# ALTOONA BOARD OF EDUCATION 

Regular Meeting
District Board Room
1903 Bartlett Avenue
February 17, 2020
6:30 PM

Agenda

1. Convene
a. Call to order
b. Roll call
c. Reading of the public notice
d. Pledge of Allegiance
2. Focus on Student Performance (Governing Policy R-2)
a. Revisit Indicators for Results Policy - 2: Content Area Performance - Social Studies
b. Interpretations and Indicators for Results Policy - 2: Content Area Performance - Career and Technical Education
3. Focus on District Operations (Governing Policy $O E-8 \& O E-3$ )
a. Revisit Indicators for Operational Expectations Policy - 8: Communicating with and Support for the Board
b. Interpretations and Indicators for Operational Expectations Policy - 3: Treatment of Community Stakeholders
4. Public Comment (District Policy 187)
5. Approval of the Consent Agenda
6. Board consent agenda (Governing Policy GC-2)
a. Approval of January 20, 2020 regular meeting minutes
b. Consider 02-17-2020 Key Words at Key Times
7. Superintendent consent agenda (Governing Policy GC-2)
a. Consider any resignations
b. Approval of the treasurer's report
c. Approval of checks for payment
8. Matters Reserved for Board Action \& Discussion
a. Discussion and second reading of 100 series policies for final approval of changes (Governing Policy GC-2)
i. Consider deletion of policy 112.2 Continuous Quality Improvement (Information is found in Governance policies)
ii. Consider deletion of policy 120 Board of Education Members (Information is found in Governance policies)
iii. Consider amendment to policy 130 School Board Legal Status (Required policy amended to broadly defining duties, powers, and authority of School Board)
iv. Consider amendment to policy 131 Board Member Elections (Required policy amended to include terms, electoral process, and oath)
v. Consider amendment to policy 133 Board Vacancies (Required policy amended for clarity with essential information provided by WI state statutes and WASB)
vi. Consider deletion of Rule 133 (Outdated)
vii. Consider deletion of policy 141 Board Officers (Information now found in Governance policies)
viii. Consider deletion of policy Rule 141 (Information now found in Governance policies)
ix. Consider deletion of policy 151 Board Policy Adoption and Review (Information now found in Governance policies)
x. Consider deletion of policy 151.1 Policy Dissemination (Information now found in Governance policies)
xi. Consider deletion of policy 151.2 Administration in Policy Absence (Clarification of roles now in Governance policies)
xii. Consider deletion of policy 153 Board Evaluation (Information now found in Governance policies)
xiii. Consider amendment to policy 154 Legislative Advocacy (Removed wording that conflicted with newly approved Governance policies)
xiv. Consider deletion of Rule 154 (Rule is too detailed and parts conflict with newly approved Governance policies)
xv. Consider deletion of policy 161 Board Member Authority (Information now in Governance policies; inserted one pertinent paragraph from this policy into Policy 130)
xvi. Consider deletion of policy 163 Board Member Development Opportunities (Information now found in Governance policies)
xvii. Consider deletion of policy 165 Board Member Conduct/Ethics
xviii. Consider deletion of policy 165.1 Board Member Conflict of Interest
xix. Consider amendment to policy 166 Board Member Electronic Communications (Revised for clarity)
xx . Consider deletion of Rule 171.2 (Information conflicts with Governance policies)
xxi. Consider amendment to policy 173 Closed Session Meetings (Revised for clarity)
xxii. Consider amendment to policy 175 Annual and Special School District meetings (Revised for clarity)
xxiii. Consider amendment to policy 181 Rules of Order (Revised for clarity)
xxiv. Consider amendment to policy 183 Voting Methods (Revised for clarity)
xxv. Consider amendment to policy 184 Board Minutes (Revised for clarity)
xxvi. Consider deletion of policy 185 Board Committees (Information now found in Governance policies)
xxvii. Consider deletion of Exhibit 185 (Information now found in Governance policies)
xxviii. Consider deletion of policy 186 Advisory Committees (Information now found in Governance policies)
xxix. Consider amendment to policy 187 Public Participation at Board Meetings (Added recommended time limits)
xxx. Consider amendment to Rule 187 (Deleted top two informational paragraphs)
xxxi. Consider deletion of policy BBBA Board Member Qualification (information already covered in Governance policies)
9. Leadership reports
a. President's Report
i. Board Member Duty: Labeling the Agenda
ii. Recording Board Meetings
b. Superintendent's Report
i. School Board Candidate Forum: 03/09/2020 at 6:30 PM at the Altoona High School LMC
c. Business Manager's Financial Report
d. Principal's Report
e. Student Representative to the Board Report
10. Five Minute Recess
11. Anticipated Closed Session as Per Section 19.85(1) (c), (1) (e) - Wisc. Statutes

The Board of Education will entertain a motion to convene in closed session, pursuant to Wisc. Statutes $\S 19.85(1)(\mathrm{f})$, as appropriate, per governing policy OE-8, of a personnel concern. Following the closed session, the Board of Education will reconvene in open session and will take further action, if necessary and appropriate.
12. Reconvene into open session.
13. Board debrief (Governing Policy GC-4)
14. Adjourn


## School District of Altoona

## Results Monitoring Report <br> R-2: Content Area Performance - Social Studies

Interpretations and Indicators

Date Originally Presented: January 20, 2020
Date Presented with Modifications: February 17, 2020
Date Approved by the Board:

## Superintendent Certification

With respect to Results policy Two, Content Area Performance in the area of social studies, taken as a whole, the Superintendent certifies that the proceeding information is accurate and complete, and the district has:
$\qquad$ Made Reasonable Progress
Made Reasonable Progress with Exceptions (as noted in the evidence)
Not Made Reasonable Progress
Superintendent Summary Statement:
Given the Board's first year operating within this governance system, the intent of this monitoring report is to establish interpretations and indicators for policy R-2.Social Studies "Content Area Performance" for January 2020. During this school year a judgement on the results is not required. Rather, the school board and the superintendent must agree on reasonable interpretations and indicators for future reports that include results data.

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

## Board of Education Action

With respect to R-2.Social Studies "Content Area Performance," the Board finds the district's interpretations and indicators to be:
$\qquad$ In Compliance
In Compliance with Exception (as noted in the evidence)
Not in Compliance
Board Summary Statement/Motion:

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


## School District of Altoona

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## Results Monitoring Report R-2: Content Area Performance - Social Studies

Interpretations and Indicators
R-2.Social Studies: Students meet or exceed District-established expectations in all content areas.

## Superintendent Interpretation:

The Board expects that students in the School District of Altoona show proficiency, as outlined by the indicators below, in the area of social studies.

Indicator One: All graduating students will take the civics exam. 95\% of students without an Individualized Education Plan (IEP) will pass the civics exam on the first attempt.
Evidence: Presented January 2021
Baseline: Students with an IEP are required to take the civics exam, but are not required to pass the civics exam. All other students are required to pass the civics exam to graduate. So far, 89/103 of the current senior class have taken the exam and of those, only one did not pass on the first attempt. We still have a few seniors who have not taken the exam yet, mostly due to an absence or recent transfer into our school district. The transfer students, in particular, are not a good measure of our social studies content area since the majority of their schooling was not in Altoona. Given that uncertainty, the district still feels as though a $95 \%$ first attempt passage of the civics exam is attainable and considered to be an appropriate success indicator for social studies.

Indicator Two: Students taking the Wisconsin Forward Exam will, on average, be within two percentage points of the state average or above the state average in the area of social studies.
Evidence: Presented January 2021
Baseline: During the 18/19 school year the percentage of students advanced and proficient in the School District of Altoona on the Wisconsin Forward Exam was 44.9\% compared to the state average of 49.0\%.

## Board Feedback to the Superintendent

Comments or guidance given by the Board to the Superintendent to improve or enhance the interpretations and indicators for R-2.Social Studies:


## School District of Altoona

## Results Monitoring Report R-2: Content Area Performance - Career and Technical Education (CTE)

Interpretations and Indicators

Date Presented: February 17, 2020
Date Approved by the Board:

## Superintendent Certification

With respect to Results policy Two, Content Area Performance in the area of CTE, taken as a whole, the Superintendent certifies that the proceeding information is accurate and complete, and the district has:
$\qquad$ Made Reasonable Progress
Made Reasonable Progress with Exceptions (as noted in the evidence)
Not Made Reasonable Progress
Superintendent Summary Statement:
Given the Board's first year operating within this governance system, the intent of this monitoring report is to establish interpretations and indicators for policy R-2.CTE "Content Area Performance" for January 2020. During this school year a judgement on the results is not required. Rather, the school board and the superintendent must agree on reasonable interpretations and indicators for future reports that include results data.

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

## Board of Education Action

With respect to R-2.CTE "Content Area Performance," the Board finds the district's interpretations and indicators to be:
$\qquad$ In Compliance
In Compliance with Exception (as noted in the evidence)
Not in Compliance
Board Summary Statement/Motion:

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


## School District of Altoona

1903 Bartlett Avenue • Altoona, Wisconsin 54720

## Results Monitoring Report R-2: Content Area Performance - Career and Technical Education (CTE)

## Interpretations and Indicators

R-2.CTE: Students meet or exceed District-established expectations in all content areas.

## Superintendent Interpretation:

The Board expects that students in the School District of Altoona show proficiency, as outlined by the indicators below, in the area of CTE.

## Indicator One: $80 \%$ of students taking CTE transcripted courses will pass with a "C" or better

## Evidence:

Background: Earning a " C " in our transcipted course work is important because this allows them to receive CVTC credit for their high school coursework. If a student falls below a "C" they still can finish the class for their high school transcript, however, they will not receive the credit on their post-secondary transcript. This includes personal finance courses, which is a required class for our graduating students.

Indicator Two: Of the students involved in school to career options, $90 \%$ will earn at least a three (out of five) or better on their semester evaluation form.

## Evidence:

Background: Altoona High School offers a number of opportunities and partnerships with the local business sector to offer high school credit to students who learn on the job skills related to our CTE standards. The local businesses then work with our high school staff to complete a semester evaluation form for each student. This form helps determine the student's grade for their high school transcript.

Indicator Three: $80 \%$ of students will obtain a grade of three (out of four) or higher in a career exploration course.

## Evidence:

Background: This is a new required course for our middle school, which makes a results prediction challenging. However, we expect at least $80 \%$ of our students to show proficiency in the standards for this course due to the importance of career exploration at this stage in a student's life. Next year, we will only have access to one semester of this course, given the timing of this monitoring report. Each year after will include a full year of results.

## Board Feedback to the Superintendent

Comments or guidance given by the Board to the Superintendent to improve or enhance the interpretations and indicators for R-2.CTE:


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## Operational Expectations Monitoring Report

 OE-8: Communicating with and Support for the Board
## Interpretations and Indicators

Date Presented: January 20, 2019
Date Approved by the Board:

## Superintendent Certification

With respect to Operational Expectations Eight, Communicating with and Support for the Board, taken as a whole, the Superintendent certifies that the proceedings information is accurate and complete, and the district is:
$\qquad$ In Compliance
In Compliance with Exception (as noted in the evidence)
Not in Compliance
Superintendent Summary Statement:
Given the Board's first year operating within this governance system, the intent of this monitoring report is to establish interpretations and indicators for policy OE-8 "Communicating with and Support for the Board" for January 2020.

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

## Board of Education Action

With respect to Operational Expectations Eight, Communicating with and Support for the Board, the Board finds the district's interpretations and indicators to be:
$\qquad$ In Compliance
In Compliance with Exception (as noted in the evidence)
Not in Compliance
Board Summary Statement/Motion:

Signed: $\qquad$ Date: $\qquad$
Board President

## School District of Altoona

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# Operational Expectations Monitoring Report OE-8: Communicating with and Support for the Board 

## Interpretations and Indicators

$\mathrm{OE}-8$ : The Superintendent shall assure that the Board is fully supported and adequately informed about matters relating to Board work and significant district concern.

The Superintendent will:

## Superintendent Interpretation:

The Board values being appraised of district events and issues that directly impact or inform Board action or communications they may have with their constituents or the greater community they serve.
8.1 - The Superintendent will submit required monitoring data (see policy B/SR-5 Monitoring Superintendent Performance) in a thorough, accurate and understandable fashion, according to the Board's annual work plan schedule, including both Superintendent interpretations and relevant data to document compliance or reasonable progress.

Interpretation: The Board values that the governing policies, as outlined by the Board, is adhered to and schedules for work related to the governance system are followed by the Superintendent.

## Indicator: $100 \%$ of monitoring data is submitted per the annual work plan.

 Evidence:8.2 - The Superintendent will provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.

Interpretation: The Board values being aware about matters that may come their way, therefore, the Superintendent will ensure they are communicated with often and in a concise manner.

Indicator: The Superintendent will provide a document called the "District Digest" which will include relevant data that relates to the Board's work.
Evidence:
Indicator: Item 8.2 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that they "Disagree" with the statement. See baseline for details.
Evidence
Baseline:

| (8.2) The Superintendent provides for the Board, in a timely manner, information about |
| :--- |
| trends, facts, and other information relevant to the Board's work. [INTERPRETATION: The |
| Board values being aware about matters that may come their way, therefore the |
| Superintendent will ensure they are communicated with often and in a concise manner.] |
| 5 responses |

8.3 - The Superintendent will inform the Board of significant transfers of money within funds or other changes substantially affecting the district's financial condition

Interpretation: The Board values financial awareness when dollars are moved between funds or there are major disruptions to the anticipated course of the districts budgetary assumptions and projections

8.4 - The Superintendent will assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.

Interpretation: The Board values multiple points of data to ensure updated, informed and thoughtful Board action.

Indicator: Item 8.4 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that they "Disagree" with the statement. See baseline for details.
Evidence:
Baseline:
(8.4) The Superintendent assures that the Board is adequately informed from a variety of internal and external viewpoints. [INTERPRETATION: The Board values multiple points of data to ensure updated, informed and thoughtful Board action.]
5 responses


Somewhat Agree
Disagree

- No Experience
8.5 - The Superintendent will inform the Board of anticipated significant media coverage.

Interpretation: The Board values advanced notice and being prepared for potential significant news-making events

Indicator: Item 8.5 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that they "Disagree" with the statement. See baseline for details.
Evidence:
Baseline:
(8.5) The Superintendent informs the Board of anticipated significant media coverage.
[INTERPRETATION: The Board values advanced notice and being prepared for potential
significant news-making events.]
5 responses
8.6 - The Superintendent will inform the Board, the Board President or individual members if, in the Superintendent's opinion, the Board or individual members have encroached into areas of responsibility assigned to the Superintendent or if the Board or its members are non-compliant with any Governance Culture or Board/Superintendent Relations policies.

Interpretation: The Board values the foundation of its governance policies and holds the Superintendent responsible for keeping the Board informed of situations that potentially undermine their expectations related to coherent governance or Board/Superintendent roles and responsibilities.

Indicator: Item 8.6 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that they "Disagree" with the statement. See baseline for details.
Evidence:
Baseline:

> (8.6) The Superintendent informs the Board, the Board President or individual members if, in the Superintendent's opinion, the Board or individual Board members have encroached into areas of responsibility assigned to the Superintendent or if the Board or its members are non-compliant with any Governance Culture or Board/Superintendent Relations Policies. [INTERPRETATION: The Board values the foundation of its governance policies and holds the Superintendent responsible for keeping the Board informed of situations that potentially undermine their expectations related to coherent governance or Board/Superintendent roles and responsibilities.]
> 5 responses
8.7 - The Superintendent will present information in simple and concise form, indicating clearly whether the information is incidental, intended for decision preparation, or for formal monitoring.

Interpretation: The Board values a format of reporting that directs their attention to those things that are background information, necessary for informed Board action, or used as evidence supporting the Board governance structure.

Indicator: Item 8.7 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that they "Disagree" with the statement. See baseline for details.
Evidence:
Baseline:
(8.7) The presents information in simple and concise form, indicating clearly whether the
information is incidental, intended for decision preparation or for formal monitoring.
[INTERPRETATION: The Board values a format of reporting that directs their attention to
those things that are background information, necessary for informed Board action, or used
as evidence supporting the Board governance structure.]
5 responses
8.8 - The Superintendent will treat all members impartially and assure that all members have equal access to information.

Interpretation: The Board values the Superintendent communicating with all Board members in a professional and equitable manner and that the Superintendent provide equitable access to information ensuring the Board can appropriately fill their responsibilities. The Board understands that the Board president will periodically meet with the Superintendent individually and this is not a sign of inequitable communication.

| Indicator: Item 8.8 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that they <br> "Disagree" with the statement. See baseline for details. |  |
| :--- | :--- |
| Evidence: |  |
| Baseline: | (8.8) The Superintendent treats all members impartially and assures that all members have <br> equal access to information. [INTERPRETATION: The Board values the Superintendent <br> communicating with all Board members in a professional and equitable manner and that the <br> Superintendent provide equitable access to information ensuring the Board can <br> appropriately fill their responsibilities. The Board understands that the Board president, will <br> periodically meet with the Superintendent individually and this is not a sign of inequitable <br> communication.] <br> 5 responses |
|  |  |

8.9 - The Superintendent will inform the Board in a timely manner of any actual or anticipated noncompliance with any Board Operational Expectations policy or any anticipated failure to achieve reasonable progress toward any Results policy.

Interpretation: The Board values monitoring reports that present accurate information - including information that may not meet the expectations of the Board.

| Indicator 1: Item 8.9 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that <br> they "Disagree" with the statement. See baseline for details. |
| :--- |
| Evidence: |
| Baseline: |
| (8.9) The Superintendent informs the Board in a timely manner of any actual or anticipated <br> non-compliance with any Board Operational Expectations policy or any anticipated failure to <br> achieve reasonable progress toward any Results policy. [INTERPRETATION: The Board values <br> monitoring reports that present accurate information - including information that may not <br> meet the expectations of the Board.] <br> 5 responses |

8.10 - The Superintendent will provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.

Interpretation: The Board values awareness about those items the Superintendent is making decisions about which are Board decisions in statue.

Indicator: Item 8.10 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that they "Disagree" with the statement. See baseline for details.
Evidence:
Baseline:
(8.10) The Superintendent provides for the Board adequate information about all
administrative action and decisions that are delegated to the Superintendent, but required
by law to be approved by the Board. [INTERPRETATION: The Board values awareness about
those items the Superintendent is making decisions about which are Board decisions in
statue.]
5 responses
8.11 - The Superintendent will inform the Board in a timely manner of the administrative disposition of complaints referred to the Superintendent by the Board.

Interpretation: Should the Board have a concern or issue that is of legitimate focus to the Board, the Superintendent will follow-up with timely communication.

Indicator: Item 8.11 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that they "Disagree" with the statement. See baseline for details. Evidence:
Baseline:

> (8.11) The Superintendent informs the Board in a timely manner of the administrative disposition of complaints referred to the Superintendent by the Board. [INTERPRETATION:
> Should the Board have a concern or issue that is of legitimate focus to the Board, the Superintendent will follow-up with timely communication.]
> 5 responses


- Agree

Somewhat Agree

- Disagree
- No Experience
8.12 - The Superintendent will inform the Board in advance of any deletions of, additions to or significant modifications of any instructional programs.

Interpretation: The Board values the learning experiences of all Altoona students and expects to be apprised of major changes to instruction practices or curriculum before those changes are made.
"Significant modifications" are defined as changes that require considerable professional development or resources to implement or remove.
"Instructional programs" are defined as teaching practices, classroom instruction, and/or curriculum that take place daily in the District's schools.

| Indicator: Item 8.12 on the OE-8 Board Communication Survey will have $0 \%$ of the board indicating that <br> they "Disagree" with the statement. See baseline for details. |  |
| :--- | :--- |
| Evidence: |  |
| Baseline: | (8.12) The Superintendent informs the Board in advance of any deletions, additions or <br> significant modifications of any instructional programs. [INTERPRETATION: The Board values <br> the learning experiences of all Altoona students and expects to be apprised of major <br> changes to instruction practices or curriculum before those changes are made. "Significant <br> modifications" are defined as changes that require considerable professional development <br> or resources to implement or remove. "Instructional programs" are defined as teaching <br> practices, classroom instruction, and/or curriculum that take place daily in the District's <br> schools.] <br> 5 responses |

## Board Feedback to the Superintendent

Comments or guidance given by the Board to the Superintendent to improve or enhance the interpretations and indicators for OE-8:

## School District of Altoona

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## Operational Expectations Monitoring Report OE - 3: Treatment of Community Stakeholders

Interpretations and Indicators

Date Presented: February 17, 2020
Date Approved by the Board:

## Superintendent Certification

With respect to Operational Expectations Three, Emergency Superintendent Succession, taken as a whole, the Superintendent certifies that the proceedings information is accurate and complete, and the district is:
$\qquad$ In Compliance
In Compliance with Exception (as noted in the evidence)
Not in Compliance
Superintendent Summary Statement:
Given the Board's first year operating within this governance system, the intent of this monitoring report is to establish interpretations and indicators for policy OE - 3 "Treatment of Community Stakeholders" for February 2020.

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

## Board of Education Action

With respect to Operational Expectations Three, Treatment of Community Stakeholders, the Board finds the district's interpretations and indicators to be:
___ In Compliance
In Compliance with Exception (as noted in the evidence)
Not in Compliance
Board Summary Statement/Motion:

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


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## Operational Expectations Monitoring Report OE - 3: Treatment of Community Stakeholders

## Interpretations and Indicators

OE - 3: The Superintendent shall maintain an organizational culture that treats parents and members of the community with respect, dignity and courtesy.

The Superintendent will

## Superintendent Interpretation:

The Board values partnerships with the community, community leaders, and parents in an effort to prepare our students for their future endeavors. The District-community partnership must be in alignment with the core values established within our Standards of Excellence: Student-focused, respect, responsibility, empathy, joy, continuous improvement, collaboration, and safety.

### 3.1 Protect confidential information.

Interpretation: The Board values the safety and protection of parents and their students, therefore the District must take all precautions in protection their respective confidential information.

Indicator: The Board considers the District to be in compliance when there is no grievance or legal action taken against the District for unauthorized release of confidential information.
Evidence:

### 3.2 Effectively handle complaints.

Interpretation: The District shall have a procedure in place to receive and process complaints in a timely manner and reasonably ensure that significant individuals involved are communicated with when able.

Indicator: Complaints not involving students from the community are resolved without legal action. If legal action does occur, the District being declared the prevailing party when formal hearings or litigation results. Evidence:
Indicator: Formal and written complaints received by administration from parents or guardians involving schools (including students) are documented by the administrative team.
3.3 Maintain an organizational culture that:
a) values individual differences of opinion;
b) reasonably includes people in decisions that affect them;
c) provides open and honest communication in all written and interpersonal interaction;
d) focuses on common achievement of the Board's Results policies;
e) is open, responsive and welcoming.

Interpretation: The Board values an organizational culture that reflects the values of the community it serves as described in 3.3.a-e. The District defines the organizational culture as a manner of behaving and operating as evidenced by actions, protocols, practices, and procedures. The District defines open, responsive, and welcoming as an environment where people on all sides of an issue can express their thoughts, and believe their interactions with District personnel have been professional. The District defines open and honest communication as communication that is transparent, truthful, and sincere. This could include the staff or community newsletter, district calendar, social media or website where district information can be shared to keep stakeholders aware of district initiatives.

Indicator: The District will provide multiple means for parents and members of the community to express their individual thoughts and ideas (to include feedback and clarity) about their perception of the direction that the District is going. Examples include: Social media interaction, the Open Forum on the District website, parent/teacher conferences, Board and administration phone numbers and emails published, the Altoona Ambassador program as described in the Communications Plan, school board meeting public forum, school board candidate forum, and any administrator community forum when new administrators are being hired.
Evidence:
Indicator: The District will survey the community and parents, then set goals based on the results. Evidence:

## Board Feedback to the Superintendent

Comments or guidance given by the Board to the Superintendent to improve or enhance the interpretations and indicators for OE-3:

## Consent Agenda Items for February 17, 2020

Items on the Board or Superintendent's Consent Agenda are routine in nature, delegated via governing policy, or have been discussed at a previous meeting. These items will be acted upon by one vote without discussion. If a board member wants to discuss any item, it will be pulled off the Consent Agenda when the Board approves the agenda and voted on separately.
6. Board consent agenda (Governing Policy GC-2)
a. Approval of January 20, 2020 regular meeting minutes
b. Consider 02-17-2020 Key Words at Key Times
7. Superintendent consent agenda (Governing Policy GC-2)
a. Consider any resignations
b. Approval of the treasurer's report
c. Approval of checks for payment

## Engage. Equip. Empower.

Offering large school opportunities with a small school approach.

ALTOONA BOARD OF EDUCATION<br>Regular Meeting District Board Room<br>1903 Bartlett Avenue<br>January 20, 2020 6:30 PM

## Minutes on Agenda Items

## 1. Convene

a. The regular meeting of the Altoona Board of Education was called to order by Board President Robin Elvig at 6:30 p.m. in the District boardroom.
b. Roll Call was taken and the following were present: Robin E Elvig - President, Rick A Risler - Vice President, David A Rowe - Clerk, Daniel E Gluch - Treasurer, Taylor E Neff -Member, and Daniel S Peggs Superintendent.
c. Public Notice. All posting requirements were met. Posting places are noted: Altoona City Hall, Altoona Post Office, and school district office.
d. The Pledge of Allegiance was recited.
e. Approval of the Agenda.

Motion by Risler to approve the agenda as presented, seconded by Rowe. Yes by Neff, Gluch, Rowe, Risler and Elvig. Motion carried 5-0.

## 2. Focus on Student Performance (Governing Policy R-2)

a. Results Policy - 2: Content Area Performance - Social Studies - Motion by Neff to accept the report, seconded by Risler. Yes by Gluch, Rowe, Risler, Neff and Elvig. Motion carried 5-0. Interpretations and Indicators for Results Policy - 2: Content Area Performance - Social Studies were reported and discussed by the Board and Mr. Peggs
Motion by Neff to amend the report on R-2: Social Studies and return to Dan Peggs for revisions as discussed, seconded by Risler. Yes by Rowe, Risler, Neff, Gluch and Elvig. Motion carried 5-0.

## 3. Focus on District Operations (Governing Policy OE-8 \& OE-2)

a. Governing Policy OE-8: Communication with and Support for the Board

Motion by Gluch to accept the report, seconded by Rowe. Yes by Risler, Neff, Gluch, Rowe and Elvig. Motion carried 5-0.
Interpretations and Indicators for Governing Policy OE-8: Communicating with and Support for the Board were reported and discussed by the Board and Mr. Peggs.
Motion by Neff to amend the report on Governing Policy OE-8 and return to Dan Peggs for relevant data measures, seconded by Risler. Yes by Neff, Gluch, Rowe, Risler, and Elvig. Motion carried 5-0. b. Interpretations and Indicators for Operational Expectations Policy - 2: Emergency Superintendent Succession.
Motion by Rowe to accept the report as presented, seconded by Gluch. Yes by Rowe, Risler, Neff, Gluch, and Elvig. Motion carried 5-0.
Interpretations and Indicators for OE-2 were reported and discussed by the Board and Mr. Peggs. Motion by Gluch to approve the OE-2 report on interpretations and indicators to be in compliance, seconded Rowe. Yes by Rowe, Risler, Neff, Gluch and Elvig. Motion carried 5-0.
4. Public Comment (District Policy 187) - Hillarie Roth provided details for the Altoona Locopalooza being held on Saturday, January $25^{\text {th }}$. She encouraged the School Board and Administrators to attend this event.
5. Matters Reserved for Board Action \& Discussion.
a. Discussion of 100 series policies (Governing Policy GC-2) i. Consider deletion of policy 112.2 Continuous Quality Improvement (Information is found in Governance policies) ii. Consider deletion of policy 120 Board of Education Members (Information is found in Governance policies) iii. Consider amendment to policy 130 School Board Legal Status (Required policy amended to broadly defining duties, powers, and authority of School Board) iv. Consider amendment to policy 131 Board Member Elections (Required policy amended to include terms, electoral process, and oath) v. Consider amendment to policy 133 Board Vacancies (Required policy amended for clarity with essential information provided by WI state statutes and WASB) vi. Consider deletion of Rule 133 (Outdated) vii. Consider deletion of policy 141 Board Officers (Information now found in Governance policies) viii. Consider deletion of policy Rule 141 (Information now found in Governance policies) ix. Consider deletion of policy 151 Board Policy Adoption and Review (Information now found in Governance policies) x. Consider deletion of policy 151.1 Policy Dissemination (Information now found in Governance policies) xi. Consider deletion of policy 151.2 Administration in Policy Absence (Clarification of roles now in Governance policies) xii. Consider deletion of policy 153 Board Evaluation (Information now found in Governance policies) xiii. Consider amendment to policy 154 Legislative Advocacy (Removed wording that conflicted with newly approved Governance policies) xiv. Consider deletion of Rule 154 (Rule is too detailed and parts conflict with newly approved Governance policies) xv. Consider deletion of policy 161 Board Member Authority (Information now in Governance policies; inserted one pertinent paragraph from this policy into Policy 130) xvi. Consider deletion of policy 163 Board Member Development Opportunities (Information now found in governance policies) xvii. Consider deletion of policy 165 Board Member Conduct/Ethics xviii. Consider deletion of policy 165.1 Board Member Conflict of Interest xix. Consider amendment to policy 166 Board Member Electronic Communications (Revised for clarity) xx. Consider deletion of Rule 171.2 (Information conflicts with Governance policies) xxi. Consider amendment to policy 173 Closed Session Meetings (Revised for clarity) xxii. Consider amendment to policy 175 Annual and Special School District meetings (Revised for clarity) xxiii. Consider amendment to policy 181 Rules of Order (Revised for clarity) xxiv. Consider amendment to policy 183 Voting Methods (Revised for clarity) xxv. Consider amendment to policy 184 Board Minutes (Revised for clarity) xxvi. Consider deletion of policy 185 Board Committees (Information now found in Governance policies) xxvii. Consider deletion of Exhibit 185 (Information now found in Governance policies) xxviii. Consider deletion of policy 186 Advisory Committees (Information now found in Governance policies) xxix. Consider amendment to policy 187 Public Participation at Board Meetings (Added recommended time limits) xxx. Consider amendment to Rule 187 (Deleted top two informational paragraphs) xxxi. Consider deletion of policy BBBA Board Member Qualification (information already covered in Governance policies) - The Board adopted new governing policies in December 2019. Given these new governing policies, the current " 100 series" of the policy manual is not aligned or obsolete. During the board meeting the Board discussed the old 100 series policies and made recommendations to align them with our new governing policies.
6. Board consent agenda (Governing Policy GC-2)
a. Approval of December 16, 2019 regular meeting minutes.
b. Consider 01-20-2020 Key Words at Key Times.

Motion by Gluch, seconded by Risler. Yes by Risler, Neff, Gluch and Elvig. Rowe - Abstained. Motion
7. Superintendent consent agenda (Governing Policy GC-2)
a. Consider any resignations. Approve James Duncan's resignation as social studies teacher.
b. Approval of the treasurer's report.
c. Approval of checks for payment. General Fund Checks totaling \$4,182,701.60, Student Activity Fund checks totaling $\$ 3,074.90$, Construction Fund checks totaling $\$ 127,484.28$.
d. Consider a resolution authorizing The American Deposit Management Co. as a designated depository for district funds.
e. Approval of open enrollment spaces for 2020/2021 school year. Approve open enrollment regular education and special education spaces for 2020/21 as presented: prekindergarten, 25; kindergarten, 19; grade 1, 0 ; grade 2, 11; grade 3,3 ; grade 4,7 ; grade 5,5 ; grade 6,8 ; grade 7,13 ; grade 8 , 7 ; grade 9 , 34 ; grade 10, 11; grade 11, 28; grade 12, 31 ; special education classroom and small group instruction, services and supports: prekindergarten, 2 ; kindergarten 1 ; grade 1,0 ; grade 2 , 1 ; grade 3 , 0 ; grade 4,0 ; grade 5,0 ; grade 6,0 ; grade 7,0 ; grade 8 , 4 ; grade 9,1 ; grade 10,0 ; grade 11,0 ; grade 12 , 1 ; special education 1:1 supervision, services and supports: 0 (zero) spaces for prekindergarten, elementary ( $\mathrm{K}-3$ ), intermediate (4-5), middle (6-8) and high (9-12).
f. Consider early graduation request. Approve Hunter Lewellyn for early graduation.

Motion by Risler, seconded by Gluch. Yes by Neff, Gluch, Rowe, Risler and Elvig. Motion carried 5-0.

## 8. Leadership reports.

a. President's Report.
i. School Board Convention - details regarding the convention were shared and finalized.
ii. Labeling the Agenda - this new process will be shared among the school board members rotating each meeting. Rick Risler will label next month's agenda.
b. Superintendent's Report - Dan Peggs shared that both Dawn Schroyer and Pat Reijo will be retiring at the end of the school year. He thanked them both for their service.
c. Business Manager's Financial Report - we reviewed Mike Markgren's financial summaries.
d. Principal's Report - the principals' report was shared and discussed.
e. Student Representative to the Board Report - Sedona VanErt was absent.

## 9. Five Minute Recess

10. Board debrief (Governing Policy GC-4) - The Board and Dan Peggs discussed how the new meeting procedures flowed. They discussed ways to make the new policies, public participation and voting smoother.
11. Adjourn - Motion by Neff to adjourn at 8:40 p.m., seconded by Risler. Yes by Gluch, Rowe, Risler, Neff and Elvig. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for February 17, 2020 in the District Boardroom.

Recorded by Lisa Boss

## Engage. Equip. Empower.

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# School District of Altoona 

1903 Bartlett Avenue • Altoona, Wisconsin 54720
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## Key Words at Key Times

February 17, 2020

| Agenda Item and Title | Key Words at Key Times |
| :---: | :---: |
| 2. a \& b. <br> Focus on Student Performance Results Policy - Revisit 2.Social Studies and Approve Interpretations and Indicators for 2.CTE | - Each month, the Board is scheduled to discuss and review a results policy <br> - These policies allow the board to establish expectations for the superintendent and the district in regards to the corresponding outcome. <br> - During the 2020 calendar year the district and the school board will be working to identify the interpretations and indicators associated with each results policy. <br> - The Board asked the District to revisit a few minor changes for Social Studies. These adjustments were reviewed by the Board. <br> - February's focus is on content area performance in the field of career and technical education (CTE). |
| 3.a <br> Focus on District Operations Revisit Operational Expectation Policy - 8 <br> Communicating with and Support for the Board <br>  <br> 3.b. <br> Focus on District Operations Operational Expectation Policy - 3 Treatment of Community Stakeholders | - Like the results policies, the Board is also interested in establishing expectations for the district in its operations. <br> - During the 2020 calendar year the district and the school board will be working to identify the interpretations and indicators associated with each operational expectations policy. <br> - The Board asked the District to revisit a few minor changes to OE-8 to include survey data regarding Board/Superintendent communication practices. These adjustments were reviewed by the Board. <br> - February focuses on how the District treats community stakeholders, in particular parents and community members. Interpretations and indicators were presented to the board for future judgements. |


| 5.a. <br> Discussion and Second Reading of 100 Series Policies for Final Approval | - The Board adopted new governing policies in December 2019. <br> - Given these new governing policies, the current "100 series" of the policy manual is not aligned or obsolete. <br> - During the board meeting the Board discussed the old 100 series policies and made recommendations to align them with our new governing policies. <br> - The Board reviewed these changes at the January board meeting, but our policies require a second review before the any changes are official. |
| :---: | :---: |
| 9.b.i. School Board Candidate Forum | - The District will host a School Board Candidate Forum on March $9^{\text {th }}$ at 6:30 PM at the Altoona High School LMC. <br> - This event is operated by the Eau Claire Area Chamber of Commerce and will be moderated to help our community get to know the candidates prior to the April election. Currently, there are two school board seats up for re-election and three candidates: Gregg Webert, Hillarie Roth, and Taylor (Terry) Neff - Incumbent. <br> - This event is open to the public. |

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

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

CCF

| Beginning balance | $\$$ | $253,243.94$ |
| :--- | :---: | :---: |
| Receipts | $\$$ | $2,436,263.28$ |
| Disbursements | $\$$ | $(1,603,830.60)$ |
| Transfers in | $\$$ | - |
| Transfers out | $\$$ | - |
| Line-of-Credit in | $\$$ | $666,000.00$ |
| Line-of-Credit out | $\$$ | $(903,000.00)$ |
| Ending Balance | $\$$ | $848,676.62$ |

State Government Pool
Beginning balance
Receipts
Transfers in
Transfers out
Interest
Ending Balance
GENERAL ACCOUNTS TOTAL

| $\$$ | $84,761.84$ |
| :--- | ---: |
| $\$$ | $259,550.13$ |
| $\$$ | - |
| $\$$ | - |
| $\$$ | 228.34 |
| $\$$ | $344,540.31$ |

\$ 1,193,216.93

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

## DEBT SERVICE FUND 39

CCF

| Beginning balance | $\$$ | $3,736.02$ |
| :--- | :--- | :---: |
| Receipts | $\$$ | - |
| Disbursements | $\$$ | - |
| Interest | $\$$ | 0.79 |
| Ending Balance | $\$$ | $3,736.81$ |

## CONSTRUCTION FUND 49

CCF

| Beginning balance | $\$$ | $177,077.46$ |
| :--- | :---: | :---: |
| Receipts | $\$$ | - |
| Disbursements | $\$$ | - |
| Interest | $\$$ | 15.04 |
| Ending Balance | $\$$ | $177,092.50$ |

## STUDENT ACTIVITY FUND 60

CCF

| Beginning balance | $\$$ | $109,816.61$ |
| :--- | :---: | :---: |
| Receipts | $\$$ | $2,993.11$ |
| Disbursements | $\$$ | $(3,896.29)$ |
| Interest | $\$$ | - |
| Ending Balance | $\$ 108,913.43$ |  |

## Employee Benefit Trust Fund 73

Mid America
Beginning balance \$ 849,417.31
Receipts
Disbursements
Gain or Loss
Ending Balance
\$
\$
\$
$\$$ 849,417.31


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| DATE | NUMBER | NUMBER |  |  |  | VENDOR | DESCRIPTION |  | AMOUNT |
|  |  |  |  |  |  |  | CHAIN |  |  |
|  |  |  |  |  |  |  |  | Totals for 135849 | 1,004.27 |
| 01/23/2020 | 135850 | 10 | E 400 | 187 | 162205 | DAY, LEVI | GAME WORKER |  | 10.00 |
|  |  |  |  |  |  |  |  | Totals for 135850 | 10.00 |
| 01/23/2020 | 135851 | 10 | E 400 | 187 | 162105 | GUNDERSON, AVA | GAME WORKER |  | 10.00 |
|  |  |  |  |  |  |  |  | Totals for 135851 | 10.00 |
| 01/23/2020 | 135852 | 10 | E 400 | 187 | 162205 | JOHNSON, BRADY | GAME WORKER |  | 10.00 |
|  |  |  |  |  |  |  |  | Totals for 135852 | 10.00 |
| 01/23/2020 | 135853 | 10 | E 400 | 187 | 162205 | PARKS, DESHAWN | GAME WORKER |  | 10.00 |
|  |  |  |  |  |  |  |  | Totals for 135853 | 10.00 |
| 01/23/2020 | 135854 | 10 | E 400 | 187 | 162205 | WHEELER, QUENTIN | GAME WORKER |  | 10.00 |
|  |  |  |  |  |  |  |  | Totals for 135854 | 10.00 |
| 01/23/2020 | 135855 | 10 | E 400 | 187 | 162105 | WIRTH, ALYSSA | GAME WORKER |  | 10.00 |
|  |  |  |  |  |  |  |  | Totals for 135855 | 10.00 |
| 01/23/2020 | 135856 | 80 | E 200 | 310 | 392105 | CAMASTRAL, KEVIN | OFFICAL |  | 90.00 |
|  |  |  |  |  |  |  |  | Totals for 135856 | 90.00 |
| 01/28/2020 | 135857 | 10 | E 400 | 310 | 162205 | CAMASTRAL, KEVIN | OFFICIAL |  | 45.00 |
|  |  |  |  |  |  |  |  | Totals for 135857 | 45.00 |
| 01/28/2020 | 135858 | 10 | E 400 | 310 | 162223 | DARROW, DEREK | OFFICIAL |  | 90.00 |
|  |  |  |  |  |  |  |  | Totals for 135858 | 90.00 |
| 01/28/2020 | 135859 | 10 | E 400 | 310 | 162223 | DARROW, LEIGH | OFFICIAL |  | 80.00 |
|  |  |  |  |  |  |  |  | Totals for 135859 | 80.00 |
| 01/28/2020 | 135860 | 10 | E 400 | 310 | 162205 | LEE, KELSEY | OFFICIAL |  | 90.00 |
|  |  |  |  |  |  |  |  | Totals for 135860 | 90.00 |
| 01/28/2020 | 135861 | 10 | E 400 | 187 | 162105 | ARBS, BECKY | GAME WORKER |  | 40.00 |
|  |  |  |  |  |  |  |  | Totals for 135861 | 40.00 |
| 01/28/2020 | 135862 | 80 | E 200 | 310 | 392105 | GUNDERSON, OWEN | GAME WORKER |  | 20.00 |
|  | 135862 | 80 | E 200 | 310 | 392105 | GUNDERSON, OWEN | GAME WORKER |  | 30.00 |
|  | 135862 | 80 | E 200 | 310 | 392105 | GUNDERSON, OWEN | GAME WORKER |  | 30.00 |
|  |  |  |  |  |  |  |  | Totals for 135862 | 80.00 |
| 01/28/2020 | 135863 | 80 | E 200 | 310 | 392105 | GUNDERSON, RYAN | GAME WORKER |  | 30.00 |
|  | 135863 | 80 | E 200 | 310 | 392105 | GUNDERSON, RYAN | GAME WORKER |  | 45.00 |
|  | 135863 | 80 | E 200 | 310 | 392105 | GUNDERSON, RYAN | GAME WORKER |  | 45.00 |
|  |  |  |  |  |  |  |  | Totals for 135863 | 120.00 |
| 01/28/2020 | 135864 | 10 | E 400 | 187 | 162205 | LAU, LOGAN | GAME WORKER |  | 10.00 |
|  |  |  |  |  |  |  |  | Totals for 135864 | 10.00 |
| 01/28/2020 | 135865 | 80 | E 200 | 310 | 392105 | PARKS, DESHAWN | GAME WORKER |  | 30.00 |
|  | 135865 | 80 | E 200 | 310 | 392105 | PARKS, DESHAWN | GAME WORKER |  | 30.00 |
|  |  |  |  |  |  |  |  | Totals for 135865 | 60.00 |




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| DATE | NUMBER | NUMBER |  | VENDOR | DESCRIPTION | AMOUNT |
| 01/16/2020 | 192000797 | 27 E 700 | 411215000 | PEARSON EDUCATION | BASC-3 Q-global Digital | 18.75 |
|  |  |  |  |  | Administration and |  |
|  |  |  |  |  | Interpretive Summary Report |  |
|  |  |  |  |  | with Intervention |  |
|  |  |  |  |  | Recommendations (REMAINING |  |
|  |  |  |  |  | BALANCE) |  |
|  | 192000797 | 27 E 700 | 411215000 | PEARSON EDUCATION | BASC-3 Q-global Digital | 334.00 |
|  |  |  |  |  | Administration and |  |
|  |  |  |  |  | Interpretive Summary Report with Intervention |  |
|  |  |  |  |  | Recommendations |  |
|  | 192000797 | 27 E 700 | 411215000 | PEARSON EDUCATION | BASC-3 Q-global Digital | 85.00 |
|  |  |  |  |  | Administration and |  |
|  |  |  |  |  | Interpretive Summary Report with Intervention |  |
|  |  |  |  |  | Recommendations |  |
|  | 192000797 | 27 E 700 | 411215000 | PEARSON EDUCATION | BASC-3 Scoring **REMAINING | 43.75 |
|  |  |  |  |  | BALANCE** |  |
|  |  |  |  |  | Totals for 192000797 | 481.50 |
| 01/16/2020 | 192000798 | 80 E 800 | 310310000 | RSCHOOLTODAY | District Facilities Scheduler | 2,100.00 |
|  |  |  |  |  | Renewel |  |
|  | 192000798 | 10 E 800 | 411295000 | RSCHOOLTODAY | rSchoolToday Services for | 795.00 |
|  |  |  |  |  | 10-1-2019 to 9-30-2020 - Work |  |
|  |  |  |  |  | OrdeR |  |
|  |  |  |  |  | Totals for 192000798 | 2,895.00 |
| $01 / 16 / 2020$ | 192000799 | 10 E 200 | 411120600 | SCHOLASTIC INC | Scholastic Scope and Action magazines for reading class and PIE interventions. <br> Totals for 192000799 | 235.16 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | 235.16 |
| 01/16/2020 | 192000800 | 10 E 200 | 411126000 | StAPLES | general classroom | 108.44 |
|  |  |  |  |  | supplies~COLBERT |  |
|  | 192000800 | 10 E 200 | 411120600 | StAPLES | 6th Grade supplies ~ J | 120.18 |
|  |  |  |  |  | STUTTGEN |  |
|  | 192000800 | 10 E 200 | 411122000 | StAPLES | Classroom supplies~MADISON | 76.58 |
|  |  |  |  |  | Totals for 192000800 | 305.20 |
| 01/16/2020 | 192000801 | 10 E 400 | 310162223 | CHRISTOPHERSEN, JOHN | LINEMAN | 80.00 |
|  |  |  |  |  | Totals for 192000801 | 80.00 |
| 01/16/2020 | 192000802 | 10 E 400 | 310162105 | HOFFMAN, DANIEL | OFFICIAL | 90.00 |
|  |  |  |  |  | Totals for 192000802 | 90.00 |
| 01/16/2020 | 192000803 | 10 E 400 | 310162105 | JOAS, THEODORE | OFFICIAL | 45.00 |
|  |  |  |  |  | Totals for 192000803 | 45.00 |
| 01/16/2020 | 192000804 | 80 E 200 | 310392205 | JOHNSON, JEFF | OFFICIAL | 135.00 |
|  |  |  |  |  | Totals for 192000804 | 135.00 |
| 01/16/2020 | 192000805 | 10 E 400 | 310162223 | JOHNSON, RYAN | REFEREE | 90.00 |
|  |  |  |  |  | Totals for 192000805 | 90.00 |
| 01/16/2020 | 192000806 | 10 E 400 | 310162105 | LACHER, DANIEL | OFFICIAL ${ }^{\text {Totals for } 192000806}$ | 90.00 |
|  |  |  |  |  |  | 90.00 |








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|  |  |  |  |  | Totals for 192000886 | 1,000.00 |
| 02/05/2020 | 192000887 | 21 E 800 | 223100 | BIG ATHLETICS | Softball Team Backpacks | 1,531.90 |
|  |  |  |  |  | Totals for 192000887 | 1,531.90 |
| 02/05/2020 | 192000888 | 80 E 800 | 299800 | CITY OF ALTOONA | Resource Officer | 48,852.66 |
|  |  |  |  |  | Totals for 192000888 | 48,852.66 |
| 02/05/2020 | 192000889 | 10 E 800 | 120000 | CPM EDUCATION PROGRAM | Softbound books for 8th grade Algebra class | 1,296.10 |
|  |  |  |  |  |  |  |
|  | 192000889 | 10 E 800 | 470120000 | CPM EDUCATION PROGRAM | 1 Teacher Bundle of CC1 for new 6th grade math teacher | 249.35 |
|  | 192000889 | 27 E 700 | 411158000 | CPM EDUCATION PROGRAM | Online Teacher Manuals for CPM. | 330.00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Totals for 192000889 | 1,875.45 |
| 02/05/2020 | 192000890 | 10 E 800 | 291221300 | DAVID, BRITTANY | 12 CREDITS @ \$50 | 600.00 |
|  |  |  |  |  | Totals for 192000890 | 600.00 |
| 02/05/2020 | 192000891 | 10 E 800 | 382431000 | EAU CLAIRE AREA SCHOOL DIST | COMP STUD: BA, IB, BH,LC,TP | 6,000.00 |
|  | 192000891 | 10 E 800 | 382431000 | EAU CLAIRE AREA SChool dist | 2ND QRTR CREDIT COMP: KM Totals for 192000891 | 4,500.00 |
|  |  |  |  |  |  | 10,500.00 |
| 02/05/2020 | 192000892 | 50 E 800 | 324257220 | METROPOLITAN SERVICES, INC \% A | High School Kitchen Oven | 545.78 |
|  |  |  |  |  | Repair |  |
|  | 192000892 | 50 E 800 | 324257220 | METROPOLITAN SERVICES, INC \% A | Repair - Cold Holding Unit at Middle School | 336.86 |
|  |  |  |  |  | Totals for 192000892 | 882.64 |
| 02/05/2020 | 192000893 | 27 E 700 | 411215000 | PEARSON EDUCATION | Additional Protocols for Test | 203.52 |
|  |  |  |  |  | Administration |  |
|  | 192000893 | 27 E 700 | 411215000 | PEARSON EDUCATION | Test Protocols for KTEA 3 | 213.60 |
|  |  |  |  |  | Form A |  |
|  | 192000893 | 27 E 700 | 411215000 | PEARSON EDUCATION | Assessment Materials (for | 259.70 |
|  |  |  |  |  | WISC-5) |  |
|  |  |  |  |  | Totals for 192000893 | 676.82 |
| 02/05/2020 | 192000894 | 27 E 700 | 411158000 | SCHOOL SPECIALTY, INC. | S.P.I.R.E. Reading Program Totals for 192000894 | 1,232.79 |
|  |  |  |  |  |  | 1,232.79 |
| 02/05/2020 | 192000895 | 10 E 400 | 411127000 | STAPLES | Classroom supplies~BOLEY | 56.17 |
|  | 192000895 | 10 E 400 | 411124000 | StAPLES | Algebra classroom supplies: | 98.35 |
|  |  |  |  |  | pencils, mechanical pencil |  |
|  |  |  |  |  | lead, class set of markers, and TI3OXIIS calculators |  |
|  |  |  |  |  | Totals for 192000895 | 154.52 |
| 02/05/2020 | 192000896 | 50 L 000 | 000811200 | TAHER, INC | DECEMBER OPERATING EXPENSES | 49,923.98 |
|  |  |  |  |  | Totals for 192000896 | 49,923.98 |
| 02/11/2020 | 192000897 | 10 E 400 | 411162117 | BIG ATHLETICS | Softball Cleat Order | 952.00 |
|  |  |  |  |  | Totals for 192000897 | 952.00 |
| 02/11/2020 | 192000898 | 10 E 400 | 310161339 | ANDERSON, SARA | ```Forensics Judge - EC North Totals for 192000898``` | 100.00 |
|  |  |  |  |  |  | 100.00 |



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| DATE | NUMBER | NUMBER |  |  | VENDOR | DESCRIPTION | AMOUNT |
|  |  |  |  |  |  | School |  |
|  |  |  |  |  |  | Totals for 192000911 | 543.40 |
| 02/11/2020 | 192000912 | 10 E 150 | 411 | 121000 | NASCO | watercolor supplies | 514.40 |
|  | 192000912 | 10 E 150 | 411 | 121000 | NASCO | Art supplies | 179.64 |
|  |  |  |  |  |  | Totals for 192000912 | 694.04 |
| 02/11/2020 | 192000913 | 10 E 800 | 342 | 231100 | NEFF, TAYLOR | StAte Convention | 280.60 |
|  |  |  |  |  |  | Totals for 192000913 | 280.60 |
| 02/11/2020 | 192000914 | 10 E 800 | 342 | 231100 | ROWE, DAVID | STATE CONVENTION: MILEAGE \& | 373.04 |
|  |  |  |  |  |  | PARKING |  |
|  |  |  |  |  |  | Totals for 192000914 | 373.04 |
| 02/11/2020 | 192000915 | 10 E 400 | 411 | 132700 | STAPLES | supplies for School to career and business classes | 193.56 |
|  | 192000915 | 10 E 200 | 411 | 241000 | STAPLES | Office supplies | 34.96 |
|  |  |  |  |  |  | Totals for 192000915 | 228.52 |
| 01/10/2020 | 201901660 | 10 E 800 | 310 | 263300 | CENTURYLINK - BUSINESS SERVICE | LONG DISTANCE DEC 2019 | 63.93 |
|  |  |  |  |  |  | Totals for 201901660 | 63.93 |
| 01/17/2020 | 201901661 | 10 E 800 | 337 | 253300 | CIty Of Altoona | АССТ : | 3,684.10 |
|  |  |  |  |  |  | 0011,5165,5166,5167,5168,5169, |  |
|  |  |  |  |  |  | 5171,5174, 6210,7033 |  |
|  | 201901661 | 10 E 800 | 338 | 253300 | CIty Of Altoona | ACCT : | 4,475.01 |
|  |  |  |  |  |  | $0011,5165,5166,5167,5168,5169,$ |  |
|  |  |  |  |  |  | 5171,5174, 6210,7033 |  |
|  | 201901661 | 10 E 800 | 339 | 253300 | CIty of Altoona | ACCT : | 5,240.79 |
|  |  |  |  |  |  | 0011,5165,5166,5167,5168,5169, |  |
|  |  |  |  |  |  | 5171,5174,6210,7033 |  |
|  |  |  |  |  |  | Totals for 201901661 | 13,399.90 |
| 01/17/2020 | 201901662 | 10 E 800 | 336 | 253300 | EC ENERGY COOPERATIVE | ELECTRICITY FOR AES | 3,708.74 |
|  |  |  |  |  |  | Totals for 201901662 | 3,708.74 |
| 01/06/2020 | 201901663 | 50 E 800 | 324 | 257220 | FIRE PROTECTION SPECIALISTS | Hood cleaning at AES | 412.76 |
|  |  |  |  |  |  | Totals for 201901663 | 412.76 |
| 01/10/2020 | 201901664 | 10 E 800 | 411 | 252000 | MAGIC-WRIGHTER | DEC 2019 Internet Payment | 32.50 |
|  |  |  |  |  |  | Transactions/ Annual Fee |  |
|  |  |  |  |  |  | Totals for 201901664 | 32.50 |
| 01/16/2020 | 201901665 | 10 L 000 | 000 | 811100 | CCF BANK | LINE OF CREDIT LOAN + | 903,000.00 |
|  |  |  |  |  |  | INTEREST |  |
|  | 201901665 | 10 E 800 | 682 | 283000 | CCF BANK | LINE OF CREDIT LOAN + | 287.34 |
|  |  |  |  |  |  | INTEREST |  |
|  |  |  |  |  |  | Totals for 201901665 | 903,287.34 |
| 01/23/2020 | 201901666 | 27 A 000 | 000 | 711101 | CCF BANK | NET PAYROLL - 1/23/2020 | 57,987.47 |
|  | 201901666 | 50 A 000 | 000 | 711101 | CCF BANK | NET PAYROLL - 1/23/2020 | 3,768.78 |
|  | 201901666 | 80 A 000 | 000 | 711101 | CCF BANK | NET PAYROLL - 1/23/2020 | 541.43 |
|  | 201901666 | 10 A 000 | 000 | 711101 | CCF BANK | NET PAYROLL - 1/23/2020 | 257,736.60 |
|  |  |  |  |  |  | Totals for 201901666 | 320,034.28 |
| 01/23/2020 | 201901667 | 10 L 000 | 000 | 811612 | EFTPS | FEDERAL TAXES | 380.28 |


| CHECK <br> DATE | CHECK <br> NUMBER |  | COUNT |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 01/23/2020 | 201901667 | 27 | L 000 | 000 | 811612 |
|  | 201901667 | 50 | L 000 | 000 | 811612 |
|  | 201901667 | 10 | L 000 | 000 | 811612 |
|  | 201901667 | 27 | L 000 | 000 | 811612 |
|  | 201901667 | 50 | L 000 | 000 | 811612 |
|  | 201901667 | 80 | L 000 | 000 | 811612 |
|  | 201901667 | 10 | L 000 | 000 | 811611 |
|  | 201901667 | 27 | L 000 | 000 | 811611 |
|  | 201901667 | 50 | L 000 | 000 | 811611 |
|  | 201901667 | 80 | L 000 | 000 | 811611 |
|  | 201901667 | 10 | L 000 | 000 | 811611 |
|  | 201901667 | 27 | L 000 | 000 | 811611 |
|  | 201901667 | 50 | L 000 | 000 | 811611 |
|  | 201901667 | 80 | L 000 | 000 | 811611 |
|  | 201901667 | 10 | L 000 | 000 | 811611 |
|  | 201901667 | 27 | L 000 | 000 | 811611 |
|  | 201901667 | 50 | L 000 | 000 | 811611 |
|  | 201901667 | 80 | L 000 | 000 | 811611 |
|  | 201901667 | 10 | L 000 | 000 | 811611 |
|  | 201901667 | 27 | L 000 | 000 | 811611 |
|  | 201901667 | 50 | L 000 | 000 | 811611 |
|  | 201901667 | 80 | L 000 | 000 | 811611 |
| 01/23/2020 | 201901668 | 10 | L 000 | 000 | 811671 |
|  | 201901668 | 27 | L 000 | 000 | 811671 |

01/23/2020 20190166910 L 000000811670 HORACE MANN LIFE INS COMPANY 20190166927 L 000000811670 HORACE MANN LIFE INS COMPANY

01/23/2020 20190167010 L 000000811691 WEA TRUST ADVANTAGE 20190167010 L 000000811670 20190167010 L 000000811670 20190167027 L 000000811670 20190167010 L 000000811670 20190167010 L 000000811670 20190167010 L 000000811670 20190167010 L 000000811670 20190167027 L 000000811670
$01 / 23 / 202020190167110$ L 000000811613 WISCONSIN DEPT OF REVENUE 20190167127 L 000000811613 20190167150 L 000000811613 20190167110 L 000000811613 20190167127 L 000000811613 20190167150 L 000000811613 20190167180 L 000000811613

01/14/2020 20190167210 E 800331253300 XCEL ENERGY, INC.

20190167210 E 800336253300 XCEL ENERGY, INC.

INVOICE

| VENDOR | DESCRIPTION | AMOUNT |
| :--- | :--- | ---: |
| EFTPS | FEDERAL TAXES | 139.00 |
| EFTPS | FEDERAL TAXES | 12.00 |
| EFTPS | FEDERAL TAXES | $27,490.47$ |
| EFTPS | FEDERAL TAXES | $5,415.60$ |
| EFTPS | FEDERAL TAXES | 27.07 |
| EFTPS | FEDERAL TAXES | 29.35 |
| EFTPS | FICA TAXES | $22,561.44$ |
| EFTPS | FICA TAXES | $4,934.48$ |
| EFTPS | FICA TAXES | 274.25 |
| EFTPS | MEDICARE TAXES | 42.66 |
| EFTPS | MEDICARE TAXES | $5,276.62$ |
| EFTPS | MEDICARE TAXES | $1,154.00$ |
| EFTPS | MEDICARE TAXES | 64.14 |
| EFTPS | MEDICARE TAXES | 9.98 |
| EFTPS | MEDICARE TAXES | $5,276.62$ |
| EFTPS | MEDICARE TAXES | $1,154.00$ |
| EFTPS | MEDICARE TAXES | 64.14 |
| EFTPS | FICA TAXES | 9.98 |
| EFTPS | FICA TAXES | $22,561.44$ |

GREAT-WEST RETIREMENT SERVICES DEFERRED COMPENSATION 858.00 GREAT-WEST RETIREMENT SERVICES DEFERRED COMPENSATION 42.00
Totals for $201901668 \quad 900.00$

| 403 (B) DEDUCTIONS | 755.00 |
| :--- | ---: |
| 403 (B) DEDUCTIONS | 350.00 |
|  | Totals for 201901669 | 1,105.00


| PAYROLL DEDUCTIONS | 41.70 |
| :--- | ---: |
| 403 (B) DEDUCTIONS | 269.47 |
| 403 (B) DEDUCTIONS | $3,455.33$ |
| 403 (B) DEDUCTIONS | 351.00 |
| ROTH 403 (B) | 50.90 |
| 403 (B) S | 975.01 |
| ROTH IRA'S | 25.00 |
| 403 (B)S | $2,697.86$ |
| 403 (B)S | 184.00 |
|  | $8,050.27$ |


| STATE TAXES | 62.36 |
| :--- | ---: |
| STATE TAXES | 8.00 |
| STATE TAXES | 7.64 |
| STATE TAXES | $17,056.55$ |
| STATE TAXES | $3,474.75$ |
| STATE TAXES | 47.93 |
| STATE TAXES | 35.09 |
| Totals for 201901671 | $20,692.32$ |

ELECTRICITY \& GAS: AHS, AMS, 3,773.93 AIS, AES, FBF, GARAGE, EED, ALT BLDG, STORAGE
ELECTRICITY \& GAS: AHS, AMS, 19,166.87


01/21/2020 20190188010 L 000000811614 DIVERSIFIED BENEFIT SERVICES I FSA REIMBURSEMENTS - 1/24/20 200.00
Totals for 201901880200.00

01/21/2020 20190188110 A 000000714200 20190188110 E 100249110200 20190188110 E 100249110300 20190188110 E 100249222200 20190188110 E 100249241000 20190188110 E 100249110100 20190188110 E 200249120600 20190188110 E 200249126000 20190188110 E 200249127000 20190188110 E 200249141000 20190188110 E 200249213000 20190188110 E 200249241000 20190188110 E 400249121000 20190188110 E 400249122000 20190188110 E 400249126000 20190188110 E 400249127000 20190188110 E 400249141000 20190188110 E 400249241000 20190188110 E 800249232100 201901881 10 E 800249252000 20190188110 E 800249254200 20190188127 E 700249159110 20190188127 E 700249213000 20190188127 E 700249223300 20190188110 E 100249122000 201901881 10 E 150249213000 20190188110 E 150249241000 20190188110 E 200249120600 20190188110 E 800249253300 20190188110 E 150249110400 20190188110 E 150249110500 20190188127 E 100249156600 20190188127 E 100249158100 20190188127 E 150249158100 20190188127 E 400249158100 20190188110 E 100249122100

DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 DIVERSIFIED BENEFIT SERVICES I HRA REIMBURSEMENTS - 1/24/20 Totals for 201901881
611.16 84.00 319.58 89.51 21.14 71.15 292.49 918.40 597.55 11.03 30.90
372.06
109.95
244.36
3.87
562.99
22.40
541.00
266.48
155.26
38.25
372.10
10.30
224.40
30.24
61.80

1,052.99
877.47
84.41
216.81

1,074.20
313.24
107.23
6.92
49.33
9.03

9,854.00
532.05 01/26/2020
20190188227 L 000000811614 DIVERSIFIED BENEFIT SERVICES I FSA BENEFITS CARDS - 87.84
01/26/2020
Totals for 201901882
619.89


| CHECK |
| :--- |
| DATE |


| CHECK ACCOUNT |
| :---: |
| NUMBER NUMBER |

20190188427 E 200249158100
$\qquad$
INVOICE


01/31/2020 20190188610 L 000000811621 20190188627 L 000000811621 20190188680 L 000000811621 20190188610 L 000000811622 20190188627 L 000000811622 20190188650 L 000000811622 20190188680 L 000000811622 20190188610 L 000000811621 20190188627 L 000000811621 20190188680 L 000000811621 20190188610 L 000000811622 20190188627 L 000000811622 20190188650 L 000000811622 20190188680 L 000000811622 20190188627 L 000000811621 20190188610 L 000000811621 20190188627 L 000000811621 20190188680 L 000000811621 20190188610 L 000000811622 20190188627 L 000000811622 20190188650 L 000000811622 20190188680 L 000000811622 20190188610 L 000000811621 20190188627 L 000000811621 20190188680 L 000000811621 20190188627 L 000000811621 20190188610 L 000000811622 20190188627 L 000000811622 20190188650 L 000000811622 20190188680 L 000000811622

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 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 WISCONSIN RETIREMENT SYSTEM WISCONSIN RETIREMENT SYSTEM

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37.53

$$
\text { Totals for } 201901886
$$

DENTAL INS BENEFITS
8,378.31
DENTAL INS BENEFITS
2,001.88
8,378.31
2,001.88
864.30

21,624.68

| E~FUNDS CC FEES | 91.20 |
| :--- | ---: |
| JANUARY ANALYSIS FEES \& | -84.03 |
| INTEREST |  |
| JANUARY ANALYSIS FEES \& | 279.73 |
| INTEREST |  |


| $\begin{aligned} & \text { CHECK } \\ & \text { DATE } \end{aligned}$ | CHECK ACCOUNT |  |  |  | VENDOR |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | NUMBER | NUMBER |  |  |  |
| 02/07/2020 | 201901889 | 10 A 000 | 000 | 711101 | CCF BANK |
|  | 201901889 | 27 A 000 | 000 | 711101 | CCF BANK |
|  | 201901889 | 50 A 000 | 000 | 711101 | CCF BANK |
|  | 201901889 | 80 A 000 | 000 | 711101 | CCF BANK |

02/07/2020 20190189010 L 000000811612 EFTPS 20190189027 L 000000811612 EFTPS 20190189050 L 000000811612 EFTPS 20190189010 L 000000811612 EFTPS 20190189027 L 000000811612 EFTPS 20190189050 L 000000811612 EFTPS 20190189080 L 000000811612 EFTPS 20190189010 L 000000811611 EFTPS 20190189027 L 000000811611 EFTPS 20190189050 L 000000811611 EFTPS 20190189080 L 000000811611 EFTPS 20190189010 L 000000811611 EFTPS 20190189027 L 000000811611 EFTPS 20190189050 L 000000811611 EFTPS 20190189080 L 000000811611 EFTPS 20190189010 L 000000811611 EFTPS 20190189027 L 000000811611 EFTPS 20190189050 L 000000811611 EFTPS 20190189080 L 000000811611 EFTPS 20190189010 L 000000811611 EFTPS 20190189027 L 000000811611 EFTPS 20190189050 L 000000811611 EFTPS 20190189080 L 000000811611 EFTPS

INVOICE

## DESCRIPTION

Totals for 201901888
AMOUNT
286.90

| NET PAYROLL - 2/7/2020 | $251,177.56$ |
| :---: | ---: |
| NET PAYROLL - $2 / 7 / 2020$ | $57,032.22$ |
| NET PAYROLL - $2 / 7 / 2020$ | $4,376.09$ |
| NET PAYROLL - 2/7/2020 | $1,318.40$ |
| Totals for 201901889 | $313,904.27$ |


| FEDERAL TAXES | 390.28 |
| :--- | ---: |
| FEDERAL TAXES | 139.00 |
| FEDERAL TAXES | 12.00 |
| FEDERAL TAXES | $26,965.39$ |
| FEDERAL TAXES | $5,329.40$ |
| FEDERAL TAXES | 71.84 |
| FEDERAL TAXES | 63.99 |
| FICA TAXES | $22,048.00$ |
| FICA TAXES | $4,853.69$ |
| FICA TAXES | 321.98 |
| FICA TAXES | 99.43 |
| MEDICARE TAXES | $5,156.48$ |
| MEDICARE TAXES | $1,135.17$ |
| MEDICARE TAXES | 75.30 |
| MEDICARE TAXES | 23.25 |
| MEDICARE TAXES | $5,156.48$ |
| MEDICARE TAXES | $1,135.17$ |
| MEDICARE TAXES | 75.30 |
| MEDICARE TAXES | 23.25 |
| FICA TAXES | $22,048.00$ |
| FICA TAXES | $4,853.69$ |
| FICA TAXES | 321.98 |
| FICA TAXES | 99.43 |

858.00 42.00
900.00

02/07/2020 20190189210 L 000000811670 HORACE MANN LIFE INS COMPANY 20190189227 L 000000811670 HORACE MANN LIFE INS COMPANY

| $403(\mathrm{~B})$ DEDUCTIONS | 855.00 |
| :---: | ---: |
| $403(\mathrm{~B})$ DEDUCTIONS | 350.00 |
|  | Totals for 201901892 |


| PAYROLL DEDUCTIONS | 41.70 |
| :--- | ---: |
| 403 (B) DEDUCTIONS | 269.47 |
| 403 (B) DEDUCTIONS | $3,455.33$ |
| 403 (B) DEDUCTIONS | 351.00 |
| ROTH 403 (B) | 50.90 |
| 403 (B)S | 975.01 |
| ROTH IRA'S | 25.00 |
| 403 (B)S | $2,697.86$ |
| 403 (B)S | 184.00 |
|  | $8,050.27$ |

STATE TAXES 62.05
STATE TAXES 8.00
STATE TAXES $\quad 7.95$
STATE TAXES 16,774.23

02/07/2020 20190189410 L 000000811613 WISCONSIN DEPT OF REVENUE 20190189427 L 000000811613 WISCONSIN DEPT OF REVENUE 20190189450 L 000000811613 WISCONSIN DEPT OF REVENUE 20190189410 L 000000811613 WISCONSIN DEPT OF REVENUE

WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE WEA TRUST ADVANTAGE



FUND SUMMARY

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 10 | GENERAL | 1,910,112.56 | -84.03 | 149,405.35 | 2,059,433.88 |
| 21 | SPECIAL REVENUE TRUST FUND | 0.00 | 0.00 | 1,898.90 | 1,898.90 |
| 27 | SPECIAL EDUCATION FUND | 223,196.62 | 0.00 | 11,252.37 | 234,448.99 |
| 50 | FOOD SERVICE | 61,054.80 | 0.00 | 1,838.80 | 62,893.60 |
| 80 | COMMUNITY SERVICE | 2,794.26 | 0.00 | 52,228.66 | 55,022.92 |
| *** | and Summary Totals *** | 2,197,158.24 | -84.03 | 216,624.08 | 2,413,698.29 |



| CHECK | CHECK | ACCOUNT |  |  |  |  | INVOICE |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| DATE | NUMBER | NUMBER |  |  |  | VENDOR | DESCRIPTION | AMOUNT |
| 01/21/2020 | 8555 | 61 L 000 | 000 | 814404 | 000 | HEALY AWARDS INC. | Football Helmet Decals | 322.38 |
|  |  |  |  |  |  |  | Totals for 8555 | 322.38 |
| 01/21/2020 | 8556 | 61 L 000 | 000 | 814233 | 000 | UW-EAU CLAIRE | Honors Choir~UWEC MIDDLE | 600.00 |
|  |  |  |  |  |  |  | LEVEL |  |
|  |  |  |  |  |  |  | Totals for 8556 | 600.00 |
| 02/11/2020 | 8557 | 61 L 000 | 000 | 814801 | 000 | EQUAL RIGHTS DIVISIO | STUDENT WORK PERMIT FEES : | 7.50 |
|  |  |  |  |  |  |  | JAN 2020 |  |
|  |  |  |  |  |  |  | Totals for 8557 | 7.50 |
| 01/21/2020 | ???????? | 61 L 000 | 000 | 814484 | 000 | BADGERLAND PRINTING | Care Closet Signage | 127.98 |
|  |  |  |  |  |  |  | Totals for 192000821 | 127.98 |
| 02/11/2020 | ???????? | 61 L 000 | 000 | 814477 | 000 | CHIPPEWA VALLEY SPOR | Supplies for Store | 920.00 |
|  |  |  |  |  |  |  | Totals for 192000916 | 920.00 |
| 02/11/2020 | ???????? | 61 L 000 | 000 | 814209 | 000 | GRASER, PHILLIP | DJ for BASH | 300.00 |
|  |  |  |  |  |  |  | Totals for 192000917 | 300.00 |
| 02/11/2020 | ???????? | 61 L 000 | 000 | 814233 | 000 | SCHMITT MUSIC COMPAN | Honors Choir Sheet Music | 145.20 |
|  |  |  |  |  |  |  | Totals for 192000918 | 145.20 |

FUND S UMMARY

| FUND DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
| :---: | :---: | :---: | :---: | :---: |
| 61 EXTRA CURRICULAR FUND | 2,423.06 | 0.00 | 0.00 | 2,423.06 |
| *** Fund Summary Totals *** | 2,423.06 | 0.00 | 0.00 | 2,423.06 |



19582 XXXXXXXXXXXXXXXX Amazon.Com Rr1xh8jb3 A, Amzn.Co
2 mentor texts for kin
$12 / 09 / 2019$

2 equipment for recess
12/05/2019
2 equipment for recess
12/05/2019
19351 XXXXXXXXXXXXXXXXX
2 mentor texts for kinder 12/05/2019

19352 XXXXXXXXXXXXXXXX
2 mentor texts for kinder un 12/05/2019

19353 XXXXXXXXXXXXXXXXX
0002001434 0705921-191200033
12/05/201
$00020014340705921-191200034$ 12/05/2019 12/04/2019 19342 XxxxxxxxxxxXXXXX Amzn Mktp US 5h0jz50u3, Amzn.Co
2 mentor texts for kinder units 3A and 4A $00020014340705921-191200035$ 12/05/2019 12/04/2019 19343 Xxxxxxxxxxxxxxxx Amzn Mktp US M91y861m3, Amzn.Co
2 mentor texts for kinder units 3A and 4A $00020014340705921-191200036$ 12/05/2019 12/04/2019

19344 XXXXXXXXXXXXXXXXX
mentor 12/04/2019

19345 XXXXXXXXXXXXXXXXX
$00020014340705921-191200037$ 12/05/2019
mentor 12/04/2019

19348 XXXXXXXXXXXXXXXX
0002001434 0705921-191200038 12/05/2019
12/04/2019 19348 XXXXXXXXXXXXXXXX Amzn Mktp US Oy6u58b83, Amzn.Co
2 mentor texts for kinder units 3A and 4A $00020014340705921-191200039$ 12/05/2019 12/04/2019 19349 XXXXXXXXXXXXXXXX Amzn Mktp US Oz3wd3493, Amzn.Co
2 mentor texts for kinder units 3A and 4A $00020014340705921-191200040$ 12/05/2019 12/04/2019 19350 XXXXXXXXXXXXXXXX Amzn Mktp US Fr83i2k33, Amzn.Co
2 mentor texts for kinder units 3A and 4A $00020014340705921-191200041$ 12/05/2019 12/03/2019 19341 XXXXXXXXXXXXXXXX Amzn Mktp US Ep7uf73y3, Amzn.Co 0002001434 0705921-191200042 12/05/2019

| 01/06/2020 | Invoiced | A | 582.80 |
| :---: | :---: | :---: | :---: |
| 582.80 |  |  |  |
| 01/06/2020 | Invoiced | A | 205.50 |
| 205.50 |  |  |  |
| 12/06/2019 | Invoiced | A | 119.60 |
| 119.60 |  |  |  |
| 12/06/2019 | Invoiced | A | 6.34 |
| 6.34 |  |  |  |
| 12/06/2019 | Invoiced | A | 10.00 |
| 10.00 |  |  |  |
| 12/06/2019 | Invoiced | A | 9.99 |
| 9.99 |  |  |  |
| 12/06/2019 | Invoiced | A | 5.94 |
| 5.94 |  |  |  |
| 12/06/2019 | Invoiced | A | 6.24 |
| 6.24 |  |  |  |
| 12/06/2019 | Invoiced | A | 12.66 |
| 12.66 |  |  |  |
| 12/06/2019 | Invoiced | A | 237.38 |
| 237.38 |  |  |  |
| 12/06/2019 | Invoiced | A | 6.35 |
| 6.35 |  |  |  |
| 12/06/2019 | Invoiced | A | 6.32 |
| 6.32 |  |  |  |
| 12/06/2019 | Invoiced | A | 12.66 |
| 12.66 |  |  |  |
| 12/06/2019 | Invoiced | A | 6.24 |

17 transaction(s) for BETLATAR000. Total Amount ====>

2 A Time to Share shopping with donated funds. $10020001190705921-200100144$ 01/05/2020

## 01/06/2020 <br> 142.47

01/06/2020
120.00

Invoiced A
142.47

Invoiced A

12/19/2019
19637 XXXXXXXXXXXXXXXX Target 00017749, Eau Claire, WI
2 A Time to Share shopping with donated funds. $10020001190705921-200100145$
01/05/2020
12/19/2019 19638 xxxxxxxxxxxxxxxx Target.Com, 800-591-3869, MN, 5
2 A Time to Share shopping with donated funds. $10020001190705921-200100146$
01/05/2020
12/19/2019 19639 xxxxxxxxxxxxxxxx Target.Com, 800-591-3869, MN, 5
2 A Time to Share shopping with donated funds. 1002000119 0705921-200100147
01/05/2020
12/18/2019 19634 Xxxxxxxxxxxxxxxx Target.Com, 800-591-3869, MN, 5
2 A Time to Share shopping with donated funds. $10020001190705921-200100148$ 01/05/2020 12/18/2019 19635 xxxxxxxxxxxxxxxx Target. Com, 800-591-3869, MN, 5
2 A Time to Share shopping with donated funds. $10020001190705921-200100149$ 01/05/2020 12/16/2019 19632 xxxxxxxxxxxxxxxx Wm Supercenter \#5373, Chippewa
2 Graham crackers for gingerbread house activity $10020001230705921-200100150$
01/05/2020 12/16/2019

19633 XXXXXXXXXXXXXXXX Wal-Mart \#1669, Eau Claire, WI,
2 Graham crackers for gingerbread house activity 1002000123 0705921-200100151 12/10/2019 19630 XXXXXXXXXXXXXXXX Target 00017749, Eau Claire, WI
2 A Time to Share shopping with donated funds. $10020001190705921-200100152$ 01/05/2020 12/09/2019 19618 XXXXXXXXXXXXXXXX Target 00017749, Eau Claire, WI
2 A Time to Share shopping with donated funds. $10020001190705921-200100153$ 01/05/2020 12/09/2019 19619 Xxxxxxxxxxxxxxxx Kohls \#0245, Eau Claire, WI, 54
2 A Time to Share shopping with donated funds. 1002000119 0705921-200100154 01/05/2020 12/09/2019 19620 XXXXXXXXXXXXXXXX Kohls \#0245, Eau Claire, WI, 54
2 A Time to Share shopping with donated funds. $10020001190705921-200100155$ 01/05/2020 12/09/2019 19621 XXXXXXXXXXXXXXXX Kohls \#0245, Eau Claire, WI, 54
2 A Time to Share shopping with donated funds. $10020001190705921-200100156$ 01/05/2020 12/09/2019 19622 XXXXXXXXXXXXXXXXX Gamestop \#1020, Eau Claire, WI,
2 A Time to Share shopping with donated funds. 1002000119 0705921-200100157 12/09/2019 19623 XXXXXXXXXXXXXXXX Kohls \#0245, Eau Claire, WI, 54
2 A Time to Share shopping with donated funds. $10020001190705921-200100158$ 01/05/2020 12/09/2019 19624 XXXXXXXXXXXXXXXX Target 00017749, Eau Claire, WI
2 A Time to Share shopping with donated funds. $10020001190705921-200100159$ 01/05/2020 12/09/2019 19625 XXXXXXXXXXXXXXXX Wm Supercenter \#1669, Eau Clair
2 A Time to Share shopping with donated funds. $10020001190705921-200100160$ 01/05/2020 12/09/2019 19626 Xxxxxxxxxxxxxxx Wal-Mart \#1669, Eau Claire, WI,
2 A Time to Share shopping with donated funds. $10020001190705921-200100161$ 01/05/2020 12/09/2019 19627 XXXXXXXXXXXXXXXX Kohls \#0245, Eau Claire, WI, 54
2 A Time to Share shopping with donated funds. $10020001190705921-200100162$ 01/05/2020

| 01/06/2020 | Invoiced | A | 138.88 |
| :---: | :---: | :---: | :---: |
| 138.88 |  |  |  |
| 01/06/2020 | Invoiced | A | -74.72 |
| -74.72 |  |  |  |
| 01/06/2020 | Invoiced | A | -42.18 |
| -42.18 |  |  |  |
| 01/06/2020 | Invoiced | A | 74.72 |
| 74.72 |  |  |  |
| 01/06/2020 | Invoiced | A | 42.18 |
| 42.18 |  |  |  |
| 01/06/2020 | Invoiced | A | 28.62 |
| 28.62 |  |  |  |
| 01/06/2020 | Invoiced | A | 44.52 |
| 44.52 |  |  |  |
| 01/06/2020 | Invoiced | A | 1,565.43 |
| 1,565.43 |  |  |  |
| 01/06/2020 | Invoiced | A | 1,565.43 |
| 1,565.43 |  |  |  |
| 01/06/2020 | Invoiced | A | 390.00 |
| 390.00 |  |  |  |
| 01/06/2020 | Invoiced | A | 360.00 |
| 360.00 |  |  |  |
| 01/06/2020 | Invoiced | A | 390.00 |
| 390.00 |  |  |  |
| 01/06/2020 | Invoiced | A | 15.00 |
| 15.00 |  |  |  |
| 01/06/2020 | Invoiced | A | 390.00 |
| 390.00 |  |  |  |
| 01/06/2020 | Invoiced | A | -1,565.43 |
| -1,565.43 |  |  |  |
| 01/06/2020 | Invoiced | A | 915.02 |
| 915.02 |  |  |  |
| 01/06/2020 | Invoiced | A | -25.00 |
| -25.00 |  |  |  |
| 01/06/2020 | Invoiced | A | 360.00 |

Invoiced A
138.88
138.88

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06/2020
Invoiced A
$1,565.43$
1,565.43
390.00
360.00

### 390.00

15.00
390.00
$-1,565.43$
915.02
-25.00
360.00

| Used By | Name | Tran Date Tran ID Card Number | Where Used | Purch Vendor | Imp Date Post Date | Status | App | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Line Description |  |  | PO Number Invoice Number | Invoice Dt | Amount |  |  |  |
| BOSS LIS000 | BOSS LISA M | continued... | Kohls \#0245, Eau Claire, WI, 54 1002000119 0705921-200100163 |  |  |  |  |  |
|  |  | 12/09/2019 19628 xxxxxxxxxxxxxxxx |  |  | 01/06/2020 | Invoiced | A | 390.00 |
|  |  | 2 A Time to Share shopping with donated funds. |  | 01/05/2020 | 390.00 |  |  |  |
|  |  | 12/09/2019 19629 xxxxxxxxxxxxxxxx | Jcpenney 2653, Eau Claire, WI, |  | 01/06/2020 | Invoiced | A | 990.00 |
|  |  | 2 A Time to Share shopping with donated funds. | 1002000119 0705921-200100164 <br> Amzn Mktp US Yb5ii3ne3, Amzn.Co | 01/05/2020 | 990.00 |  |  |  |
|  |  | 12/09/2019 19631 xxxxxxxxxxxxxxxx |  |  | 01/06/2020 | Invoiced | A | 119.85 |
|  |  | 2 A Time to Share shopping with donated funds. | $10020001190705921-200100165$ | 01/05/2020 | 119.85 |  |  |  |
|  |  | 12/05/2019 19418 xxxxxxxxxxxxxxxx | Amzn Mktp US 834eu8qt3, Amzn.Co |  | 12/06/2019 | Invoiced | A | 23.97 |
|  |  | 2 Back to school sales: Crayons, markers, pencil | 1002000053 0705921-191200176 | 12/05/2019 | 23.97 |  |  |  |
|  |  | 12/04/2019 19417 xxxxxxxxxxxxxxxx | Target 00017749, Eau Claire, WI |  | 12/06/2019 | Invoiced | A | 64.78 |
|  |  | 2 equipment for recess | 1002000117 0705921-191200177 | 12/05/2019 | 64.78 |  |  |  |
|  |  | 12/02/2019 19416 xxxxxxxxxxxxxxxx | Amzn Mktp US Iq1xs9uz3, Amzn.Co |  | 12/06/2019 | Invoiced | A | 27.48 |
|  |  | 2 Kindergarten Supplies From Amazon, Demco, \& Ni | 1002000031 0705921-191200178 | 12/05/2019 | 27.48 |  |  |  |
|  |  |  | 27 transaction | (s) for Boss | LIS000. Total Amount | ==> |  | 6,660.05 |
| BUSS STE000 | Buss Steven $T$ | 12/02/2019 19466 xxxxxxxxxxxxxxxx | Amazon.Com Bk7et2uz3, Amzn.Com/ |  | 12/06/2019 | Invoiced | A | 38.30 |
|  |  | 2 Books for Culture Creates Conflict | 2002000097 0705921-191200099 | 12/05/2019 | 38.30 |  |  |  |
| CHWALSHA000 | Chwala sharon | M 12/24/2019 19693 xxxxxxxxxxxxxxxx | Att Bus Phone Pmt, 800-704-4808 |  | 01/06/2020 | Invoiced | A | 51.65 |
|  |  | 2 AT\&T SERVICE | 0002001348 0705921-200100129 | 01/05/2020 | 51.65 |  |  |  |
|  |  | 12/20/2019 19688 xxxxxxxxxxxxxxxx | Quill Corporation, 800-982-3400 |  | 01/06/2020 | Invoiced | A | 104.45 |
|  |  | 2 QUille toner, adding machine ribbon, Batterie | 8002000076 0705921-200100109 | 01/05/2020 | 104.45 |  |  |  |
|  |  | 12/19/2019 19687 xxxxxxxxxxxxxxxx | Rydin Decal- Moto, Streamwood, |  | 01/06/2020 | Invoiced | A | 382.87 |
|  |  | 2 2020-2021 Student parking tags - aleady ordere | 4002000260 0705921-200100110 | 01/05/2020 | 382.87 |  |  |  |
|  |  | 12/19/2019 19691 xxxxxxxxxxxxxxxx | Sterling Water Culliga, 8004449 |  | 01/06/2020 | Invoiced | A | 9.10 |
|  |  | 2 AnNuAL WATER DELIVERY | 1102000002 0705921-200100130 01/05/2020 |  | 9.10 |  |  |  |
|  |  | 12/19/2019 19692 xxxxxxxxxxxxxxxx | Sterling Water Culliga, 8004449 |  | 01/06/2020 | Invoiced | A | 5.80 |
|  |  | 2 Culligan Water | Vzwrlss My Vz Vb P, 800-922-020 |  | 5.80 |  |  |  |
|  |  | 12/18/2019 19690 xxxxxxxxxxxxxxxx |  |  | 01/06/2020 | Invoiced | A | 42.21 |
|  |  | 2 verizon wireless hotspot jetpack monthly servi | 0002001350 0705921-200100132 | 01/05/2020 | 42.21 |  |  |  |
|  |  | 12/17/2019 19689 xxxxxxxxxxxxxxxx | Advanced Disposal Onli, 8664965 |  | 01/06/2020 | Invoiced | A | 1,666.06 |
|  |  | 2 GARBAGE SERvice (ADVANCED DISposal) | 0002001347 0705921-200100133 01/05/2020 |  | 1,666.06 |  |  |  |
|  |  | 12/16/2019 19680 xxxxxxxxxxxxxxxx | Wisconsin State Readin, Burling |  | 01/06/2020 | Invoiced | A | 399.00 |
|  |  | 2 Registration for 8 staff for wSRA Convention | 7172000023 0705921-200100111 | 01/05/2020 | 399.00 |  |  |  |
|  |  | 12/16/2019 19681 xxxxxxxxxxxxxxxx | Wisconsin State Readin, Burling |  | 01/06/2020 | Invoiced | A | 399.00 |
|  |  | 2 Registration for 8 staff for WSRA Convention | 7172000023 0705921-200100112 | 01/05/2020 | 399.00 |  |  |  |
|  |  | 12/16/2019 19682 xxxxxxxxxxxxxxxx | Wisconsin State Readin, Burling |  | 01/06/2020 | Invoiced | A | 399.00 |
|  |  | 2 Registration for 8 staff for WSRA Convention | 7172000023 0705921-200100113 | 01/05/2020 | 399.00 |  |  |  |


| Used By | Name | Tran Date Tran ID Card Number | Where Used | Purch Vendor | Imp Date Post Date | Status | App | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Line Description |  |  | Po Number Invoice Number | Invoice Dt | Amount |  |  |  |
| CHWALSHA | Chwala Sharon m | continued... |  |  |  |  |  |  |
|  |  | 12/16/2019 19683 xxxxxxxxxxxxxxxx | Wisconsin State Readin, Burling |  | 01/06/2020 | Invoiced | A | 399.00 |
|  | 2 | Registration for 8 staff for WSRA Convention | 7172000023 0705921-200100114 | 01/05/2020 | 399.00 |  |  |  |
|  |  | 12/16/2019 19684 xxxxxxxxxxxxxxxx | Wisconsin State Readin, Burling |  | 01/06/2020 | Invoiced | A | 399.00 |
|  | 2 | Registration for 8 staff for WSRA Convention | 7172000023 0705921-200100115 | 01/05/2020 | 399.00 |  |  |  |
|  |  | 12/16/2019 19685 xxxxxxxxxxxxxxxx | Wisconsin State Readin, Burling |  | 01/06/2020 | Invoiced | A | 399.00 |
|  | 2 | Registration for 8 staff for WSRA Convention | 7172000023 0705921-200100116 | 01/05/2020 | 399.00 |  |  |  |
|  |  | 12/16/2019 19686 xxxxxxxxxxxxxxxx | Wisconsin State Readin, Burling |  | 01/06/2020 | Invoiced | A | 399.00 |
|  | 2 | Registration for 8 staff for WSRA Convention | 7172000023 0705921-200100117 | 01/05/2020 | 399.00 |  |  |  |
|  |  | 12/13/2019 19679 xxxxxxxxxxxxxxxx | Regionalhelp 800-365-8, 8003658 |  | 01/06/2020 | Invoiced | A | -99.60 |
|  | 1 |  | 0705921-200100000 | 01/05/2020 | -99.60 |  |  |  |
|  |  | 12/12/2019 19677 xxxxxxxxxxxxxxxx | Regionalhelp 800-365-8, 8003658 |  | 01/06/2020 | Invoiced | A | 249.00 |
|  | 1 |  | 0705921-200100000 | 01/05/2020 | 249.00 |  |  |  |
|  |  | 12/12/2019 19678 xxxxxxxxxxxxxxxx | Quill Corporation, 800-982-3400 |  | 01/06/2020 | Invoiced | A | 14.49 |
|  | 2 | QUill \& SAMS Club: do supplies Coffee, hand S | 8002000072 0705921-200100118 | 01/05/2020 | 14.49 |  |  |  |
|  |  | 12/09/2019 19668 xxxxxxxxxxxxxxxx | Wisconsin State Readin, Burling |  | 01/06/2020 | Invoiced | A | 399.00 |
|  | 2 | Registration for 8 staff for WSRA Convention | 7172000023 0705921-200100119 | 01/05/2020 | 399.00 |  |  |  |
|  |  | 12/09/2019 19669 xxxxxxxxxxxxxxxx | Scheels Eau Claire, Eau Claire, |  | 01/06/2020 | Invoiced | A | 21.90 |
|  | 2 | A Time to Share shopping with donated funds. | $10020001190705921-200100120$ | 01/05/2020 | 21.90 |  |  |  |
|  |  | 12/09/2019 19670 xxxxxxxxxxxxxxxx | Bath \& Body Works 3145, Eau Cla |  | 01/06/2020 | Invoiced | A | 42.50 |
|  | 2 | A Time to Share shopping with donated funds. | $10020001190705921-200100121$ | 01/05/2020 | 42.50 |  |  |  |
|  |  | 12/09/2019 19671 xxxxxxxxxxxxxxxx | Old Navy US 6543, Eau Claire, W |  | 01/06/2020 | Invoiced | A | 192.99 |
|  | 2 | A Time to Share shopping with donated funds. | 1002000119 0705921-200100122 | 01/05/2020 | 192.99 |  |  |  |
|  |  | 12/09/2019 19672 xxxxxxxxxxxxxxxx | Old Navy US 6543, Eau Claire, W |  | 01/06/2020 | Invoiced | A | 300.00 |
|  | 2 | A Time to Share shopping with donated funds. | 1002000119 0705921-200100123 | 01/05/2020 | 300.00 |  |  |  |
|  |  | 12/09/2019 19673 xxxxxxxxxxxxxxxx | Target 00017749, Eau Claire, WI |  | 01/06/2020 | Invoiced | A | 1,446.83 |
|  | 2 | A Time to Share shopping with donated funds. | 1002000119 0705921-200100124 | 01/05/2020 | 1,446.83 |  |  |  |
|  |  | 12/09/2019 19674 xxxxxxxxxxxxxxxx | Wal-Mart \#1669, Eau Claire, WI, |  | 01/06/2020 | Invoiced | A | 1,014.95 |
|  | 2 | A Time to Share shopping with donated funds. | 10020001190705921-200100125 | 01/05/2020 | 1,014.95 |  |  |  |
|  |  | 12/09/2019 19675 xxxxxxxxxxxxxxxx | Old Navy US 6543, Eau Claire, W |  | 01/06/2020 | Invoiced | A | 300.00 |
|  | 2 | A Time to Share shopping with donated funds. | $10020001190705921-200100126$ | 01/05/2020 | 300.00 |  |  |  |
|  |  | 12/09/2019 19676 xxxxxxxxxxxxxxxx | Quill Corporation, 800-982-3400 |  | 01/06/2020 | Invoiced | A | 4.72 |
|  | 2 | QUill \& SAMS Club: do supplies Coffee, hand S | 80020000720705921-200100127 | 01/05/2020 | 4.72 |  |  |  |
|  |  | 12/06/2019 19667 xxxxxxxxxxxxxxxx | Sams Club \#8185, Eau Claire, WI |  | 01/06/2020 | Invoiced | A | 118.92 |
|  | 2 | QUill \& SAMS Club: Do supplies Coffee, hand s | 80020000720705921-200100128 | 01/05/2020 | 118.92 |  |  |  |

27 transaction(s) for CHWALSHA000. Total Amount ====>



|  | Tran Date Tran ID Card Number | Where Used | Purch Vendor |
| :---: | :---: | :---: | :---: |
| e Description |  | Po Number Invoice Number | Invoice Dt |
| ORY L continued... |  |  |  |
|  | 12/12/2019 19562 xxxxxxxxxxxxxxxx | Grnkeep/Grass Livngwtr, 7158320 |  |
| 2 | Winterizer application for AES | $00020014460705921-200100008$ | 01/05/2020 |
|  | 12/11/2019 19560 Xxxxxxxxxxxxxxxx | Eau Claire Lawn Equipm, Eau Cla |  |
| 3 | Replacement Engine for Sander/Salter | 00020014470705921-200100009 | 01/05/2020 |
|  | 12/11/2019 19561 Xxxxxxxxxxxxxxxx | Eau Claire Lawn Equipm, Eau Cla |  |
|  | carburetor for snow blower | 0002001447 0705921-200100010 | 01/05/2020 |
|  | 12/09/2019 19559 xxxxxxxxxxxxxxxx | Dmv Eau Claire North E, Eau Cla |  |
|  | Titles for 1996 Ford Truck and 1999 Dodge Truc | $00020014640705921-200100011$ | 01/05/2020 |
|  | 12/04/2019 19317 xxxxxxxxxxxxxxxx | Menards Eau Claire Eas, Eau Cla |  |
|  | Misc. Supplies at menards | 0002001362 0705921-191200007 | 12/05/2019 |

KAETTELIOOO KAETTERHENRY ELIZABETH A 12/24/2019 19612 XXXXXXXXXXXXXXXX Follett School Solutio, $888-511$
2 Follett Book Order HS 19/20 \#2 $83020000390705921-200100040$
12/23/2019 19610 XXXXXXXXXXXXXXX Abcya! Kids Edu Games, 85525092
21 - year add free subscription for ABCya.com $83020000570705921-200100041$ 01/05/2020 12/23/2019 19611 XXXXXXXXXXXXXXXX Nearpod, 8556327763, FL, 33004,
2 1-year Gold Membership Education Subscription $83020000560705921-200100042$ 01/05/2020 12/17/2019 19609 xxxxxxxxxxxxxxx Follett School Solutio, 888-511
2 MS Follett 19/20 \#3 Book Order $83020000490705921-200100043$ 12/16/2019 19608 XXXXXXXXXXXXXXXX Overdrive Dist, 2165736886, OH,
2 Dec. ebook/audiobook purchase 8302000055 0705921-200100044 12/12/2019 19606 XXXXXXXXXXXXXXXX Amzn Mktp US 380040y93, Amzn.Co
2 Scotch Thermal Laminating Pouches, 200-Pack, $883020000520705921-200100045$ 01/05/2020
3 AmazonBasics 60W 10-Port Multi USB Wall Charge $83020000520705921-200100045$ 01/05/2020 4 Awaqi 20 USB Charging Station Dock Multiple US $83020000520705921-200100045$ 5 CTA Digital Security Gooseneck Floor Stand for $83020000520705921-200100045$

3 Group Lunch 10E $10034222200000 \quad 19607$ XXXXXXXXXXXXXXXX The Macaroni Cheese, Lake Delto | $12 / 12 / 2019$ | 8302000059 | $0705921-200100046$ |
| :--- | :--- | :--- | $01 / 05 / 2020$

3 Group Lunch 10E $10034222200000 \quad 83020000590705921-200100046$ 01/05/2020 12/11/2019 19600 XXXXXXXXXXXXXXXX Kalahari Resort - Wi, Wisconsin
2 Hotel Rooms/Slate conference - 9 Staff Members $83020000470705921-200100047$ 01/05/2020 12/11/2019 19601 Xxxxxxxxxxxxxxxx Kalahari Resort - Wi, Wisconsin
2 Hotel Rooms/Slate conference - 9 Staff Members $83020000470705921-200100048$ 01/05/2020 12/11/2019 19602 xxxxxxxxxxxxxxxx Kalahari Restaurant -, Wisconsi
2 10E 10034222200000 Group Dinner $83020000590705921-200100049$

$$
\text { 12/11/2019 } 19603 \text { Xxxxxxxxxxxxxxxx Kalahari Resort - Wi, Wisconsin }
$$

2 Hotel Rooms/Slate conference - 9 Staff Members $83020000470705921-200100050$ 01/05/2020

$$
195.60
$$

01/06/2020
299.99

01/06/2020
120.00

01/06/2020
254.15

01/06/2020
393.85

01/06/2020
17.84
25.19
36.99
51.99

01/06/2020
72.26

01/06/2020
204.00

01/06/2020
204.00

01/06/2020
150.00

01/06/2020 204.00


28 copies Invictus
19605 XXXXXXXXXXXXXXXX
Amazon. Com Gc5409vi3 A, Amzn.
8302000054 0705921-200100052
01/05/2020
12/09/2019
19599 XXXXXXXXXXXXXXXX
Follett School Solutio, 888-511
2 MS Follett 19/20 \#3 Book Order 8302000049 0705921-200100053
01/05/2020
12/06/2019 19597 XXXXXXXXXXXXXXXX Booksamillion.Com, 800-201-3550
1
12/06/2019

12/05/2019
19390 XXXXXXXXXXXXXXXX Booksamillion.Com, 800-201-355
2 BAM Cyber Sale Library Books/Bestsellers/Mindf $83020000530705921-191200069$
12/05/201
12/03/2019 19388 XXXXXXXXXXXXXXXX Follett School Solutio, 888-511
2 MS Follett 19/20 \#2 Order
12/03/2019
19389 XXXXXXXXXXXXXXXX
8302000040 0705921-191200070
12/05/2019

2 Follett Book Order HS 19/20 \#2
Follett School Solutio, 888-511
$83020000390705921-191200071$ 12/05/2019
(9)

LIERMANDO00 LIERMAN ANDREW D 12/30/2019 19594 XXXXXXXXXXXXXXXX Amazon.Com 4v2v167w3, Amzn.Com/
2 Misc purchases through 19-20 school year. $81020000250705921-200100032$ 01/05/2020
12/30/2019 19595 XXXXXXXXXXXXXXXX Amazon.Com 2l56j6se3, Amzn.Com/
2 Misc purchases through 19-20 school year. $81020000250705921-200100033$ 01/05/2020
12/23/2019 19591 XXXXXXXXXXXXXXXX Amzn Mktp US Gb5cv2cj3, Amzn.Co
2 Misc purchases through 19-20 school year. $81020000250705921-200100034$ 01/05/2020
12/23/2019 19592 XXXXXXXXXXXXXXXX Amazon.Com Q010p7lr3, Amzn.Com/
2 Misc purchases through 19-20 school year. $81020000250705921-200100035$ 01/05/2020
12/23/2019 19593 XXXXXXXXXXXXXXXX Amzn Mktp US W39sx7no3, Amzn.Co
2 Misc purchases through 19-20 school year. 8102000025 0705921-200100036 01/05/2020
12/11/2019 19590 XxxxXXXXXXXXXXXX Amzn Mktp US R514k82i3, Amzn.Co
2 Misc purchases through 19-20 school year. $81020000250705921-200100037$ 01/05/2020
12/10/2019 19589 XXXXXXXXXXXXXXXX Ups 000000586461499, 800-811-16
2 UPS and Fedex Shipping costs throughout the ye $81020000210705921-200100038$ 01/05/2020
12/09/2019 19588 Xxxxxxxxxxxxxxxx Amzn Mktp US Y322g2mr3, Amzn.Co
2 Misc purchases through 19-20 school year. $81020000250705921-200100039$ 01/05/2020
12/03/2019 19373 XXXXXXXXXXXXXXXX Amazon.Com Ik7563fr3, Amzn.Com/ 19373 Xxxxxxxxxxxxxxxx Amazon. Com Ik7563fr3, Amzn. Com 8102000025 0705921-191200054

01/06/2020
28.53

01/06/2020
8.56

01/06/2020
19.99

01/06/2020
13.20

01/06/2020
17.98

01/06/2020
31.98

01/06/2020
4.31

01/06/2020
38.99

12/06/2019
114.60
01/06/2020 Invoiced A 83.61

Invoiced A
83.61

1/06/2020 Invoiced A 61.52
61.52

1/06/2020 Invoiced A 629.44
629.44

1/06/2020 Invoiced A 47.76
47.76

01/06/2020
Invoiced A 275.00

Invoiced A 110.35

Invoiced A 462.36

Invoiced A
470.77
Used By Name
MARKGMIC000 MARKGREN MICHAEL $\frac{\text { Line }}{} \frac{\text { Description }}{\text { P }} 12 / 23 / 2019 \quad 19556$ XXXXXXXXXXXXXXXX PO Number Invoice Number

2 Registration for Sharon and Mike $80020000810705921-200100002$ 01/05/2020 $12 / 09 / 2019 \quad 19555$ XXXXXXXXXXXXXXXX Vistapr Vistaprint. $80020000740705921-200100003$

01/05/2020
01/05/2020

Invoiced A 710.00

01/05/2020

$01 / 06 / 2020$
29.99
$01 / 06 / 2020$
93.29
12.99
9.98

01/06/2020
205.00

01/06/2020
29.95

01/06/2020
36.00

01/06/2020
187.76

01/06/2020
100.00

01/06/2020
173.80

01/06/2020
137.52

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$-70.36$
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| 4 | $8 \times 10$ photo frames | 40020003180705921-200100066 | 01/05/2020 |
| :---: | :---: | :---: | :---: |
|  | 12/20/2019 19507 XxXXXXXXXXXXXXXX | Amazon.Com Qm3a94ed3, Amzn.Com/ |  |
| 2 | Men's black socks and black fabric | $40020002910705921-200100067$ | 01/05/2020 |
|  | 12/19/2019 19504 XxXXXXXXXXXXXXXX | Band Shoppe, 8129638890, IN, 47 |  |
| 2 | Shoes and supplies for In Training show choir | $40020003190705921-200100068$ | 01/05/2020 |
|  | 12/19/2019 19505 Xxxxxxxxxxxxxxxx | Weissman Designs For D, 3147739 |  |
| 2 | Shoes and supplies for In Training show choir | 40020003190705921-200100069 | 01/05/2020 |
|  | 12/17/2019 19485 XxXXXXXXXXXXXXXX | American Red Cross, 800-733-276 |  |
| 2 | CPR training for Erin and Erica | 4002000317 0705921-200100182 | 01/05/2020 |
|  | 12/17/2019 19486 Xxxxxxxxxxxxxxxx | American Red Cross, 800-733-276 |  |
| 2 | CPR training for Erin and Erica | 4002000317 0705921-200100183 | 01/05/2020 |
|  | 12/17/2019 19487 xxxxxxxxxxxxxxxx | Books A Million 350, Eau Claire |  |
| 2 | A Time to Share shopping with donated funds. | 1002000119 0705921-200100184 | 01/05/2020 |
|  | 12/17/2019 19488 xxxxxxxxxxxxxxxx | Dollar Tree, Eau Claire, WI, 54 |  |
| 2 | care closet supplies, hygiene supplies | 4002000189 0705921-200100185 | 01/05/2020 |
|  | 12/17/2019 19489 xxxxxxxxxxxxxxxx | Wal-Mart \#5373, Chippewa Fall, |  |
| 2 | Classroom supplies, project supplies, field tr | 40020002490705921-200100186 | 01/05/2020 |
|  | 12/16/2019 19502 xxxxxxxxxxxxxxxx | Shopwoodmans.Com, Madison, WI, |  |
| 2 | health and foods supplies/displays | 4002000209 0705921-200100070 | 01/05/2020 |
|  | 12/16/2019 19503 XxXXXXXXXXXXXXXX | Amazon.Com Mx80x1ho2 A, Amzn.Co |  |
| 2 | Materials previously listed for the classroom, | 4002000134 0705921-200100071 | 01/05/2020 |
|  | 12/12/2019 19484 XXXXXXXXXXXXXXXX | Samsclub \#8185, Eau Claire, WI, |  |
| 2 | School Supplies and rewards from Sam's Club | $40020002810705921-200100187$ | 01/05/2020 |
|  | 12/12/2019 19499 XxXXXXXXXXXXXXXX | Officemax/Depot 6348, Eau Clair |  |
| 2 | clear ornament sets- 20 each | $40020002950705921-200100072$ | 01/05/2020 |
| 3 | packages of alcohol inks | 4002000295 0705921-200100072 | 01/05/2020 |
| 4 | canned air | 4002000295 0705921-200100072 | 01/05/2020 |
| 5 | ribbon spools | 4002000295 0705921-200100072 | 01/05/2020 |
|  | 12/12/2019 19500 xxxxxxxxxxxxxxxx | Shopwoodmans.Com, Madison, WI, |  |
| 2 | health and foods supplies/displays | $40020002090705921-200100073$ | 01/05/2020 |
|  | 12/12/2019 19501 xxxxxxxxxxxxxxxx | Amzn Mktp US 1t2mn81p3, Amzn.Co |  |
| 2 | Permanent markers, secure pens with chains | 4002000288 0705921-200100074 | 01/05/2020 |
|  | 12/11/2019 19483 xxxxxxxxxxxxxxxx | Festival Foods, Eau Claire, WI, |  |
| 2 | Blanket PO for NHS ceremony supplies | 4602000009 0705921-200100188 | 01/05/2020 |
|  | 12/11/2019 19496 XxXXXXXXXXXXXXXX | Michaels Stores 9166, Eau Clair |  |
|  |  | 4002000295 0705921-200100075 |  |

12/20/2019
19507 XXXXXXXXXXXXXXXX
and black fabric
19504 XXXXXXXXXXXXXXXXX Band Shoppe, 8129638890, IN, 47
2 Shoes and supplies for In Training show choir 4002000319 0705921-200100068
19505 xxxxxxxxxxxxxxxx Weissman Designs For D, 3147739
2 Shoes and supplies for In Training show choir 4002000319 0705921-200100069 01/05/2020 12/17/2019 19485 Xxxxxxxxxxxxxxxx American Red Cross, 800-733-276

002000317 0705921-200100182
01/05/2020 12/17/2019 19489 Xxxxxxxxxxxxxxxx Wal-Mart \#5373, Chippewa Fall,

01/05/2020 12/16/2019 19503 Xxxxxxxxxxxxxxxx Amazon.Com Mx8ox1ho2 A, Amzn.Co Materials previously listed for the classroom, $40020001340705921-200100071$ 12/12/2019 19484 XXXXXXXXXXXXXXXX Samsclub \#8185, Eau Claire, WI,

01/05/2020

01/05/2020 3 packages of alcohol inks $40020002950705921-200100072$ 01/05/2020 4 canned air $40020002950705921-200100072$
5 ribbon spools 19500 XXXXXXXXXXXXXXXX Shopwoodmans.Com, Madison, WI,
2 health and foods supp
19501 XXXXXXXXXXXXXXXX Amzn Mktp US 1t2mn81p3, Amzn.Co
2 Permanent markers, secure pens with chains $40020002880705921-200100074$ 01/05/2020 12/11/2019 19483 xxxxxxxxxxxxxxxx Festival Foods, Eau Claire, WI,

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5 ribbon spools
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96.47

01/06/2020
66.00

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Invoiced A 26.90

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| 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 |  |  |  |
|  |  |  |  | 2 transaction( | (s) for Reif Ja | Jamooo. Total Amount | => |  | 389.75 |
| RICHAJES000 | RICHARDS | JESSICA | J 12/12/2019 19616 xxxxxxxxxxxxxxxx | Kwik Trip 63300006338, Eau Clai |  | 01/06/2020 | Invoiced | A | 33.05 |
|  |  | 2 | Slate Conference: Mileage and meals | $40020002620705921-200100054$ | 01/05/2020 | 33.05 |  |  |  |
|  |  |  | 12/12/2019 19617 xxxxxxxxxxxxxxxx | The Macaroni Cheese, Lake Delto |  | 01/06/2020 | Invoiced | A | 17.06 |
|  |  | 2 | Slate Conference: Mileage and meals | $40020002620705921-200100055$ | 01/05/2020 | 17.06 |  |  |  |
|  |  |  | 12/09/2019 19613 xxxxxxxxxxxxxxxx | Claires \#5552, Eau Claire, WI, |  | 01/06/2020 | Invoiced | A | 14.21 |
|  |  | 2 | A Time to Share shopping with donated funds. | 1002000119 0705921-200100056 | 01/05/2020 | 14.21 |  |  |  |
|  |  |  | 12/09/2019 19614 xxxxxxxxxxxxxxxx | Scheels Eau Claire, Eau Claire, |  | 01/06/2020 | Invoiced | A | 39.95 |
|  |  | 2 | A Time to Share shopping with donated funds. | 10020001190705921-200100057 | 01/05/2020 | 39.95 |  |  |  |
|  |  |  | 12/09/2019 19615 xxxxxxxxxxxxxxxx | Hobby-Lobby \#833, Eau Claire, W |  | 01/06/2020 | Invoiced | A | 13.49 |
|  |  | 2 | A Time to Share shopping with donated funds. | 1002000119 0705921-200100058 | 01/05/2020 | 13.49 |  |  |  |
|  |  |  |  | 5 transaction( | (s) for RICHAJE | Jesooo. Total Amount | => |  | 117.76 |
| SCHEPMAR000 | SCHEPPKE | MARK J | 12/30/2019 19576 xxxxxxxxxxxxxxxx | Menards Eau Claire Eas, Eau Cla |  | 01/06/2020 | Invoiced | A | 39.98 |
|  |  | 2 | Blanket PO for miscellaneous purchases | 81020000820705921-200100012 | 01/05/2020 | 39.98 |  |  |  |
|  |  |  | 12/30/2019 19577 xxxxxxxxxxxxxxxx | Menards Eau Claire Eas, Eau Cla |  | 01/06/2020 | Invoiced | A | 59.42 |
|  |  | 2 | Blanket PO for miscellaneous purchases | $81020000820705921-200100013$ | 01/05/2020 | 59.42 |  |  |  |
|  |  |  | 12/30/2019 19578 xxxxxxxxxxxxxxxx | Menards Eau Claire Eas, Eau Cla |  | 01/06/2020 | Invoiced | A | 31.13 |
|  |  | 2 | Blanket PO for miscellaneous purchases | 81020000820705921-200100014 | 01/05/2020 | 31.13 |  |  |  |
|  |  |  | 12/30/2019 19579 xxxxxxxxxxxxxxxx | Batteries Plus \#0071, Eau Clair |  | 01/06/2020 | Invoiced | A | 209.15 |
|  |  | 3 | UPS Replacement batteries for 16 wiring closet | $81020001160705921-200100015$ | 01/05/2020 | 209.15 |  |  |  |
|  |  |  | 12/30/2019 19580 xxxxxxxxxxxxxxxx | Menards Eau Claire Eas, Eau Cla |  | 01/06/2020 | Invoiced | A | -8.97 |
|  |  | 2 | Blanket PO for miscellaneous purchases | 81020000820705921-200100016 | 01/05/2020 | -8.97 |  |  |  |
|  |  |  | 12/18/2019 19574 xxxxxxxxxxxxxxxx | Kalahari Resort - Wi E, 1305 Ka |  | 01/06/2020 | Invoiced | A | 95.00 |
|  |  | 3 | Hotel rooms for 2 nights | 81020001220705921-200100017 | 01/05/2020 | 95.00 |  |  |  |
|  |  |  | 12/18/2019 19575 xxxxxxxxxxxxxxxx | Craigslist.Org, 4153995200, CA, |  | 01/06/2020 | Invoiced | A | 5.00 |
|  |  | 2 | Blanket PO for miscellaneous purchases | 8102000082 0705921-200100018 | 01/05/2020 | 5.00 |  |  |  |
|  |  |  | 12/17/2019 19572 xxxxxxxxxxxxxxxx | Brainstorm, 6087809371, WI, 546 |  | 01/06/2020 | Invoiced | A | 295.00 |
|  |  | 2 | Registration for Andrew and I for Brainstorm C | 81020001220705921-200100019 | 01/05/2020 | 295.00 |  |  |  |
|  |  |  | 12/17/2019 19573 xxxxxxxxxxxxxxxx | Brainstorm, 6087809371, WI, 546 |  | 01/06/2020 | Invoiced | A | 3.00 |
|  |  | 2 | Registration for Andrew and I for Brainstorm C | 8102000122 0705921-200100020 | 01/05/2020 | 3.00 |  |  |  |
|  |  |  | 12/12/2019 19571 xxxxxxxxxxxxxxxx | Moosejaw Pizza And Bre, Wiscons |  | 01/06/2020 | Invoiced | A | 23.45 |
|  |  | 3 | Slate Conference fees | $81020001080705921-200100021$ | 01/05/2020 | 23.45 |  |  |  |
|  |  |  | 12/11/2019 19569 xxxxxxxxxxxxxxxx | Kalahari Resort - Wi, Wisconsin |  | 01/06/2020 | Invoiced | A | 129.00 |
|  |  | 2 | Hotel fees for Slate Conference | $81020001080705921-200100022$ | 01/05/2020 | 129.00 |  |  |  |
|  |  |  | 12/11/2019 19570 xxxxxxxxxxxxxxxx | Tst Sprechers Delton, Wisconsin |  | 01/06/2020 | Invoiced | A | 209.39 |
|  |  | 3 | Slate Conference fees | $81020001080705921-200100023$ | 01/05/2020 | 209.39 |  |  |  |


| 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 |  |  |  |
| SCHEPMAROOO | SCheppke | MARK J |  | continued... |  |  |  |  |  |  |
|  |  |  |  | 12/10/2019 19568 Xxxxxxxxxxxxxxxx | Moosejaw Pizza And Bre, Wiscons |  | 01/06/2020 | Invoiced | A | 35.37 |
|  |  | 2 |  | Hotel fees for Slate Conference | 8102000108 0705921-200100024 | 01/05/2020 | 35.37 |  |  |  |
|  |  |  |  | 12/09/2019 19567 XXXXXXXXXXXXXXXX | Amazon.Com 8n9dx3v23, Amzn.Com/ |  | 01/06/2020 | Invoiced | A | 733.38 |
|  |  | 2 |  | Replacement projectors for classrooms Epson VS | 8102000116 0705921-200100025 | 01/05/2020 | 733.38 |  |  |  |
|  |  |  |  | 12/06/2019 19566 Xxxxxxxxxxxxxxxx | Batteries Plus \#0071, Eau Clair |  | 01/06/2020 | Invoiced | A | 698.75 |
|  |  | 2 |  | Replacement projectors for classrooms Epson VS | $81020001160705921-200100026$ | 01/05/2020 | 698.75 |  |  |  |
|  |  |  |  | 12/02/2019 19327 Xxxxxxxxxxxxxxxx | Wal-Mart \#5104, Moraine, OH, 45 |  | 12/06/2019 | Invoiced | A | -289.18 |
|  |  | 2 |  | Blanket PO for miscellaneous purchases | 8102000082 0705921-191200017 | 12/05/2019 | -289.18 |  |  |  |
|  |  |  |  |  | 16 transaction(s) for SCHEPMAR000. Total Amount |  |  | = |  | 2,268.87 |
| STEFFAND000 | STEFFEN | ANDREA |  | 12/13/2019 19529 xxxxxxxxxxxxxxxx | Doubletree Blooming Fb, Minneap |  | 01/06/2020 | Invoiced | A | 117.00 |
|  |  | 1 |  |  | 0705921-200100000 | 01/05/2020 | 117.00 |  |  |  |
|  |  |  |  | 12/12/2019 19528 XXXXXXXXXXXXXXXX | Hmm Greenwoodheinemann, Portsmo |  | 01/06/2020 | Invoiced | A | 28.70 |
|  |  | 1 |  |  | 0705921-200100000 | 01/05/2020 | 28.70 |  |  |  |
|  |  |  |  |  | $2 \text { transaction(s) }$ | ) for STEFF | ND000. Total Amount | => |  | 145.70 |
| STEINWIL000 | STEINKE | WILLIAM |  | 12/30/2019 19553 XxXXXXXXXXXXXXXX | Sq Sq Stemy Stuff Ll, Gosq.Com, |  | 01/06/2020 | Invoiced | A | 505.85 |
|  |  | 2 |  | Amazon-vinyl,plastic, laserable materials Maker | $20020000040705921-200100095$ | 01/05/2020 | 505.85 |  |  |  |
|  |  |  |  | 12/25/2019 19552 Xxxxxxxxxxxxxxxx | Menards Eau Claire Eas, Eau Cla |  | 01/06/2020 | Invoiced | A | 150.24 |
|  |  | 2 |  | Construction materials for shed, tools and eq | 4002000042 0705921-200100096 | 01/05/2020 | 150.24 |  |  |  |
|  |  |  |  | 12/19/2019 19550 xxxxxxxxxxxxxxxxx | Hobby-Lobby \#833, Eau Claire, W |  | 01/06/2020 | Invoiced | A | 4.42 |
|  |  | 2 |  | Johnson's Plastics-acrylic MakerBot/Afinia- 3D | $15020000160705921-200100097$ | 01/05/2020 | 4.42 |  |  |  |
|  |  |  |  | 12/19/2019 19551 XxXXXXXXXXXXXXXX | Menards Eau Claire Eas, Eau Cla |  | 01/06/2020 | Invoiced | A | 13.99 |
|  |  | 2 |  | Construction materials for shed, tools and eq | 40020000420705921-200100098 | 01/05/2020 | 13.99 |  |  |  |
|  |  |  |  | 12/18/2019 19549 Xxxxxxxxxxxxxxxx | Wm Supercenter \#1669, Eau Clair |  | 01/06/2020 | Invoiced | A | 10.77 |
|  |  | 2 |  | Construction materials for shed, tools and eq | $40020000420705921-200100099$ | 01/05/2020 | 10.77 |  |  |  |
|  |  |  |  | 12/16/2019 19548 XXXXXXXXXXXXXXXXX | Amzn Mktp US Bl22r34f3, Amzn.Co |  | 01/06/2020 | Invoiced | A | 175.00 |
|  |  | 2 |  | Johnson's Plastics-acrylic MakerBot/Afinia- 3D | $15020000160705921-200100100$ | 01/05/2020 | 175.00 |  |  |  |
|  |  |  |  | 12/13/2019 19544 XXXXXXXXXXXXXXXX | Menards Eau Claire Eas, Eau Cla |  | 01/06/2020 | Invoiced | A | 236.63 |
|  |  | 2 |  | Wood for class (Oak, Cherry for projects) from | 4002000041 0705921-200100101 | 01/05/2020 | 159.79 |  |  |  |
|  |  | 3 |  | Amazon-vinyl, plastic, laserable materials Maker | 2002000004 0705921-200100102 | 01/05/2020 | 76.84 |  |  |  |
|  |  |  |  | 12/13/2019 19545 XXXXXXXXXXXXXXXX | Menards Eau Claire Eas, Eau Cla |  | 01/06/2020 | Invoiced | A | 191.49 |
|  |  | 2 |  | Construction materials for shed, tools and eq | 40020000420705921-200100103 | 01/05/2020 | 191.49 |  |  |  |
|  |  |  |  | 12/13/2019 19546 Xxxxxxxxxxxxxxxx | Menards Eau Claire Eas, Eau Cla |  | 01/06/2020 | Invoiced | A | 62.53 |
|  |  | 2 |  | Amazon- various project supplies Johnson Plast | 2002000008 0705921-200100104 | 01/05/2020 | 62.53 |  |  |  |
|  |  |  |  | 12/13/2019 19547 XXXXXXXXXXXXXXXX | Amzn Mktp US Fl40h4903, Amzn.Co |  | 01/06/2020 | Invoiced | A | 409.38 |
|  |  | 2 | J | Johnson's Plastics-acrylic MakerBot/Afinia- 3D | $15020000160705921-200100105$ | 01/05/2020 | 409.38 |  |  |  |




## ************************ End of report *********************************)

## SCHOOL BOARD LEGAL STATUS Policy 130

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

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

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

Individual board members do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual board members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

Commented [RE1]: Board purpose is stated in CG.

Commented [RE2]: Stated in CG.

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Commented [RE3]: This paragraph is new - I feel it is
important enough to explicitly be stated here.
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The School Board of the School District of Altoona is comprised of five (5) school board members. Board members are public officials who are elected or appointed to office asprovided understate law.

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

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

Consequently, the Board shall:

- Govem rather than manage the operations of the school district by establishing polic ies that express and interpret the educational vision and values of the Altoona community.
o Make decisions as a collective body. Individual board members have no authority to act for the school district or to direct staff.
o Advocate forthe education of all Altoona students and ensure the system reflects the values of the community.
- Direct and monitor the school district through policies which:
o Artic ulate the expected outcomes for the school district's performance.
o Establish processes by which the Board will conduct its business.
o Describe the relationship of the Board with the District staff.
o Set parameters for administrative and staff action.
- Monitor compliance with policy, using:
o Intemal Reports: Reports a uthorized by the superintendent.
o Extemal Reports: Reports from outside individuals or agencies.
o Direct Inspection: Direct observation, by the Board, a committee, or a ppointed individual board member.
- Use the results of monitoring to improve performance by:
o Reviewing existing policies and goals.
o Revising existing policies and goals.
o Creating new policies and goals.
- Create partnerships with other agencies to foster effec tive and efficient delivery of education and other services to the citizens of the district.
- Comply with other responsibilities as legally required.

Legal Reference: Wisc onsin State Statute Sections 115, 118, 120

ADOPTED: 09/06/16

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

Board members are elected for terms of three (3) years. Two (2) members of the five (5) member Board are elected each year, with the exception of every three (3) years when one (1) Board member is elected. Such term of office is to commence on the fourth $\left(4^{\text {th }}\right)$ Monday in April. All members of the Board are elected at large.

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

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

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

Each newly-elected or newly-appointed Board member shall file the oath of office with the Clerk or Clerk's designee and shall take an oral oath of office administered by the Clerk or Clerk's designee.

On or prior to the fourth Monday in April, any Board member elected or re-elected to office at the spring election shall take and file the official oath. Board members appointed to office between elections shall take and file the oath prior to taking office. The School District Clerk has authority to administer the oath of office, unless $\mathrm{s} /$ he was re-elected in the spring election. The Board Secretary or a notary public may administer the oath to members.

The official oath shall be in writing and subscribed and sworn to as required by law. The oath does not need to be administered at or in conjunction with a Board meeting. If desired, the oath may also be administered orally in addition to the written oath.

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Commented [RE1]: Recommended wording
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Commented [RE2]: Information reworded and now is contained in second paragraph.

## BOARD VACANCIES

## Gause of Vacancies

Board Member Resignation: If for reasons of health, change in domicile, or any other compelling reason a board member decides to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

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

Removal of Board Member: Board members may be removed from office for cause by the judge of the circuit court having jurisdiction over the school district.

## Filling Vacancies

Vacancies on the School Board shall be filled in accordance with state law and in substantial compliance with the procedural guidelines outlined in this policy.

A qualified elector who is selected to fill a Board vacancy shall not take office unless and until he/she has taken and filed the oath of office. The oath shall be filed on or before any date or deadline that the Board establishes for the appointee to take office. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.

Appointment Guidelines: During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy only by an appointment made by a vote of the remaining members of the Board. Any such attempt to fill the vacancy shall be consistent with the following guidelines:

A notice of any vacancy will be published both in the Board meeting minutes when the vacancy occurs, on the district website and a three day ad will be published in the newspaper. The notice shall include a deadline for applying to fill the vacancy. The deadline shall be at least 14 days after the date that the notice is first placed.

Any qualified prospective candidate shall review the policies on Board Member Qualifications and submit a letter of interest to the school board president prior to the deadline given. Applications
received by the specified deadline are assured consideration. If one or no applications are received by the deadline, the Board President may direct that the solicitation of interest be re-issued with the deadline for assured consideration extended by up to an additional 14 days. The Board President shall ensure that all Board members are informed of any such extension.

All letters of interest submitted will be placed in the meeting packet for review.

Commented [RE1]: Policy is too wordy. State statutes 17.26 defines much of this information. It does not need a policy that repeats it. Cross-referenced new policy with Sun Prairie, La Crosse, and Chippewa Falls. Legal information from WI statutes and WASB Policy Resource Guide.

On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant board seat.

The Board shall consider all of the identified potential appointees at a properly noticed meeting of the Board. Each potential appointee shall be given an opportunity to make a statement in support of his/her possible appointment to serve on the Board. The Board may ask questions of one or more of the potential appointees.

The person appointed shall hold office until a successor is elected at a regular Board election.

Unless a majority of the Board approves the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots. A standard majority of votes cast shall be required to make an appointment, with any vote for "none of the above" counting as a vote cast.

## Vacancies Remaining Unfilled for More Than 60 Days:

If a vacancy has not been filled by an appointment made within 60 days of the date on which the vacancy first exists, the Board will attempt to fill the vacancy using the following procedure:

If aduly-elected successor (i.e., elected at a Spring Election) will be taking office in the seat that is eurrently vacant within the next 60 -day period that follows the initial 60 -day period of the vacancy, no other appointee shall serve in the vacant seat in the interim.

If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph, then at a regular Board meeting held no later than 45 days after the end of the initial 60 day period of the vacancy, the Board shall attempt to appoint a qualified elector to fill the vacancy by a majority vote. If after five rounds of voting the Board still has been unable to fill the vacancy, then the chairperson of the meeting shall declare a deadlock and immediately call for nominations in order to break the deadlock by the random selection of a nominee.

A nominee must be a qualified elector who has submitted a sworn declaration of eligibility to fill the vacancy in question and who has not withdrawn from consideration. Fach Board member who is present at the meeting may nominate, or support the nomination of, only one nominee.

Each nominee, if any, whose nomination is supported by at least 2 Board members (inclusive of the Board member who initially made the nomination) will be included in the random selection process. Any nominee selected as a result of the random process is thereby selected to fill the vacancy.

If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 105 days following the date on which the vacancy first existed, then the procedures listed above shall be repeated at Regular Board meetings held at approximately monthly intervals until either the vacancy is filled or there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

Temporary Vacancies for Military Leave: If a board member enters the armed forces of the United States and removes himself or herself temporarily from the school district, such temporary removal shall constitute a temporary vacancy of office.

Temporary vacancies shall be filled as other vacancies are filled, except that no election need be held to fill any part of a temporary vacancy. The term of the person appointed shall not extend beyond the expiration of the term of the board member who entered federal service. In the event the original board member completes the federal service and returns to the district during his or her original term of office, the board member may file with the clerk of the district or municipality, within 40 days of completing the federal service, a statement under oath that the federal service has terminated and that the board member elects to resume office. Upon the filing of the statement the term of the temporary board member shall cease, and the returning board member shall be entitled to resume the duties of the office.

EEGAL REF.: 17.01 (13), $17.03,17.17(5), 17.26,17.035,17.17(5), 17.26,19.01,59.23(2)(\mathrm{s})$, $120.05(1)(\mathrm{d}), 120.06(10), 120.12(28), 120.17(1)$ Wisc. Statutes

ADOPTED: 08/06/12 AMENDED: 06/20/16

Vacancies on the School Board shall be filled in accordance with WI statutes 17.26.

## Appointment Guidelines:

If a majority of the Board is still seated (at least three members on a five-member board), the Board shall fill the vacancy using the following guidelines:

- A notice of any vacancy will be published at least on the District's website and where routine District public notices are posted. The notice shall include a deadline for applying to fill the vacancy.
- Any qualified, interested prospective candidate shall review the policies on Board Member Qualifications and submit a letter of interest to the school board president prior to the deadline given. Applications received by the specified deadline are assured consideration.
- All letters of interest submitted will be placed in the meeting packet for review.
- On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant board seat.
- The Board shall consider all of the identified potential appointees at a properly noticed meeting of the Board. This shall be an open meeting. Each potential appointee shall be given an opportunity to make a statement in support of his/her possible appointment to serve on the Board. The Board may ask questions of one or more of the potential appointees.
- The person appointed shall hold office until a successor is elected at the next regular Board election.


## Vacancies Remaining Unfilled for More Than 60 Days:

Appointment by the Board to fill a vacancy shall be by majority vote of the existing Board. If the vacancy is not filled within sixty ( 60 ) days of the date on which the vacancy first exists, the Board will attempt to fill the vacancy using the following procedure:

1. If a duly-elected successor (i.e., elected at a Spring Election) will be taking office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, no other appointee shall serve in the vacant seat in the interim.
2. If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph, then the Board shall attempt to appoint a qualified elector to fill the vacancy by majority vote.

A qualified elector who is selected to fill a Board vacancy shall not take office unless and until he or she has taken and filed the oath of office.

## Temporary Vacancies for Military Leave:

If a board member enters the armed forces of the United States and removes himself or herself temporarily from the school district, such temporary removal shall constitute a temporary vacancy of office.

Temporary vacancies shall be filled as other vacancies are filled, except that no election need be held to fill any part of a temporary vacancy. The term of the person appointed shall not extend beyond the expiration of the term of the board member who entered federal service. In the event the original board member completes the federal service and returns to the district during his or her original term of office, the board member may file with the clerk of the district or municipality, within 40 days of completing the federal service, a statement under oath that the federal service has terminated and that the board member elects to resume office. Upon the filing of the statement the term of the temporary board member shall cease, and the returning board member shall be entitled to resume the duties of the office.

Wis. Statutes: $11.0202(1), 17.01(13), 17.035,17.26,19.01,120.12$

## BOARD OFFICERS

The School Board shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth ( $4^{\text {th }}$ ) Monday in April. Voting for Board officers shall be done by nomination and voice vote, unless a secret ballot process is requested. The officers shall be elected in the following order: President, Vice-President, Treasurer, and Clerk. A Board of Education Secretary, who need not be a member of the School Board, will be appointed annually following the Annual Meeting.

Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the Board. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall appoint another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Board officers shall perform the following duties: The President shall:

1. Act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed.
2. Serve as spokesperson for the Board.
3. Prepare the agenda for all regular and special board meetings, in consultation with the District Administrator.
4. Appoint all standing Board committees, whose appointments are not otherwise provided for, and any other committees as determined necessary by the Board.
5. Ensure that public notice is given for all meetings of the Board.
6. Vote on matters before the Board just as any other Board member.
7. Countersign all checks, share drafts, or other drafts for disbursement of District funds as required.
8. Perform such other duties as required by Wisconsin statutes.

The Vice President shall:

1. Act as chairperson of school board meetings in the absence of the President.
2. Succeed to the office of President for the remainder of the unexpired term in the case of a vacancy in the office of President.
3. Perform such other duties as required by Wisconsin statutes or assigned by the Board.

The Clerk shall:

1. Assume the duties assigned to the President in the event of the absence or inability to act of the President and Vice President.
2. Appoint two citizens at large to serve as the board canvassers after each school board election.
3. Have authority to administer the oath of office to school board members.
4. Act as clerk and record the proceedings of annual and special meetings.
5. Perform such other duties as required by Wisconsin statutes or assigned by the Board.

The Treasurer shall:

1. Perform duties in collaboration with the business manager.
2. Deposit all moneys belonging to the district in accordance with the instructions of the Board and in compliance to state law.
3. Present to the annual meeting a written statement of all monies received and disbursed during the preceding year.
4. Deposit all funds of the school district in a public depository deposit designated by the school board under State Statute 120.12(7).
5. Withdraw funds of the school district under State Statutes 120.16(6) and 66.042.
6. Perform such other duties as required by Wisconsin statutes or assigned by the Board.

The Secretary (does not have to be a member of the Board) shall:

1. Assist and support the work of the Board, including:
a. Ensuring that all Board proceedings are recorded, transcribed as minutes, and posted and retained per statute;
b. Ensuring that all Board-related communications are properly distributed, filed, and retained;
c. Reserving Board meeting rooms as necessary and provide proper notice and posting of scheduled Board meetings.
d. Transcribing Board agendas, and compile and distribute Board information packets.
2. Perform such other duties as required by Wisconsin statutes or assigned by the Board.

Wisconsin Statutes: 66.042, 120.05(1)(c), 120.06(8), 120.15, 120.16, 120.17
CROSS REF.: 133, Board Vacancies

## LEGISLATIVE ADVOCACY

Policy 154
One of the School Board's important functions is to serve as an advocate for the District and all of its students, and, more generally, as an advocate for public education and educational excellence and equity. The Board's advocacy role encompasses intra-district and local community responsibilities. It also extends beyond the District to include regional, state, and even national concerns.

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

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

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

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

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

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Policy 154-Page 1-of %
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Specifically related to legislative and public policy issues, the Board seeks to both proactively and reactively engage and advocate on behalf of the District and its students with lawmakers, agency personnel, and other government officials. On matters of common concern, the Board will leverage the resources and activities of interest-based collaborations and of regional and state- wide associations that are pursuing shared interests and objectives.

In the performance of their duties and regardless of their personal views, those individuals who are authorized to act as spokespersons for the express purpose of advocating District interests and

Commented [RE1]: Information here is too specific for a policy. Some conflicts with CG policies.

Board positions to lawmakers, agency personnel, and other government officials shall convey such interests and positions in a manner that is consistent with any specific or general direction that has been given by the Board. The authorized spokespersons shall likewise adhere to any limitations on their authority as may be specified by the Board.

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

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

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

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

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

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

1. Should I be using this method of electronic communication at all? (e.g., Will the content of my communication remain under my control or under the control of an appropriate custodian of in a manner, and for a duration of time, such that it can be retrieved and produced if needed?); and
2. Should I be using this specific method of communication for this specific subject matter?

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

1. Interactive discussion of substantive Board business among multiple Board members, due to Open Meetings Law concerns (e.g., potential walking quorums or illegal meetings) and

Commented [RE1]: Custodian of emails is stated in State
Statutes. No legal reason to repeat this information.
due to the potential appearance of impropriety surrounding communications that are perceived to be inappropriately "secretive" even if not unlawful;
2. Communications regarding matters that involve individually identifiable students, due to potential violation of the laws surrounding student privacy and the confidentiality of student record information; or
3. Communications regarding District matters that are considered confidential or highly sensitive (e.g., closed session content, personnel matters, etc.), due to issues surrounding the security and possible improper disclosure of the information.

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

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

The School Board may meet in closed session, one closed to the public, only to address subject matter within the scope of the state statutes that authorize the holding of closed sessions. No discussions of any matter shall be held and no action of any kind, formal or informal, shall be taken by the Board while in closed session, except as authorized by law.

While still in open session, a majority roll-call vote is required by the Board to convene in closed session. Once the votes have been recorded, the presiding officer shall announce the general nature of the closed session and the specific section of law that allows for the closed session.

In order for the Board to convene in closed session, a motion must first be made in open session and carried by a majority vote in such manner that the vote of each individual Board member is ascertained and recorded in the minutes. In connection with this motion, and prior to any vote to convene in closed session being taken, the presiding officer of the meeting shall announce to the Board and to those present at the meeting the nature of the business to be considered in closed session and the specific statutory exemptions authorizing the closed session. In accordance with state law and established District procedures, the meeting notice and the presiding officer's announcement shall describe the subject matter that is proposed for consideration in the closed session. The minutes of the meeting shall incorporate the presiding officer's announcement.

The Board shall not commence a meeting, subsequently convened in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session-No other business other than that stated in the public notice may be discussed during the closed session.

The Board may not reconvene in a regular or special meeting after a closed session within twelve (12) hours, unless notice of the reconvened meeting was part of the public notice of the regular or special meeting.

Since closed sessions are confidential in nature, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions. Minutes of closed sessions shall be general in nature, indicating items discussed and/or action taken. Closed session minutes are not made available to the public.

LEGAL REF.: $19.84,19.85,120.11(4)$ Wisc. Statutes

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

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

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

Pursuant to state law, the Board Clerk acts as the clerk of and records the proceedings of each annual and special meeting. If the Board Clerk is absent, the annual or special meeting elects a person to perform these functions. This is simply one of the nineteen paragraphs written in state law - no reason to single out just one.

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

## RULES OF ORDER

Policy 181
The Board President, or in his/her absence the Vice-President, shall preside at all regular and special School Board meetings and call the meetings to order. The Board President, like any other Board member, has aduty to vote on all matters coming before the Board in the absence of an appropriate reason to abstain from voting (e.g., a conflict of interest).

Business shall be conducted at regular and special Board meetings according to Robert's Rules of Order applying to small boards, except as otherwise provided by law or the Board. However, the failure to follow Robert's or any other local procedural rules that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

A majority of the members of the Board (three members of a five-member Board) shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

Action on any item of business will be taken by motion. In this policy, the term "motion" is intended to include any "resolution" of the Board.

Rules for Meeting will be included as an agenda item. The Board President or chair will announce that Robert's Rules will be followed.

LEGAL REF.: 19.88, 120.11(1) Wisc. Statutes; Robert's Rules of Order

CROSS REF.: 171, Regular Board Meetings; 172, Special Board Meetings; 173, Closed Sessions

## VOTING METHODS

## Policy 183

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

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

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

- How to assess the outcome of voting in light of any abstention or failure to abstain, and
- Whether it is in the District's best interest for the Board to, for example, consider resciscion of any prior action, to take action on the matter in question a second time without the participation of one or more Board members, or to simply permit an original vote to stand.

Policy 183-Page 1-0f 2
Votes on motions shall be taken by roll call vote or by other voting method that allows for the ascertaining and recording of the individual vote of each Board member as required by law or when requested by any member of the Board. Voting by roll call shall be initiated by the Board Clerk, or designee, and members shall respond as their name is called. The order of voting shall rotate, except that the Board President or other presiding officer shall vote last. The results of voting shall be recorded by the Board Clerk, or designee, who shall announce the results to those present at the meeting if the results are not apparent.

Commented [RE1]: Redundant. This information is contained in CG policy

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

No board member may cast a vote by proxy or by absentee ballot.

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

LEGAL REF.: 19.88, 120.11(1) Wisc. Statutes CROSS REF.: 141, Board Officers

## BOARD MINUTES

 Policy 184| The Board ClerkSecretary shall cause a complete and complete an accurate set of minutes to be recorded for each regular and special meeting of the School Board. The minutes shall constitute the official record of proceedings of the Board and include the substance of all actions taken by the Board at the meeting, including the subject matter of any motion, the persons making and seconding the motion, and the votes taken on the motion.

The minutes shall be factual and not present value judgments as to any reports or presentations made at the meeting. The minutes and shall not attempt to include a complete description of all the discussion engaged in at the meeting.

Copies of the proposed minutes shall be made available to all Board members prior to the Board meeting at which the minutes are to be approved. Board members shall have the opportunity to offer corrections to the minutes for clarification purposes and accuracy, however, cannot make corrections to the minutes that actually change what took place at the meeting. The minutes shall be approved by the Board through a formal motion or by unanimous consent.

Once approved, the minutes shall become official records of the Board and will be maintained in the District Office. Except as otherwise specifically provided, copies of the minutes shall be posted on the District's website and made available to any citizen upon request during regular office hours. Board meeting minutes shall be posted at the Altoona City Hall, Altoona Post Office, School District Office and school offices or published in such other way as required by law.

The public may be denied access to closed session minutes to the extent authorized by state law.
LEGAL REF.: 120.05(3), 120.11(1), 120.11(4), 19.85, 19.88, 19.21, 19.35(1) Wisc. Statutes
CROSS REF.: 141, Board Officers

Commented [RE1]: Board Secretary is consistent with language discussing minutes in other policies

## Commented [RE2]: Clarifying

Commented [RE3]: Limiting publication locations; Minutes will be posted according to state law.

All regular and special meetings of the Board of Education shall be open to the public as required by law. Because the Board desires to hear the viewpoints of citizens throughout the district, it shall offer suitable time at regular meetings for citizens to be heard.

Recognizing its responsibility for proper governance of the schools in an orderly and efficient manner, the Board shall schedule a Public Participation Period on each Regular Board meeting agenda. The board shall listen to citizen views but not discuss or act on any item of business not specifically included in the public notice of the meeting. All remarks on non-agenda items will be addressed to the Board with discussion among citizens present not permitted. Board members may ask questions of a speaker; however, no formal deliberations will be allowed during the Public Participation period.

Time Limits:
The public comment period will be held to a maximum of thirty minutes, not to exceed five minutes per speaker. If the number of registrants at any meeting exceeds the potential maximum the Board may:
a. Elect by majority vote to permit all remaining registrants to present their comments at that point in the meeting; or
b. Close the public comment session and direct all remaining registrants to either return at a future meeting or submit written comments to the superintendent who will ensure that they are circulated to the members of the Board.

Comments and questions at a Board meeting may deal with any topic related to district operations and programs.

The Board President shall be responsible for recognizing all speakers, who shall properly identify themselves for maintaining order and for adherence to any time limit set. Questions asked by the public shall, when possible, be answered immediately by the President or referred to staff members for reply; questions requiring an investigation shall be referred to the Board or administrative staff for consideration and later response.

Staff members wishing to present concerns before the Board must go through administrative channels established for the hearing of staff viewpoints, complaints, or grievances. A staff member may be heard by the Board as a member of the general public when the subject on which she/he wishes to be heard relates to her/his role as parent, concerned citizen, or taxpayer rather than to her/his role as staff member.

Individual Board Members may, during debate, request permission from the President of the Board for a member of the audience to be heard on the item being discussed.

The Board vests in its President or other presiding officer authority to terminate the remarks of any individual who does not adhere to the rules established above.

LEGAL REF.: 19.81, 19.83(2), 19.84(2), 19.85 Wisc. Statutes

## PUBLIC PARTICIPATION AT BOARD MEETING 187-Rule

These procedures apply to periods of public comment that are included on the public notice of a regular or special meeting of the Board. A District committee may also use these procedures should it be advantageous to include a public comment period be at any of its meetings. A committee may also establish its own procedures provided that the procedures are lawful and consistent with applicable Board policy and with any specific directives issued by the Board.

## Placement of Periods of Public Comment on the Agenda

At any Board meeting at which there is a publicly-noticed period of public comment, the period of public comment shall be listed on the agenda prior to other substantive agenda items, except for any minor and routine items of business that generally open such a meeting (e.g., approval of the minutes of a previous meeting).

## Registration Procedures

Starting no earlier than 20 minutes prior to the time that the meeting in question is scheduled to convene, persons interested in providing comments to the Board in connection with the meeting may register to (1) simply provide a written comment to the Board; and/or (2) address the Board as a speaker.

The District shall provide a registration form, which shall be numbered and which shall require the registrant:

1. To specify his/her name, municipality of residence, and relationship to the district(e.g., parent, taxpayer, student, employee, other);
2. To indicate whether he/she wishes to provide a written comment to the Board (space shall be provided on the form) or wishes to address the Board as a speaker;
3. To specify the topic(s) he/she intends to address and whether his/her comments pertain to one or more of the noticed agenda items of the meeting, or to some other topic/issue; and
4. To specify whether he/she is acting as a designated spokesperson for a group of three or more named individuals who are also present at the meeting.

At the registrant's option, he/she may provide a contact telephone number or an email address.

Registration shall be considered closed when the meeting is called to order.

## Time Limits

The public comment period will usually be held to a maximum of 30 minutes, not to exceed five minutes for each speaker.

## Procedures for Recognizing Registrants

Where the number of registrants at any meeting exceeds the potential maximum the Board may:

1. Elect to permit all remaining registrants to present their comments at that point in the meeting; or

| Commented [RE1]: This is background information for the |
| :--- |
| policy writers, not information needed in a procedure. |
| Commented [RE2]: This limits placement of public <br> comment to the beginning of the meeting. Boards can <br> legally have flexibility as to where they place public <br> comment. |

2. Close the public comment session and direct all remaining registrants to either return at a future meeting or submit written comments to the District Administrator who will ensure that they are circulated to the members of the Board;

The presiding officer shall recognize registrants in the number order of their written registrations. Upon being recognized, each registrant will approach the podium or microphone, state his/her name, municipality of residence, and relationship to the district (or, if none, their reason for their interest in speaking), and proceed to the substance of his/her remarks. If a registrant is not present at the time he/she is recognized by the presiding officer, he/she forfeits the opportunity to address the Board at that meeting.

As one exception to these procedures, the presiding officer may give first priority to any student registrants.

February 12, 2020 Board Update - Michael Markgren, Business Manager
Expenditures:

- Salaries, benefits, and services are right on.
- All other expenses are typical for this point.
- I did a $\$ 2,000$ transfer from the General Fund to Fund 46 to get the clock ticking on the five year waiting period to access the Capital Improvement funds.

Revenues:

- We filed some Federal grant requests.
- We filed a small CESA grant.
- We received our first round of property tax revenue.

Cash Position:

- We are again in the strongest cash position for February.

Audit Report:

- Our 2018-19 audit was completed and delivered to us in December.
- We had a very clean audit and report.
- The only two findings were common with a school our size.
- 2019-001 - Limited Segregation of Duties.
- This will be impossible to eliminate with a three person business office.
- I have made the changes that I could since I've been in Altoona. The biggest one was moving depositing of funds away from accounts payable personnel.
- 2019-002 - Material Audit Adjustments.
- We do not have an internal audit department on staff.
- We rely on our auditor to recommend journal entries in accordance with Generally Accepted Accounting Principles.
- We have about five entries per year.
- Attached are the findings.
- The full Audit Report is available on the website.


|  |  | 2019-20 | 2019-20 | 2019-20 | Unexpended |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Fd T Loc Obj Func | Func | Original Budget | Revised Budget | FY Activity | Balance |
| Grand Expense Tota |  | 28,509,124.00 | 28,239,761.00 | 13,116,202.62 | 123,558.38 |

Number of Accounts: 1974



38 R 800 21- -- TAXES
38 R 800 29- -- OTHER REVENUES-LOCAL SOURCES
38 R --- --- -- Revenue
38 - --- --- -- NON-REFERENDUM DEBT

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

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

50 R 800 28- -- INTEREST ON INVESTMENT
50 R 800 61- -- STATE AID-CATEGORICAL
50 R 800 71- -- FEDERAL AID-CATEGORICAL
50 R --- --- -- Revenue
50 - --- --- -- FOOD SERVICE

| $2019-20$ | $2019-20$ |
| ---: | ---: |
| Original Budget | Revised Budget |
| $17,500.00$ | $17,500.00$ |
| $4,921,488.00$ | $4,921,488.00$ |
| $18,350.00$ | $18,350.00$ |
| $12,500.00$ | $12,500.00$ |
| $9,700.00$ | $9,700.00$ |
| $2,271,730.00$ | $2,271,730.00$ |
| $17,500.00$ | $17,500.00$ |
| $25,000.00$ | $25,000.00$ |
| $97,500.00$ | $97,500.00$ |
| $10,918,146.00$ | $10,918,146.00$ |
| $85,400.00$ | $85,400.00$ |
| $455,000.00$ | $455,000.00$ |
| $1,142,381.00$ | $1,142,381.00$ |
| $235,000.00$ | $235,000.00$ |
| $213,685.00$ | $213,685.00$ |
|  |  |
| $1,000.00$ | $1,000.00$ |
| $20,441,880.00$ | $20,441,880.00$ |
| $20,441,880.00$ | $20,441,880.00$ |

26,000.00
26,000.00
26,000.00

| $2,188,813.00$ | $2,188,813.00$ |
| ---: | ---: |
| $2,000.00$ | $2,000.00$ |
| $50,000.00$ | $50,000.00$ |
| $8,500.00$ | $8,500.00$ |
| $130,000.00$ | $130,000.00$ |
| $700,000.00$ | $700,000.00$ |
| $198,272.00$ | $207,919.00$ |
| $3,277,585.00$ | $3,287,232.00$ |
| $3,277,585.00$ | $3,287,232.00$ |

$155,833.00$
$100,000.00$
$255,833.00$
$255,833.00$

| $1,452,138.00$ | $1,452,138.00$ |
| ---: | ---: |
| $5,000.00$ | $5,000.00$ |
| $1,457,138.00$ | $1,457,138.00$ |
| $1,457,138.00$ | $1,457,138.00$ |

155,833.00
$100,000.00$
$255,833.00$
$255,833.00$

$$
\begin{array}{r}
1,452,138.00 \\
5,000.00 \\
1,457,138.00 \\
1,457,138.00
\end{array}
$$

26,000.00
26,000.00
26,000.00

$$
\begin{array}{r}
2,188,813.00 \\
2,000.00 \\
50,000.00 \\
8,500.00 \\
130,000.00 \\
700,000.00 \\
207,919.00 \\
3,287,232.00 \\
3,287,232.00
\end{array}
$$

| $186,075.36$ | $-86,075.36$ |
| ---: | ---: |
| $186,075.36$ | $69,757.64$ |
| $186,075.36$ | $69,757.64$ |
|  | $1,452,138.00$ |
| $3,380.25$ | $1,619.75$ |
| $3,380.25$ | $1,453,757.75$ |
| $3,380.25$ | $1,453,757.75$ |
|  |  |
| 335.63 | -335.63 |
| 335.63 | -335.63 |
| 335.63 | -335.63 |

$366,350.00$
500.00
$16,300.00$
$371,600.00$
$754,750.00$
$754,750.00$

$$
\begin{array}{r}
8,198.59 \\
32,232.63 \\
2,263.00 \\
302,417.00 \\
103,216.49 \\
448,327.71 \\
448,327.71
\end{array}
$$

2019-20
FY Activity
$2,360,329.80$
2,484.75
10,766.35
4,696.62
5,580.00

5,400.00
29,050.00
4,295,730.00
6,491.07
156,019.00

23,075.90
55,959.66
1,500.00
1,050.00

6,958,133.15
$6,958,133.15$
200.00

32,684.89
32,884.89
32,884.89
$186,075.36$
$186,075.36$
$186,075.36$
$3,380.25$
$3,380.25$
335.63
335.63

193,740.45

207,300. 32
401,040.77
401,040.77

Unexpended
Balance
$17,500.00$
$2,561,158.20$
$15,865.25$
$1,733.65$
$5,003.38$
$2,266,150.00$
$17,500.00$
$25,000.00$
$-5,400.00$
$68,450.00$
$6,622,416.00$
$78,908.93$
$298,981.00$
$1,142,381.00$
$211,924.10$
$157,725.34$
$-1,500.00$
$-1,050.00$
$1,000.00$

$$
\begin{array}{r}
2,188,813.00 \\
-6,198.59 \\
17,767.37 \\
6,237.00 \\
130,000.00 \\
397,583.00 \\
104,702.51 \\
2,838,904.29 \\
2,838,904.29
\end{array}
$$

$155,833.00$
$-86,075.36$
69,757. 64
$1,452,138.00$
1,619.75
$1,453,757.75$
-335.63
-335.63

172,609.55
500.00
$16,300.00$
164,299.68
353,709.23
353,709.23


Number of Accounts: 86




SCHOOL DISTRICT OF ALTOONA
ALTOONA, WISCONSIN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2019

## PART II: FINDINGS RELATED TO THE FINANCIAL STATEMENTS:

FINDING: 2019-001 Limited Segregation Of Duties
Criteria: Generally, a system of internal control contemplates separation of duties such that no individual has responsibility to execute a transaction, have physical access to the related assets, and have responsibility or authority to record the transaction.

Condition: The auditors noted during the audit that the available staff precludes a proper separation of duties to assure adequate internal control.

Context:
The limited size of the District's staff responsible for accounting and financial duties precludes a complete segregation of incompatible duties. The District has informed us that it may not be cost effective to hire the additional personnel required to achieve complete segregation of duties.

Cause: $\quad$ The condition is due to limited staff available.
Effect: Lack of segregation of duties could result in a financial statement misstatement, caused by error or fraud that would not be detected or prevented by District staff.

Recommendation: The District should continue to evaluate its staffing in order to segregate incompatible duties whenever possible.

Views of Responsible Officials and Planned Corrective Actions: The District continues to work to achieve segregation of duties whenever cost effective. The District Business Manager is the official responsible for ensuring corrective action of the deficiency.

# SCHOOL DISTRICT OF ALTOONA <br> ALTOONA, WISCONSIN <br> SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED) <br> YEAR ENDED JUNE 30, 2019 

## PART II: FINDINGS RELATED TO THE FINANCIAL STATEMENTS: (CONTINUED)

## FINDING: 2019-002 Material Audit Adjustments

Criteria: The District should have controls in place to prevent or detect a material misstatement in the financial statements in a timely manner.

Condition: The audit firm proposed and the District posted to its general ledger accounts adjusting journal entries for correcting certain misstatements.

Context: The District has informed us that they will continue to rely upon the audit firm to propose such audit adjustments as are necessary to adjust accounts in accordance with Generally Accepted Accounting Principles (GAAP). Management will review and approve those entries prior to recording them.

Cause: The District has not established controls to ensure that all accounts are adjusted to their appropriate year end balances in accordance with GAAP.

Effect: The financial statements of the District may include inaccurate information not detected or prevented by District staff.

Recommendation: The District should continue to evaluate its internal control processes to determine if additional internal control procedures should be implemented to ensure that accounts are adjusted to their appropriate year end balances in accordance with GAAP.

Views of Responsible Officials and Planned Corrective Actions: The District will continue to rely upon the audit firm to propose audit adjustments necessary to adjust accounts in accordance with GAAP. Management will review, approve and accept these entries prior to recording them. The District Business Manager is the official responsible for ensuring corrective action of the deficiency.

PART III: FINDINGS RELATED TO MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS:
None

# Altoona Principal's Report 

SCHOOL DISTRICT OF ALTOONA

## Purpose:

The purpose of this principal's reporting document is to provide the school board and the public with some additional information in regards to each school. This report is not designed as a means to discuss personnel issues or other sensitive information. Should board members have any questions about this report, there will be an agenda item during the board meeting in which they can directly ask a specific question to a principal.

| School | Principal's Report |
| :--- | :--- |
| Elementary School | We are gearing up for Parent/Teacher Conferences. We are excited to <br> share with families the progress our students have been making both <br> academically and behaviorally. As part of our new Home/School <br> Communication plan, staff will be sharing written feedback on their <br> child's behavior related to our school core values (responsible, <br> respectful, safe). They will also receive information on their child's <br> academic performance including their child's reading level and their <br> progress on the units thus far in the year. Staff will also share the results <br> from our universal screeners which are given to every student three <br> times a year. <br> We are excited to offer an after school club opportunity to our first <br> through third-grade students. These clubs are offered on Thursdays for <br> a total of six weeks starting in February. We had an overwhelming <br> number of students wanting to participate. We have over 140 students <br> attending. That's double of what we expected! |
| In these clubs, first graders are able to learn, imagine, and play during a <br> cooperative play class. Second graders get to try out their <br> problem-solving skills while building, creating, and exploring different <br> kinds of technology. Lastly, the students in third grade get the chance to <br> think like an engineer in a hands-on STEM club. |  |
| Intermediate School | Our biggest news, that is now public and can be shared, is that our <br> school was nominated for the National Blue Ribbon Award. We are <br> one of eight schools in WI who were nominated. |
| From DPI: Schools nominated to the program must complete the Blue |  |
| Ribbon Schools application and undergo the national review process. |  |
| Typically announced in September, awards are presented to up to eight |  |
| Wisconsin public schools that fall into one or both of 1) Exemplary |  |$|$

$\left.\left.\begin{array}{|l|l|}\hline & \begin{array}{l}\text { High Performing Schools, that score in the top 15 percent on state } \\ \text { assessments; and 2) Exemplary Achievement Gap Closing Schools, that } \\ \text { score in the top 15 percent on the "Closing Gaps" priority area of } \\ \text { Wisconsin's school report cards. } \\ \text { Our school was nominated for Closing the Gaps, and we are extremely } \\ \text { proud and excited. } \\ \text { Other news: We met our January behavior goal and celebrated with a } \\ \text { sledding party, complete with music and a bonfire to warm up (thank } \\ \text { you to our local fire department). February's behavior goal is to earn } \\ \text { 200 hearts by being "Super Students in Specials." :) }\end{array} \\ \hline \text { Middle School } & \begin{array}{l}\text { Wrapping up the first semester came with large interdisciplinary } \\ \text { projects coming to a close. Our students take weeks to research, create, } \\ \text { present, and then reflect on the great work they are doing with these } \\ \text { larger projects. Content is not solely taught in content silos, rather } \\ \text { between different classrooms. Our 8th grade students are wrapping up } \\ \text { their unit on the Holocaust culmitatng with an amzing speaker and their } \\ \text { final work of a newpaper project. We are extremely proud of the } \\ \text { mindset our students displayed when learning about this topic. }\end{array} \\ \hline \text { High School } \\ \begin{array}{l}\text { Outside of the classroom, our student groups continue to show why } \\ \text { being involved is so important at the middle school level. Battle of the } \\ \text { Books is back at AMS with a huge amount of interest. The LMC was }\end{array} \\ \text { filled with teams competing at the regional level and now our top two } \\ \text { teams are off to the state competition. Our AMS Show Choir recently } \\ \text { took 2nd place at the Winterfest competition. Our Forensics team has a } \\ \text { huge group with many rookies. Of just the over 20 students who are } \\ \text { new to this arena, all of them received 1st place in their most recent } \\ \text { competition! } \\ \text { We have great staff here at the middle school and a few of them have } \\ \text { recently been highlighted. Mrs. Lierman and Mrs. Camlek respectively } \\ \text { were selected as the \#l and \#2 teachers in the Eau Claire area as based } \\ \text { on a poll from the Volume 1 recognition group. In addition, Mrs. } \\ \text { Christoffel has been presented with the 2020 Wisconsin Association of } \\ \text { Colleges for Teacher Education (WACTE) Early Career Educator } \\ \text { Award. Great students come from the work efforts of great teachers! }\end{array} \right\rvert\, \begin{array}{l}\text { Second semester is in full swing. There is always an adjustment period } \\ \text { as students get new schedules but things are settling in nicely. Juniors } \\ \text { will take the ACT on Tuesday March 3rd. The district has provided } \\ \text { them with access to a program called CERT that allows them to take }\end{array}\right\}$


