisions related to carrying firearms]
Section 948.60
Section 948.605 [possession of a dangerous weapon under 18 years of age]

Section 948.61 [gun-free schools zones] [dangerous weapons other than firearms on school premises]

## Federal Laws

Gun-Free Schools Act [student possession of firearms prohibited; student referral to law enforcement/juvenile justice system required in policy]
18 U.S.C.Sec. 921(a) [federal definition of "firearm" (including destructive devices) that is used within the Gun-Free Schools Act and within state law governing suspensions/expulsions for firearms - section 120.13(1)(c)(2m)]
Individuals with Disabilities Education Act [programs and services for students with disabilities; includes authority to order change of placement for weapons possession]

Adoption Date: 11/06/95
Amended: 08/11/97
04/26/21

The School Board awards diplomas to recognize those students who have met District-established requirements for high school graduation as set forth in this policy. The District Administrator and High School Principal(s) shall be responsible for the general supervision and management of the graduation of students under this policy. The District's general student nondiscrimination policy applies in all respects to the methods, practices, and materials used for determining the graduation status of students.

## A. Attendance/Participation Requirements

One requirement of high school graduation is that the high school student, throughout his/her enrollment in the District, must have been enrolled in a class or participated in an activity approved by the Board during each class period of each school day, or enrolled in an alternative education program approved by the District. The only exceptions to this enrollment and participation requirement are those authorized under state law and approved by the District for the individual student.

Four years of high school attendance is generally required for high school graduation. Early graduation may be permitted, but only if the student has attended a high school (or an equivalent educational program) for a total period of at least 3.5 years from the date the student first attends a high school program on a full-time basis and met all other applicable graduation requirements.

A student who has attended a high school program (or an equivalent educational program) for the equivalent of four regular school terms (i.e., the equivalent of completing grades 9 through 12) and who has satisfied all other requirements to receive a regular high school diploma does not have the option to unilaterally choose to defer his/her high school graduation date and continue to attend high school unless otherwise determined as eligible under the law by an Individual Educational Plan (IEP) Team.

The District also requires a meaningful period of enrollment in the District and attendance in a District school or program in order to earn a District high
school diploma. The minimum period of attendance shall generally include the full semester immediately preceding the student's graduation, during which period the student earned high school credit. An exception to this minimum period may be granted by the District Administrator in extraordinary circumstances where the District Administrator determines that (1) the reason the student did not meet the requirement was reasonably beyond the control of the student and, if under the age of 18 , the student's parent or guardian; and (2) instructional staff are able to make a sufficient assessment of the student's academic performance.

## B. Course Credit Requirements

The District has established a credit requirement of 24 credits for high school graduation for all students who graduate in the year 2024 and earlier. Students graduating in 2025 will be required to have 26 credits. All required credits must be earned by completing the course with a minimum passing grade while the student is enrolled in the high school grades

1. Standard Credit Requirements for Students Granted a Diploma in the Class of 2021 through Class of 2024:

- English/Writing Composition 4 credits (English 9, English 10, English electives)
- Social Studies
(US History, Social Studies electives, American Civics)
- Math
- Science
- Physical Education

3 credits

- Health Education

3 credits

- Computer Literacy or Beginning Computer Programming
- Personal Finance
- Additional Approved Elective Credits Required
for Graduation (no specific subject area)
. 5 credit
. 5 credit
.5 credit
8 credits

2. Standard Credit Requirements for Students Granted a Diploma in the of 2025 and Later:

- English/Writing Composition 4 credits
(English 9, English 10, English electives)
- Social Studies
3 credits
(US History, Social Studies electives, American Civics)
- Math
- Science
3 credits
- Physical Education
3 credits
- Health Education 1.5 credits
- Computer Literacy or Beginning Computer Programming
- Personal Finance . 5 credit
- Additional Approved Elective Credits Required .5 credit .5 credit for Graduation (no specific subject area)

2. The minimum passing grade required for the awarding of credit for each course constitutes a recommendation of instructional staff with regard to the student's academic performance and eligibility for graduation.
3. Credit for a course of study that a student successfully completes outside of the District may be granted credit toward high school graduation as a transfer credit. The administration shall apply established procedures to the granting of all transfer credits that a student seeks to apply toward his/her high school graduation requirements.
4. Certain courses may satisfy one of the state-mandated credit requirements under an equivalency standard. Where the District approves and offers a course under a credit equivalency standard, a student may be eligible to take the course to satisfy a state-mandated credit requirement.
5. With District approval and if the student satisfies all requirements as set forth, a student who has participated in a District-approved organized physical activity may substitute an additional one-half credit course offered by the District in a subject area that may or may not be required
for graduation in lieu of one-half credit of the 1.5 required credits in physical education.

## C. Civics Test Requirement

In order to be eligible for a District high school diploma, a student must have taken and successfully completed the state-required civics test while enrolled in the high school grades in the District or, as determined by the administration, in another qualifying school or program. For students with disabilities who have an individualized education program (IEP), this requirement shall be modified or waived to the extent provided by the student's IEP and/or by applicable law.

## D. Alternative Education Programs and Other Accommodations for Students with Exceptional Educational Interests, Needs or Requirements

Any high school student who has satisfied each of the graduation requirements defined above shall be awarded a diploma signifying his/her graduation from high school. In addition, the District provides other routes to high school graduation, including the following:

1. A student with a disability who has not otherwise satisfied the District's high school graduation requirements shall earn his/her high school diploma if the student meets the requirements established through the student's IEP, including goals and objectives that the IEP team has determined represent a demonstration of academic proficiency that is at least equivalent to the proficiency the student would have attained if the student had satisfied the applicable minimum credit accumulation requirements defined in state law.
2. The District provides one or more Board-approved alternative education programs for high school students that provide an opportunity for the student to become eligible for high school graduation. In order to receive a District-issued high school diploma through an alternative education program, the District Administrator, High School Principal or designated program administrator must determine, in consultation with instructors who are familiar with the student's work and progress, that the student has successfully completed the program and demonstrated a level of
proficiency in the subjects for which credit is required under the state's minimum graduation requirements that is equivalent to the proficiency the student would have attained if he/she had satisfied the applicable minimum credit requirements defined in state law.
3. For students with exceptional needs, interests or requirements not otherwise addressed in this section, the District may also approve, on an individualized basis, a curriculum or program modification for a high school student that provides an opportunity for the student to become eligible for high school graduation.
4. In the event that a qualified veteran, as determined under state law, requests the Board to award a high school diploma, the request shall be filed with the District Administrator and brought to the Board for review and approval.

## F. Graduation from a Board-Authorized Charter School Located in the District

High school students attending a charter school authorized by the Board and located in the District are required to meet the graduation requirements established in this policy.

## Legal References:

## Wisconsin Statutes

Section 38.12(14) [attendance at technical college courses]

Section 115.28(7)(e)1
Section 115.915
Section 115.997(7)
Section 118.13
Section 118.15

Section 118.35
Section 118.52
Section 118.55
Section 118.153
Section 118.33(1)
[alternative education program definition] [accommodations for school-age parents]
[on-time graduation of children of military families; waiver and other requirements]
[student nondiscrimination]
[compulsory attendance; programs for at-risk students and program/curricular modifications]
[gifted and talented students]
[part-time open enrollment]
[early college credit program]
[children at risk of not graduating from high school]
[high school graduation standards, including requirements and local options]

| Section 118.33(1)(f)1 | [required periodic review and revision of graduation requiremen policy] |
| :---: | :---: |
| Section 118.33 (1m)(a) | [high school graduation; civics test requirement] |
| Section 120.12(17) | [school board duty; payment of tuition for University of Wisconsin system courses taken by students for high school credit under certain conditions] |
| Section 120.13(37) | [awarding high school diplomas to veterans] |
| Section 121.02(1)(p) | [school district standards; graduation standards] |
| Chapter 115, Subchapter V | [children with disabilities] |
| Wisconsin Administrative Code |  |
| Pl 18 [high school gradu | ation standards] |
| Pl25 [children at risk plan | s and programs] |

Adoption Date: 05/04/1987
Amended: 04/04/2016
04/26/2021

Students in the School District of Altoona shall be expected to act in such manner that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and promote good decorum and a favorable academic atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them accordingly.

Students are expected to abide by the District's Code of Classroom Conduct, student conduct rules and codes established by the building principal, and all Board policies relating to student conduct. These student conduct expectations shall be communicated to students and parents and guardians annually through student handbooks and through other appropriate means as necessary to make them known and understood.

The building principal has primary responsibility for ensuring proper student conduct is maintained in the school building and during school-sponsored activities under his/her charge. District staff members have responsibility for supervising the behavior of students and for seeing that they comply with student conduct policies, rules and codes. Failure by students to comply with such policies, rules and codes shall result in appropriate disciplinary action. In addition, failure to abide by the Code of Classroom Conduct may result in student removal from class by the teacher and placement in an alternative setting as outlined in the code.

In enforcing student conduct policies, rules and codes, staff members shall place particular emphasis upon educating students in the ability to control their own behavior. Positive behavioral interventions and supports shall be utilized with students whenever possible to help maintain proper personal conduct and encourage good citizenship.

The District shall not unlawfully discriminate in standards and rules of behavior, including student harassment, or disciplinary actions on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability,
or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

## Legal References:

## Wisconsin Statutes

Section 118.13 [student discrimination prohibited]
Section 118.164 [student removal from class]
Section 120.13(1) [school board power to adopt student conduct rules and discipline students; adoption of code of classroom conduct required]

## Wisconsin Administrative Code

Pl 9.03 (1) [student nondiscrimination in student conduct and discipline policies]

Adoption Date: 02/06/84
Amended: 04/20/09
05/17/21

The School Board encourages school administrators and District staff to work in close cooperation with law enforcement, social services and other outside agency personnel for the safety and well-being of students and staff.

Law enforcement and other outside agency personnel may interview students at school during the school day at the request of or with authorization from the building principal or designee. Every effort should be made to schedule and conduct student interviews with outside agency personnel in a way that minimizes disruption of the student's normal school day, minimizes disruption of the normal functioning of the school, and minimizes the extent to which students may be distracted from their school work and classes.

Parent or guardian notification of student interviews with outside agency personnel is the primary responsibility of the outside agency, however school contract is also encouraged. School personnel shall not notify parents or guardians of a student interview conducted for child abuse or neglect investigation purposes without approval of the outside agency personnel conducting the interview.

The building principal or designee may be present during a student interview with outside agency personnel, unless the student or his/her parent or guardian requests otherwise. Outside agency personnel conducting child abuse or neglect investigations may, in the exercise of professional judgment and in accordance with department standards, exclude school personnel from the interview.

It is the responsibility of the building principal or designee to ensure fair and consistent implementation of this policy.

## Legal References:

## Wisconsin Statutes

Section 48.981 (3)(c) [child abuse/neglect investigations; authority to interview child without parent permission]
Section 118.125(2) [confidentiality of student records; allows record sharing with law enforcement and other agency officials under certain circumstances, including student health and safety]
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Section 118.257(2) [liability exemption for student referral to law enforcement officials for alcohol and other controlled substances]
Section 165.68 [address confidentiality program]
Section 946.40 [refusing to aid officer]
Section 946.41 [resisting or obstructing officer]
Adoption Date: 05/17/2021

It is the policy of the District to provide a safe and healthy environment for all persons in school buildings and on school premises. School officials have a duty to investigate any suspicion that items or materials harmful to the health and safety of students, school personnel, or property are present within the school or on school premises. This includes, but is not limited to, conducting search activities as outlined in this or other Board policies.

- Locker Searches - A school locker is provided for the convenience of the student to be used solely and exclusively for the storage of the student's wearing apparel and school-related materials during the time the student is attending school. No student shall use the locker for any other purpose. The locker is assigned to a student but remains the property of the District. At no time does the District relinquish its exclusive control of the lockers. Locker searches may be conducted as determined necessary or appropriate without notice, without student consent, and without a search warrant. Locker searches under this policy may be conducted by the Superintendent, a building principal or assistant principal, a school employee specifically designated by the Superintendent or building principal, a school liaison officer, or other law enforcement official who is acting at the request of or in conjunction with school authorities.
- Search of Students and/or Their Personal Belongings - District staff may conduct a search of a student or the student's personal belongings (e.g., backpacks) when the student voluntarily consents to the search or where there is reasonable suspicion that the student has in his/her possession items that violate the law, Board policies or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and sex of the student and nature of the infraction. Searches of a student's person or personal belongings should generally be conducted outside the presence of other students. No District official, employee, or person acting as an agent of the District shall conduct a strip search of a student.
- Vehicle Searches - The District may search student-operated vehicles parked on school premises when there is reasonable suspicion of a violation of the
law, Board policies or school rules or the student has given consent to the search of the vehicle.
- Use of Canine Units in Safety and Search-Related Activities - The use of trained canine units to detect the presence of drugs, explosive devices, or other illegal items/substances on school property are authorized under the following conditions: (1) the presence of the canine unit on school property is authorized in advance by the Superintendent or designee or is pursuant to a court order or warrant; (2) a law enforcement officer specifically trained to work safely and competently with the canine unit must handle the canine; and (3) the canine unit is represented by the sheriff or chief of the law enforcement agency providing the service as capable of accurately detecting specific contraband. The District shall not use trained canine units to sniff a student's person, including articles of clothing a student is wearing or a bag while the student is holding it. A positive reaction by a trained canine unit will provide reasonable suspicion for a search of a student's locker, vehicle or other property in accordance with this policy.

To the extent prohibited by law, school employees shall not request or require a student to disclose the access information for any of the student's personal Internet accounts.

To the extent permitted by law, a school official conducting student-related search activities under this or any other Board policy may request the active assistance of a school liaison officer or other law enforcement official. School officials may remove any unauthorized item found as a result of a search. Items belonging to the student but removed or temporarily confiscated by the District will generally be held by the school for return to the student's parent or guardian (for students who are minors) or, if appropriate, turned over to law enforcement. The student and his/her parent or guardian shall be notified of any unauthorized item belonging to the student/family that has been found and turned over to law enforcement officials.

Students and their parents and guardians shall be informed of this policy and the specific provisions related to locker searches through the student handbook.

## Legal References:

## Wisconsin Statutes

| Section 118.32 | [strip search by school employees] |
| :---: | :---: |
| Section 118.325 | [locker searches] |
| Section 118.45 | [testing students for the presence of alcohol; policy required] |
| Section 948.50 | [criminal penalties; strip search by school employees] |
| Section 995.55(3) | [access to personal Internet accounts of students] |
| Federal Laws |  |
| U.S. Constitution, | Amendment [protection from unreasonable search and seizur |

Adoption Date: 05/17/21

In an effort to maintain a drug-free school environment and protect the health and welfare of students and others, the School Board authorizes the use of trained canine units to detect the presence of illegal controlled substancesor explosive devices in school build ings and on school premises. The canines must be accompanied by a qualified and authorized trainer who will be responsible for mainta ining control of the canine and interpreting the canine's responses.

Canine units may be used without prior notification to students and/or school personnel. They may be used when:

1. There is a reasonable suspicion that illegal controlled substances or explosives may be on school premises but at unknown locations.
2. There is a belief that a random preventive canine search will be beneficial to the ongoing drug prevention efforts of the District.

Canine searchesmay include, but are not limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property, or any other areas of school property deemed appropriate by the District Administra tor or designee. Canine units may not be used to sniff a student's person, including artic les of clothing the student is wearing or a bag while the student is holding it. Students will be restricted to classrooms and kept out of hallways when canine units are in use in school buildings.

In the event that a drug-detection canine unit indicates the possible presence of illegal controlled substances or explosives in a locker, vehicle orotherlocation, the area may be searched by school offic ials in accordance with Board policy and applicable legal requirements.

All enrolled students and their parents/guardians will be notified a nnually of this polic $y$.

Adopted: 10/19/15

The District believes that a positive learning environment is based on a foundation of respect and effective discipline. The District cannot and will not accept nor tolerate behaviors or actions of students that are disrespectful of the basic rights of others, that endanger health or safety, that are disruptive to the teaching and learning process, and that do not respect the property of the District or others.

Building principals, teachers and other designated staff shall be authorized to discipline students for misconduct in accordance with Board policies and school rules.

Sound disciplinary measures shall be used in the District, taking into account the dignity of the student, the seriousness of the infraction, and the need for positive motivation of students. The ultimate goal is to help students develop an understanding of self-discipline and its necessity in a civilized society.

The District shall not unlawfully discriminate in disciplinary actions, including suspensions and expulsions, on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

## Legal References:

## Wisconsin Statutes

| Section 115.787(3) | [individualized education program for students with disabilities; positive <br> behavior interventions and supports] <br> [student discrimination prohibited] |
| :--- | :--- |
| Section 118.13 | Section 118.16(4) (c) <br> [assignment of student to detention/supervised study for truancy] <br> [student removal from class] |
| Section 118.164 |  |
| Section 118.31 | [staff use of physical force; corporal punishment prohibited] <br> [school board power to discipline students, including suspension and <br> expulsion] |

## Wisconsin Administrative Code

P19.03 (1) [student nondiscrimination in student discipline policies]

## Federal Laws

Individuals with Disabilities Education Act [programs and services for students with disabilities, includes requirements related to change of placements]

Adoption Date: 05/09/90
Amended: 02/07/94
05/17/21

Students admitted to any school in the District shall be required to present written evidence of meeting the state immunization requirements or to provide the appropriate waiver.

Immunization requirements may be waived if the student's parent or guardian, or an adult student, submits a written statement to the school identifying their objections to the immunization(s) for reasons of health, religion, or personal conviction. In the case of a waiver for health reasons, the Department of Health Services (DHS) requires a physician's signature certifying that one or more vaccinations is or may be harmful to the student's health.

The school administrative assistant shall be responsible for notifying students and parents and guardians of the immunization requirements, the availability of an immunization waiver, and the possible consequences for noncompliance. In addition, the school administrative assistant shall be responsible for maintaining complete and up-to-date immunization records for each student attending school in the District, issuing appropriate individualized notices of noncompliance, and submitting required reports to the local health department.

The school nurse shall be responsible for giving notice of and enforcing any exclusion from school that is related to the student's immunization status. Except where exclusion is required by law or by order of the DHS, the District shall not exclude a student from school due to lack of compliance with immunizations/waiver requirements provided that the District determines that there is no undue risk to the health of others and that the student's parent or guardian (or adult student) is actively cooperating with school and health officials and taking reasonably-available steps that would facilitate reaching compliance as soon as reasonably possible.

An immunization plan shall be developed, in cooperation with the Eau Claire County Department of Public Health to encourage compliance with state immunization requirements. The plan shall be reviewed annually and revised as necessary. This plan shall be submitted to the DHS annually as required by law.

## Legal References:

## Wisconsin Statutes

Section 115.997(4) [facilitating timely enrollment of military children]
Section 118.125 [maintenance and disclosure of student records]
Section 118.13 [student nondiscrimination]
Section 120.12(16) [school board duty; develop immunization plan and submit annually to DHS]
Section 120.13(1)(c) [procedures a student and parent may use to appeal an exclusion from school of more than 10 days due to noncompliance with immunization requirements]
Section 252.04 [student immunization requirements; consequences for noncompliance]

## Wisconsin Administrative Code

DHS 144 [student immunization requirements]
DHS 146 [state-provided immunization programs]

## Federal Laws

McKinney-Vento Homeless Education Assistance Act [facilitating timely enrollment of homeless children and youth; providing assistance in obtaining immunization records]

Adoption Date: 05/17/21

Medications should be administered to school children at home, rather than at school, whenever possible. School personnel who are authorized to do so by the school nurse may administer medications to students under the procedures and conditions established in this policy.

The school nurse shall be responsible for overseeing the receipt of the written medication instructions and consents, the maintenance of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures.

No school personnel, other than a health care professional, shall be involuntarily required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube shall complete all state-mandated and District-required training before administering medication to a student through such means.

Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., Epipen®) with the written approval of the student's physician and parent or guardian.

No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.

## Legal References:

## Wisconsin Statutes

Section 118.125
Section 118.29

Section 118.291
Section 118.292
[maintenance and confidentiality of student records] [administration of drugs to students by school personnel and emergency care; policies and procedures required] [student possession and use of inhalers] [student possession and use of epinephrine auto-injectors]

| Section 118.2925 | [life-threatening allergies in schools; allergy management plan and use of <br> epinephrine auto-injectors] |
| :--- | :--- |
| Section 121.02(1)(g) |  |
| [school district standard; provision of emergency nursing services] |  |
| [confidentiality of patient health care records] |  |
| Section 146.82 | Saccess to patient health care records] |
| $\underline{\text { Section 146.83 }} 441.18$ | [authority of certified advanced practice nurse to prescribe and deliver <br> opioid antagonists to designated individuals and to issue a standing order <br> to persons authorizing the dispensing of an opioid antagonist] |
| [authority of physician or physician assistant to prescribe and deliver |  |

## Wisconsin Administrative Code

| $N 6.03(3)$ |  |
| :--- | :--- |
| $P l 8.01(2)(a) 2$ | [supervision and delegation of nursing acts] <br> [required emergency nursing services policies, including protocols for <br> administering medication] |

Adoption Date: 11/04/85
Amended: 05/18/09
05/17/21

## REPORTING OF CHILD ABUSE/NEGLECT

The School Board is concerned with the health, safety and welfare of all children and recognizes the legal and ethical obligations that school employees have to report suspected or threatened child abuse or neglect. Therefore, the Board expects school employees to carry out those obligations with due diligence in accordance with state law requirements.

Any school employee having reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall report that suspicion or belief to the appropriate authorities. At all times it shall be the aim of the school employee to make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay would not be in the best interests of the child and is not the policy of the District.

A school employee making a child abuse or neglect report shall inform the building principal or his/her designee of the report so they are aware of the situation. School employees may also consult with student services staff (e.g., the school guidance counselor) on the reporting process and any necessary follow-up activities. No building principal or other District employee may attempt to delay, modify or prevent any report of suspected or threatened child abuse or neglect. It is not the responsibility of school personnel to investigate child abuse or neglect reports or to prove that abuse or neglect has occurred or will occur. Investigation of child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

All information pertaining to a child abuse or neglect report shall be kept confidential, including the identity of the reporter, and shall only be shared with those individuals specifically authorized by law to have access to that information.

The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a child abuse or neglect report in
good faith under this policy. School employees may be subject to school disciplinary action, as well as penalties under state law, for failure to report suspected or threatened child abuse or neglect which they have knowledge of or for divulging confidential child abuse and neglect report information to an unauthorized person.

If a school employee or student is suspected of misconduct under this policy, the District shall conduct its own internal investigation to determine appropriate school disciplinary and other actions.

The Superintendent shall establish any necessary procedures to implement this policy and to comply with state law requirements. To maintain awareness on the part of school employees of their child abuse and neglect reporting responsibilities under this policy and state law, each school employee shall participate in required training in identifying and reporting child abuse and neglect. In addition, school employees shall be informed of this policy and its implementing procedures annually through the employee handbook and through other means deemed appropriate by the Superintendent.

## Legal References:

## Wisconsin Statutes

| Section 48.02 | [definitions of child abuse and neglect] |
| :---: | :---: |
| Section 48.981 | [child abuse and neglect reporting requirements, including confidentiality] |
| Section 115.31 | [reporting certain types of staff misconduct to state superintendent of public instruction] |
| Section 118.01 (2)(d) 8 | protective behavior instruction] |
| Section 118.07(5) | [school employee training related to child abuse and neglect reporting] |
| Section 118.125 | [confidentiality of student records] |
| Section 118.126(1) | [privileged communication regarding student alcohol and drug use and related problems; exception for required child abuse/neglect reporting purposes] |
| Section 165.68 | [address confidentiality program] |

## Federal Laws and Regulations

Family Educational Rights and Privacy Act [federal law on confidentiality of student records]

Adoption Date: | $03 / 15 / 93$ |  |
| :--- | :--- |
|  | $05 / 04 / 98$ |
|  | $05 / 17 / 21$ |

## General Framework

With the goals of promoting students' well-being, intervening with students who may be identified as struggling or in crisis, reducing actual or attempted incidents of youth suicide and other forms of self-endangerment, and responding appropriately to any such incident that has a connection to the District, the District addresses youth suicide prevention and intervention through a multi-faceted approach that includes the following components:

1. At a minimum and as required under state law, provide annual notice to the District's licensed staff of the suicide prevention resources and services that are available through the Department of Public Instruction.
2. Additional periodic professional development opportunities for appropriate staff, as determined by the administration, that relate to youth suicide prevention and intervention. Such opportunities may be voluntary or required and may be provided internally or through external sources.
3. Age-appropriate instructional programming for students in the area of personal development that, as required under state law, is designed to address matters such as:
a. The promotion of students' positive social and emotional development;
b. The promotion of positive psychological, emotional, and problem-solving responses among students;
c. Skills that help students cope with social change; and
d. At appropriate developmental levels, instruction that addresses the causes and signs of suicidal ideation/tendencies or other forms of self-harm, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances, and knowledge of youth suicide prevention and intervention services that are available in the community.
4. The incorporation of services and resources that address student mental health needs, positive social and emotional development, and suicide prevention and intervention within the District's approach to providing guidance and counseling programs and services for students.
5. The incorporation of suicide intervention and response components within the District's crisis intervention and response procedures, including appropriate communication of such procedures to staff.
6. The identification of and, where feasible, the engagement of cooperative efforts with relevant agencies, community organizations, and other experts. This may include identifying qualified agencies or organizations that:
a. Offer consultative services to school professionals related to youth suicide prevention, intervention, and response; or
b. Serve as emergency and non-emergency points of contact for youth who may be experiencing a suicidal crisis or other form of emotional distress and/or for students or families who may have related concerns regarding themselves or others; or
c. Provide direct mental health counseling services to students.
7. As required by state law, student identification cards shall include specific contact information on the card for organizations that provide support to individuals in crisis.

## Oversight

The Director of Student Services shall oversee and coordinate the District's approach to youth suicide prevention and intervention in a manner that is consistent with the above-identified general framework and the specific mandates found in state law.

## State Civil Liability Exemption

The State of Wisconsin encourages attempts to intervene in and prevent youth suicide by providing that the School Board and any District officer, employee, or volunteer who in good faith attempts to prevent suicide by a student is immune from civil liability under state law for his or her acts or omissions in respect to the suicide or attempted suicide.

## Legal References:

## Wisconsin Statutes

Section 49.45(30c)
Section 115.365
Section 115.366 [grants to support peer-to-peer suicide prevention programs]

| Section 115.367 <br> Section 115.368 | [school-based mental health services grants] <br> [assistance to schools for protective behaviors programs] <br> Section 118.01 (2)(d) |
| :--- | :--- |
| [required personal development curriculum] |  |
| Section 118.169 | [crisis support contact information on student identification cards] |
| [liability exemption for suicide intervention] |  |
| Section 118.295 | Section 895.48 |$\quad$| [civil liability exemption for certain emergency medical care] |
| :--- |

Wisconsin Administrative Code
Pl 8.01(2)(e) [school district standard; guidance and counseling program requirements]

Adoption Date: 05/17/21

Students in the District shall be informed annually of available scholarships and awards. Literature concerning available scholarships and awards shall be available through the guidance office and/or posted in the appropriate school building.

The District will select nominees and alternates for the Wisconsin Academic Excellence Higher Education Scholarship and the Wisconsin Technical Excellence Higher Education Scholarship in accordance with established procedures for those awards.

The District shall not unlawfully discriminate in the acceptance or administration of awards, scholarships, or other aids, benefits, or services to students - including those from private agencies, organizations, or persons - on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures. Accordingly, any scholarship or award granted by, administered by, or advertised/promoted by the District shall be in compliance with the above-stated policy of nondiscrimination.

## Legal References:

## Wisconsin Statutes

Section 39.41 [Wisconsin academic excellence higher education scholarship]
Section 39.415 [technical education higher education scholarship]
Section 118.13 [student nondiscrimination]

## Wisconsin Administrative Code

P19.03(1)(d) [policy requirement to address nondiscrimination in relationship to scholarships,
awards and other benefits for students]
HEA 9 $\quad$ [Wisconsin academic excellence scholarship rules]

## Federal Law

Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and related civil rights laws

## Adoption Date: 03/15/93

Amended: $\quad 01 / 05 / 15$
05/17/21

## RECRUITMENT AND HIRING OF ADMINISTRATIVE OR INDIVIDUALLY-CONTRACTED STAFF

All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related District policies. The primary goals of these processes shall be to attract and identify highly qualified candidates who will demonstrate a high level of performance, a focus on the pursuit of student outcomes, a notable contribution to the forward progress of the District, and effective leadership that results in system-wide followership.

This policy applies to the recruitment and hiring for positions of employment in the District for which the employee and the School Board will execute an administrator contract under section 118.24 of the state statutes, except for the position of Superintendent. This policy also applies to positions that have an individual contract, such as coordinators, directors, instructional support positions, and some student services positions.

The Board delegates the recruitment, selection, and employment functions to the Superintendent or his/her designee. The Board will approve employment contracts according to applicable law. No binding offer of employment may be made and no contract of employment shall be executed until properly approved by formal Board action.

The Superintendent shall define and oversee the implementation of the District's practices and procedures surrounding recruitment, selection, and hiring for the positions covered by this policy. Different practices and procedures may be applied to different types of positions and to specific openings where the administration determines that there is reasonable cause for doing so. However, the following minimum requirements shall be observed in connection with the process that is used to fill positions addressed by this policy:

1. The District shall allow applications that are received from both internal and external applicants for a specific opening.
2. The administration shall not recommend an external candidate to the Board to fill a position covered by this policy unless the hiring manager has completed a background check and employment reference.
3. If applicable to the position, the process shall include verification of the license(s), or sufficient pre-licensure status, of the individual the District intends to employ.

## Legal References:

## Wisconsin Statutes

Section 19.36(7)
Section 66.0502
Subch. Il of Ch. 111
Section 118.19
Section 118.24
Section 121.02(1)(a)
[public disclosure of applicants for local public office]
[employee residency requirements prohibited]
[the state fair employment law]
[licensure, generally]
[administrator contracts]
[school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

## Wisconsin Administrative Code

Pl 8.01(2)(a) [school district standard; assure proper license/certification is on file]
Pl 34 [licensure requirements]

## Federal Laws

Americans with Disabilities Act [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

Adoption Date: 05/17/21

The School Board shall direct the process for recruiting and hiring the Superintendent. A Superintendent may be employed only by a majority vote of the full membership of the Board.

As soon as it is known that the District may need to recruit and select a new Superintendent, the Board will hold a meeting (or multiple meetings, if needed) to identify key process steps and timelines. The Board may wish to consider issues such as the following during such meetings:

1. Verification that the position description remains current and that it accurately reflects the Board's goals and expectations for the position.
2. Whether the Board wishes to provide any information in the specific postings/recruitment announcements that will supplement the position description (e.g., additional preferred qualifications and attributes, compensation information, etc.)
3. Identification and review of general process options (e.g., processes used in the past, processes used in other school districts, etc.), including processes related to seeking candidates, screening applications, conducting interviews, and conducting criminal, professional and personal background checks.
4. Whether the Board will form an ad hoc Superintendent recruitment committee, and, if so, what responsibilities it will assign to the committee.
5. Whether it is practical and desirable to involve the outgoing administrator in (a) establishing the recruitment and selection process; (b) actively participating in the process; or (c) planning and executing specific leadership transition activities.
6. If the District has actively implemented a leadership succession plan in connection with an anticipated opening and evaluated how that plan may affect the overall recruitment and hiring process.
7. Whether the Board wishes to engage the services of a third-party consultant.
8. Review of the current Superintendent employment contract, involving legal counsel as necessary or desirable.
9. Communications, staff involvement, and community relations aspects of the recruitment and selection process.

To the extent permitted by law, the Board or a Board-assigned committee may conduct candidate interviews, evaluate candidates, identify its preferred candidate(s), and address issues related to contract negotiations in properly-noticed closed session meetings.

The Board may extend a conditional offer of employment to a candidate for the position of Superintendent that contains contingencies that need to be satisfied. Examples of such contingencies include obtaining a release from any other conflicting employment contract, completion of background checks, satisfactory completion of any mandatory medical examination, or reaching final contract terms that are mutually acceptable to both parties. Any conditional offer of employment that includes an unsatisfied contingency (including any of those listed above) is revocable by the Board if the Board determines that the contingency has not been appropriately and timely satisfied. Further, the Board shall not execute any employment contract with any candidate until all outstanding contingencies have been satisfied, unless District legal counsel renders an opinion that the contingency has been adequately incorporated into the individual's contract and that the contract is either voidable or can be terminated at the discretion of the Board if the contingency is not satisfied as required by the contract.

## Legal References:

## Wisconsin Statutes

Section 19.36(7) [public disclosure of applicants for local public office]
Section 66.0502 [employee residency requirements prohibited]
Subch. Il of Ch. 111 [the state fair employment law]
Section 118.19 [licensure, generally]
Section 118.24 [administrator contracts]
Section 121.02(1)(a) [school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

## Wisconsin Administrative Code

Pl8.01(2)(a) [school district standard; assure proper license/certification is on file]
PI 34 [licensure requirements]

## Federal Laws

Americans with Disabilities Act [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

Adoption Date: 09/15/80
Amended: 07/08/02
05/17/21

This policy applies to all positions of employment in the District for which the employee and the School Board execute an administrator contract that, by law, is subject to sections $118.24(5)$ to (7) of the state statutes. Within this policy, such positions of employment and the individuals holding such positions shall be referred to as "administrators."

It is the goal of this policy to ensure competitive administrator contracts that will attract and retain high quality administrators. When considering administrator contracts, state and regional comparables will be referenced to determine competitive contract components, as will the administrator's background and experience.

The Board delegates the negotiation and development of all administrator contracts to the Superintendent or his/her administrative designee (eg finance or personnel administrator). To the extent required by state law, no administrator may be employed or dismissed except by a majority vote of the full membership of the Board. The Board and each administrator employed by the District will mutually execute a written employment contract.

The maximum term, renewal, nonrenewal, and possible extension of each administrator contract shall be governed by applicable state law and by the rights and obligations that are established within the contract itself. The Board shall formally approve (or reject) any proposed termination of any administrator contract.

The Board's ability to individualize certain aspects of administrator contracts, including certain aspects of the structure and levels of an administrator's benefits and total compensation, is limited by various state and federal laws. Not all terms and conditions of an administrator's employment are contractual. To the extent consistent with state and federal law, terms and conditions of employment remain subject to the managerial discretion of the District.

If the Board has approved an administrator's employment, the Superintendent may execute an administrator's employment contract, other than his/her own, on behalf of the Board. The Board President and Clerk, or such other Board
officers as may be alternatively designated by the Board: (1) shall execute the Superintendent's contract on behalf of the Board; and (2) may execute any other administrator's Board-approved contract in lieu of the Superintendent.

If any administrator does not continuously hold a license that is required by law or by his/her employment contract, or if he/she is otherwise not legally eligible to hold the position identified in his/her contract, then (1) he/she shall be considered to be in material breach of the contract which may lead to termination; and/or (2) the contract may be void or voidable to the extent required or permitted by law. Each administrator who is required to be licensed (i.e., certified) by law, or as a condition of employment established by the District, shall provide a copy of his/current license(s) and any subsequent renewal or extension to the personnel department, where such license(s) shall be placed in the administrator's personnel file. Each administrator is personally and solely responsible for remaining appropriately and continuously licensed in good standing by the Department of Public Instruction throughout his/her employment, including knowing the expiration date of his/her license(s) (if any) and meeting all applicable requirements for maintenance/renewal in a timely manner.

## Legal References:

## Wisconsin Statutes

Section 66.0502 [employee residency requirements generally prohibited]
Section 111.31 [declaration of fair employment policy]
Section 118.24 [administrator contracts]
Section 121.02(1)(a) [school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

## Wisconsin Administrative Code

Pl 8.01 (2)(a) [school district standard; assure proper license/certification is on file] PI 34 [licensure requirements]

## Federal Laws

Americans with Disabilities Act [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

## Adoption Date: 05/17/21

Annually, the Superintendent will develop a professional development plan for administrators. The plan will include development around leadership best practices, system improvement, and any relevant leadership skills that will be necessary to successfully lead district staff.

Continual professional reflection, growth, and improvement is an expectation of administrators. Administrators are to maintain high standards of knowledge, skills, and professional competency and practice. Administrators are to execute effective strategies that result in staff followership and system outcomes. Accordingly, subject to applicable budgetary constraints and appropriate supervisory approval, administrators are expected to continue their professional growth and development through the following:

1. Active involvement in formal and informal professional learning communities both within the District;
2. Use of a wide range of technology-based resources;
3. Leading professional development activities for District employees or other educators:
4. Regular review of data and progress monitoring;

Administrators are encouraged to continue their growth and development through the following;

1. Participation in relevant conventions, programs, professional meetings and other activities conducted by administrator associations, government agencies, and other entities that actively serve public schools and educators;
2. Relevant seminars, workshops, and courses offered by institutions of higher education; and
3. Other relevant formal and informal professional development activities, including any activities appropriate for the particular administrator that may already be included in the District's staff development plan for licensed employees.

Networking opportunities are not considered development but may be permitted when the resulting connections and relationships have a direct benefit to the District.

Participation in administrative development activities that will take place out-of-district require advanced supervisor approval. Administrators who have performance improvement needs might have their travel limited.

Expenses directly related to an administrator's pre-approved qualifying professional development activities will be paid for or reimbursed by the District to the extent and in the manner provided by applicable District procedures, including timely submission of expense documentation. The submission of any inappropriate or unreasonable costs or expenses for payment by the District may affect the administrator's evaluation and/or result in discipline.

Administrators are expected to use the District's development plan, leader expectations, and District priorities when considering specific activities that would be most beneficial for the administrator to consider as a focus for his/her upcoming professional development activities.

Because administrator professional development might be more self-directed and rely more heavily on external resources, relationships, or affiliations than may be the case for non-administrative personnel, discussions with their supervisor are particularly important as a means for administrators to share ideas and gain awareness of sources for high-quality professional development activities.

## SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The Superintendent has heightened responsibility, relative to other employees, to self-monitor his/her own professional development activities to ensure that they do not interfere with the appropriate performance of his/her other duties
and that any District costs remain in line with District expectations and established parameters. When traveling, the District Administrator shall ensure that he/she makes appropriate arrangements regarding his/her contact information and for any appropriate in-District leadership designations that will apply in his/her absence.

## Legal References:

## Wisconsin Statutes

Section 118.24(5) [attendance at conventions by selected administrators]
Section 121.02(1)(b) [professional staff development plan]

## Wisconsin Administrative Code

Pl $8.01(2)(\mathrm{b}) \quad$ [professional staff development plan]

PI 34.003 [DPI's administrator standards]
PI 34, Subchapter V [stages of licensure, including orientation and mentoring requirements]

Adoption Date: 05/17/21

The Superintendent shall ensure that all other licensed administrators employed by the School Board are evaluated in writing at least once every year. The Superintendent shall further ensure that each such administrator has been evaluated at least once within each 12-month period that precedes any date on which the administrator's contract is considered for extension or renewal (with the exception of new administrators who have not been employed for 12 months).

In addition to the expectations established above, all newly hired administrators shall be evaluated in writing at the end of their first year of employment with the District.

This policy is not meant to prohibit or discourage informal evaluative communication outside of the context of the formal, written evaluation.

The Board delegates to the Superintendent the responsibility for defining and implementing the specific procedures, criteria and instruments that will be used to conduct the performance evaluations of other administrative personnel, provided that they are consistent with state law.

The Superintendent shall inform the Board when any administrator's performance is such that it results in a Performance Improvement Plan.

## Legal References:

## Wisconsin Statutes

Section 115.415 principals]
Section 118.24
Section $120.12(2 \mathrm{~m})$

Section 121.02(1)(a)
Section $121.02(1)(b)$
Section 121.02(1)(a)
[educator effectiveness evaluation requirements applicable to
[school administrators; administrator contracts]
[school board duty to evaluate principals using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]
[verification of licensure]
[professional development of employees]
[evaluation of licensed staff]

## Wisconsin Administrative Code

PI 8.01(2)(a) [annual certification to DPI of administrator's current license]
Pl $8.01(2)(a) \quad$ [evaluation of licensed staff]
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PI 34.003 [DPI's administrator standards]
Pl47 [equivalency process for educator effectiveness evaluation; principals and teachers]

Adoption Date: 05/17/21

In alignment with the School Board's governance model, the School Board delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the District's schools and other programs will be operated on a day-to-day basis. These detailed arrangements shall constitute the administrative rules governing the District's schools and other operations. All administrative rules shall be consistent with Board policies and legal requirements. As used in this policy, the term "rule" is synonymous and interchangeable with "procedure."

The Superintendent is responsible for developing, approving, implementing, and reviewing administrative rules as needed. However, while retaining overall accountability for and oversight of such rules, the Superintendent may further delegate such responsibilities to other administrators and supervisors or may seek involvement from other stakeholders.

In authorizing the administration to specify such written rules, the Board in no way intends to limit the authority of administrative and supervisory personnel to issue other directives, establish other responsibilities and expectations, or define other practices and procedures as may be lawful, prudent and consistent with Board policy for the sound management of the District. Similarly, certain aspects of the day-to-day management and operation of the District require the exercise of discretion such that it may be either impractical or imprudent to attempt to reduce the matter to a formal policy or rule. Applicable legal authority, District policies and rules, managerial directives shall guide and provide the framework for the exercise of such discretion.

Although this policy expressly establishes that the development and implementation of administrative rules is a delegated responsibility, no administrative rule may be written in a manner that is inconsistent with Distric $\dagger$ policy or applicable legal requirements.

## Legal References:

## Wisconsin Statutes

Section 120.13 [power to do all things reasonable for the cause of education, including making rules for the organization, gradation and government of the schools]

Adoption Date: 05/17/21

The District's Employee Handbook(s) contain provisions that are derived from or reflective of a variety of sources, including applicable laws and regulations, District policies and procedures, and statements of managerial expectations for employees. The provisions of the Employee Handbook also serve a variety of purposes, including the following:

1. Establishing the District's compliance with certain legal requirements;
2. Giving notice of certain rights, responsibilities, and obligations;
3. Identifying certain conditions of employment; and
4. Serving as a reference document for various employment-related practices and procedures.

Neither the Employee Handbook as a whole nor any specific provision within the Handbook:

1. Constitutes or creates an employment contract, or any other type of contract, between the District and any employee;
2. Modifies, adds to, or subtracts from the terms of any contract that may be held by an individual employee, except to the extent that such contract expressly incorporates one or more Employee Handbook provisions by reference;
3. Is intended to create or confer a property interest in any person's continued employment with the District; or
4. Is intended to create or confer any third-party rights or causes of action to persons who are not District employees, except as strictly required by applicable law.

Employee Handbook provisions are subordinate to conflicting provisions of any applicable state or federal law or regulation, any School Board-approved individual employment contract, or any Board-ratified collective bargaining agreement. Accordingly, changes in applicable laws, regulations, or contracts may supersede, modify the application of, or eliminate certain provisions found in the Employee Handbook.

To the fullest extent permitted under the law, the District, as the employer, reserves the right to modify the provisions of the Employee Handbook at its discretion at any time.

Where a provision of the Employee Handbook represents the entirety of, an excerpted portion of, or a direct summary of a separately-maintained Board policy or Board-adopted rule, any Board-adopted change to the associated policy or rule shall simultaneously amend the applicable Handbook provision(s).

The current version of the District's Employee Handbook(s) shall be accessible to employees on the District's website.

## District Expectations for Employees Related to the Employee Handbook

All District employees are subject to and are expected to review and follow the provisions of the Employee Handbook that are applicable to their position and role.

If an employee has a concern that any provision of the Employee Handbook is or may be in conflict with any applicable state or federal law or regulation or any separately-established District policy, rule, contract, or performance expectation, the employee shall raise the concern with his/her immediate supervisor, who shall involve other employees, supervisors, or administrators as necessary to resolve the issue.

To the extent a provision of the Employee Handbook may be ambiguous as written or as applied, or if any employee otherwise has questions, concerns or requires any clarification regarding any provision(s) of the Handbook, the employee shall contact his/her supervisor, who shall involve other employees, supervisors, or administrators as necessary to resolve the issue.

## Legal References:

Wisconsin Statutes
Section 120.13 [power to do all things reasonable for the cause of education, including making rules for the organization, gradation and government of the schools]

Adoption Date: 05/17/21

The District's student handbooks are intended to provide information for the benefit of students, parents and guardians, staff and other interested persons in the school community. Student handbooks serve a variety of purposes including the following:

1. Giving notice of certain policies, rules, rights, responsibilities, and obligations;
2. Serving as a reference document for various school-related practices, procedures, and expectations; and
3. Establishing the District's compliance with certain legal requirements.

Building principals shall be responsible for ensuring that the schools maintain, update, and periodically review student handbooks each school year.

Student handbook provisions are subordinate to conflicting provisions of any applicable state or federal law or regulation, and shall be consistent with applicable Board-adopted policies, rules, and directives.

Where a student handbook provision represents the entirety of, an excerpted portion of, or a direct summary of a separately-maintained Dlstrict policy or rule, any change to the associated policy or rule shall simultaneously amend the applicable student handbook provision(s).

The current version of the District's student handbook(s) shall be accessible to the students and parents.

## Legal References:

Wisconsin Statutes
Section 120.13 [power to do all things reasonable for the cause of education, including making rules for the organization, gradation and government of the schools]

Adoption Date: 05/17/21

The Director of Finance and Operations shall oversee the development, revision, and maintenance of written job descriptions for all employee classifications in the District. At a minimum, each job description shall list the required qualifications and the essential functions (primary duties) that have been identified for the staff position(s) covered within the relevant classification.

Relevant administrative and supervisory personnel are responsible for reviewing the job descriptions applicable to their area(s) of responsibility on an ongoing basis to ensure that the descriptions remain reasonably current and accurate and to coordinate with the District Administrator or his/her designee regarding any concerns or potential changes. Job descriptions must be reviewed and updated a minimum of every five years.

Postings for specific positions, individual employment contracts, specific District policies and handbooks, or other supplemental descriptions for specific positions, assignments, and roles within an employee classification may augment a general job description. Further, all employees are expected to perform such duties and attend to such responsibilities as may be reasonably assigned by a supervisor.

## Legal References:

## Wisconsin Administrative Code

Pl 8.01(2)(q) [evaluations of licensed personnel to be based, in part, on board-adopted written job descriptions]

## Federal Laws

Americans with Disabilities Act of 1990 [disability discrimination in employment; reasonable accommodations]

## Adoption Date: 05/17/21

## SUPPORT STAFF POSITIONS

All support staff positions in the school syttem will be established by the board.
In each case, the board will approve job description as presented by the administrator. This will set forth the qualifications of candidates, and a detailed list of responsibilities and duties.

Only the board may abolish a position that it has created.
Whenever a job is abolished, the affected employee will be notified by the board of the date the $j o b$ is to be terminated and the employee will, within 10 days of receipt of the notice, inform the board of the position he desires to fill in accordance with seniority rights.

| Initial Adoption: | $9 / 15 / 80$ |
| :--- | ---: |
| Final Adoption: | $10 / 27 / 80$ |
| Initial Adoption: | $9 / 6 / 83$ |
| Final Adoption: | $10 / 3 / 83$ |

ADMINISTRATIVE ASSISTANTS, SECRETARIES TO THE BOARD OF EDUCATION, PAYROLL AND PERSONNEL SPECIALISTS

The district central office shall be run by the number of persons deemed necessary by the District Administrator and approved by the Board of Education to keep the Altoona School District operating in a smooth and efficient manner.

Due to the confidential duties they are assigned they will be non-union employees. The district central office personnel report to the District Administrator. The salaries and work year are established by the Board of Education. Performance of these jobs will be evaluated by the District Administrator.

The School District shall not discriminate in hiring these individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability handicap.
CRoss Reg: :

Initial Adoption: 06/26/90
Final Adoption: 07/09/90
Amended: 01/18/93

## EVALUATION OF SUPPORT STAFF

The Board believes evaluation of its support staff is one means by which the Altoona district may continuously improve the educational environment of its students. The Board therefore directs the administration to formulate a plan of evaluation which will include these principles:

1. Evaluation will be a constructive measure used to counsel and guide the employee to his/her highest level of competency.
2. The evaluation process will be ongoing and may change to allow the use of better methods and techniques for evaluation as they are developed.
3. Those to be evaluated will have a role in the determination of the evaluation process itself.
4. Data recorded as a result of the evaluation process will be treated as confidential material.

## EVALUATION OF PROFESSIONAL STAFF

The Board believes evaluation of its professional staff is one means by which the Altoona district may continuously improve the level of instruction of its students. The Board therefore directs the administration to formulate a plan of evaluation which will include these principles:

1. Evaluation will be a constructive measure used to counsel and guide the teacher or administrator to his/her highest level of competency.
2. The evaluation process will be ongoing and may change to allow the use of better methods and techniques for evaluation as they are developed.
3. Those to be evaluated will have a role in the determination of the evaluation process itself.
4. Data recorded as a result of the evaluation process will be treated as confidential material.

It will be incumbent upon each building principal to inform the superintendent in writing by February 1st each year, of the performance of the individual teachers on his/her staff, whether or not he/she is recommending renewal of the contracts.

Legal Ref: Wisc. Statutes 118.22 (1-3)
Chapter 241 (1981)

Initial Adoption: 04/02/84
Final Adoption: $05 / 07 / 84$
Amended: 08/27/96

## EVALUATION OF PROFESSIONAL STAFF

## Performance Evaluation

The board of education understands the importance of performance evaluations of district employees. Therefore, the board, through the superintendent, shall establish and implement an ongoing and consistent evaluation process for employees of the district. Formal evaluation conferences are a culmination of overall performance during a specific period. The formal evaluations will be in writing and the results shared and discussed with the employee by the supervisor to whom the employee is responsible.

The superintendent or designee has the responsibility to develop, organize, and implement a system-wide program for evaluating the instructional process. Evaluation must be done to serve four purposes:

1. To raise the quality of instruction and/or educational services to the children of our community;
2. To promote the professional growth of employees; and
3. To identify professional strengths and weaknesses with the intent of improving performance.
4. To support the community's expectation that teacher performance is evaluated, monitored and improved.

Each professional staff member shall have two formal evaluations during each of his/her first two years of employment. Thereafter, a formal evaluation will be conducted at least once every three years to be in compliance with state law.

Each school district board shall establish specific criteria and a systematic procedure to measure the performance of licensed school personnel. The written evaluation shall be based on the Wisconsin Teacher Standards, job-related activities, and shall include observation of the individual's performance as a part of the evaluation data. The school district board shall ensure that evaluations, including those for purposes of discipline, job retention, or promotion shall be performed by persons who have the training, knowledge and skills necessary to evaluate professional school personnel.

Legal References: $\quad$ Sections $118.38,121.01$ (1)(q) Wisconsin Statutes
PI 8.01(2)(q) Wisconsin Administrative Code

Initial Adoption: 04/02/84
Final Adoption: 05/07/84
Amended: 11/08/10

## EVALUATION OF INSTRUCTIONAL PROGRAMS

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$\qquad$
Appropriate means for curriculum evaluation shall be established and maintained. Elements of this evaluation may include:

1. Testing programs such as state tests, nationally standardized general achievement tests, national standardized tests in specific subject area, and tests administered by other agencies.
2. Study of school achievement records
3. Study of students' high school and drop-out records.
4. Utilization of out-of-system services, participation in regional research studies, contracted evaluation services.
5. Evaluation by other agencies.
6. State and national standards.

An evaluation of the curriculum and its effectiveness is based on the curriculum cycle, peer review and all of the above. This is considered on an on-going process of reporting.

Initial Adoption: 07/06/81
Final Adoption: 08/03/81
Amended: $\quad 04 / 07 / 99$

## Professional Staff Fringe Benefits

The benefits extended to teachers will be designed to promote their present and future economic security and provide incentive for professional development that will be of benefit to the individual and the Altoona School District.

Benefits will include a comprehensive health/life insurance program, retirement benefits, a reimbursement for earned approved graduate credits, and various types of leaves.

Worker's Compensation and Unemployment Compensation: All teachers are covered under the horkers Compensation Act, and Unemployment Compensation Act and will be entitled to all the prescribed benefits.

| Legal Ref: | Wis. Stat. 60.185 |
| ---: | :--- |
|  | Chap. 102 |
|  | Chap. 108 |
|  | 118.21 (4) |

Initiāl Adoption: Z\%
Final Adoption: $3 / 21 / 83$

All teachers may be granted leave for illness, personal and emergency purposes, professional improvement, and other short-term and extended leaves of absences in accordance with state law and negotiated agreement with the Altoona Education Association.

$$
\text { Legal Ref: Wisconsin Statutes } 118.21(4), 121.17(2)(\mathrm{c}), \not \begin{aligned}
& 121.02(b) 2(b)
\end{aligned}
$$

## YOUTH OPTIONS PROGRAM

If a student takes a university or technical college course for high school credit under the Youth Options Program, the school district will pay for tuition, fees, books, etc. as required by state statute.

Legal Ref: Wisc. Statute 118.35, 118.37

Initial Adoption: 05/18/92
Final Adoption: 06/01/92
Amended: 07/19/04

DISTRICT ADMINISTRATOR

The District Administrator shall be the chief executive officer and educational advisor of the school board and shall have, under the direction of the board, general supervision of all of the public schools and of all the personnel and various personnel departments of the school system. The District Administrator is responsible for the management of the School District under the board.'s policies and is accountable to the board.
The District Administrator at his discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the District Administrator by these policies or by vote of the board. The delegation of power or duty, however, shall not relieve the District Administrator of responsibility for the action taken under school delegation.

Initial Adoption: 6/16/80
Final Adoption: $\quad 7 / 21 / 80$
Initial Adoption: 9/6/83
Final Adoption: 10/3/83

## QUALIFICATIONS AND DUTIES OF THE DISTRICT ADMINISTRATOR

 QualificationsThe District Administrator of school shall posses a school administrator's certificate issued by the Department of Public Instruction of the State of Wisconsin.

The administrator shall have had three years of successful teaching experience and four years of successful school administrative experience.
The district administrator shall be a resident of the School District of Altoona.
The District Administrator shall:

1. Shall prepare the agenda for each meeting in cooperation with the Board President, shall attend all meetings, except when his contract is being considered, and participate in all deliberations of the board when such deliberations do not involve his employment.
2. Develop, subject to board approval, administrative rules and procedures for implementing board policies.
3. Administer and exercise general supervision of all of the pubiic school properties in conformity with the adopted policies of the board and the rules and regulations of the State Department of Public Instruction and the laws of the State of Wisconsin.
4. Recommend employees for appointment, demotion, transfer, or dismissal in accordance with the policies of the board. All public school employees shall be directly responsible to him. No vacancies will be filled without his recommendation.
5. Assign instructional and non-instructional staff. He with the sanction of the board, shall make such assignments, reassignments; and transfers as are necessary to secure the highest efficiency of the entire staff.
6. Be charged with the responsibility of implementing measures for the improvement of teaching in-service. With the aid of his assistants, he shall issue bulletins, circulars; courses of study and other curricular materials for the improvement of instruction.
7. Direct studies to determine the adequacy of the curriculum and recommend to the board new courses of study or improvements in the organization of content of the curriculum as need arises.
8. He or she shall act as an advisor to the Board Representative on the Discussion or Negotiating Team regarding teacher or school personnel contracts.
9. Suspend any pupil or employee from school whenever, in his judgement, such person is guilty of gross misconduct or flagrant insubordination to school authorities and/or board policies or regulations. The right to expe11 is a power retained by the Board.
10. Give reports to the board on the general condition of the school with such recommendations for their improvements.
11. Transmit all communications from the Board of Education or its' committees to members of the instructional, administrative, supervisory, and custodial staff, and shall transmit all communications from them to the board.
12. He or she shall work with school personnel to prepare an annual budget which he or she presents and explains to the board.
13. Be the purchasing agent of the board and within limits of the detailed annual budget for the year, duly approved by the board, shall have power to direct expenditures and purchases , the board auditing all bills and accounts at each regular meeting.
14. Investigate the needs of and recommend to the board, provisions for school facilities in the school system. He shall assist the architect employed by the board in drafting plans and specifications for construction work to meet these needs.
15. Have the responsibilty for the appraisal of the quality of teaching of the instructional staff with a view of increasing its effectiveness.
16. Approve the appointment of faculty committees that may be required for the establishment of educational practices and policies.
17. Keep himself informed by attending state, national, and regional conferences, and by other means, regarding modern and progressive methods in education.
18. Reviews policies with the board continuously making recommendations for additions, deletions, or revisions as he deems necessary.
19. He or she shall interpret the philosophy, aims and objectives of the educational program of the school to the community.
20. Perform such duties as the board may require, and in the absence of specific rules and advice of the board, shall assume any authority or perform any duty which any particular situation unforeseen and suddenly arising, may demand, subject to later consideration and action of the board.
21. Serves as the representative of the board in handling public complaints and criticisums of any phases of the school system, bringing unresolved probelems to regular or special meeting of the board.
22. Recommend to the board the establishment of lay advisory committees when this is deemed appropriate, including a definition of the tasks of each committee, a suggested time limitation, and appropriate procedures for committee operation.
23. Provide and maintain up to date organizational charts of all school employees in the District.
24. He or she shall notify the public, newspapers, radios twenty four hours prior to board meetings to comply with the Wisconsin Open Meeting Law Wisconsin Statutes 19.84 [3]

| Initial Adoption: | $6 / 1 / 80$ |
| :--- | :---: |
| Final Adoption: | $7 / 21 / 80$ |
| Initial Adoption: | $9 / 6 / 83$ |
| Final Adoption: | $10 / 3 / 83$ |
| Initial Amended | $6 / 26 / 89$ |
| Final Amended | $7 / 10 / 89$ |

## EVALUATION OF THE SUPERINTENDENT

One of the primary responsibilities of the Board of Education is the assurance of effective administrative leadership for the school system. This assurance can best be achieved through the careful selection and evaluation of the superintendent. The purpose of the evaluation process is to provide both the superintendent and the Board with information which can be used to improve the effectiveness of the chief administrator and thereby improve the quality of the school system.

The Board is expected to provide the superintendent with continual, informal performance assessments through their regular communication; for both individual and system-wide goal setting and clarification of priorities.

The results of the evaluation shall be used by the superintendent to identify and nurture strengths and to provide specific direction for irsproving performance. The Board shall use the results of the evaluation to improve communications, to clarify roles and expectations, to recognize excellence, to establish documentation for continued contract and compensation decisions, and to assist in its own selfevaluation.

The superintendent's effectiveness shall be evaluated according to the performance expectations included in the "Superintendent's Job Description" as approved by the Board.

The Board will annually devote a personnel session to the evaluation of the administrator's performance (with the administrator present). This evaluation session will be held before the end of January.

Following this evaluation for an administrator who is in the last year of his/her contract, the Board may extend the administrator's contract for two (2) additional years, with the contract expiring on June 30 of an odd-numbered year. The decision on the contract extension will be made at the first regular meeting of the Board in January of each odd-numbered year. If the Board fails to notify the administrator of either renewal of the contract or of its refusal to renew the administrator's contract by January 31 of any odd-numbered year, the contract will be automatically extended for a two-year term which expires on June 30 of an odd-numbered year.

Legal Ref: Wisc. Statute 118.24

Initial Adoption: 08/18/80
Final Adoption: $09 / 15 / 80$
Amended: 08/08/94

DISTRICT CENTRAL OFFICE MANAGEMENT
ADMINISTRATIVE ASSISTANTS, SECRETARIES TO THE BOARD OF EDUCATION,
PAYROLL AND PERSONNEL SPECIALISTS
The district central office shall be run by the number of persons deemed necessary by the District Administrator and approved by the Board of Education to keep the Altoona School District operating in a smooth and efficient manner.

Due to the confidential duties they are assigned they will be non-union employees. The district central office personnel report to the District Administrator. The salaries and work year are established by the Board of Education. Performance of these jobs will be evaluated by the District Administrator.

The School District shall not discriminate in hiring these individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability handicap.

