## School District of Altoona

Greg Fahrman, Superintendent

ALTOONA BOARD OF EDUCATION<br>Regular Meeting<br>Altoona Commons Addition<br>January 23, 2012<br>6:30 p.m.<br>Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Approval of Minutes
a. January 9, 2012 Regular Meeting
b. January 13, 2012 Special Meeting
6. Public Participation (All remarks are to be addressed to the Board; members of the public may not discuss among themselves as an audience. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
a. Non-Agenda items - public comment and concern
b. Agenda items - public comment and concern
7. Treasurer's Report
a. Approval of Checks for Payment
(1) General fund checks totaling $\$ 1,222,962.73$
(2) Student activity fund checks totaling $\$ 261.60$
(3) Debt service checks totaling \$-0-
b. Approval of Treasurer's Report
8. Information
a. Committee Meeting Report
b. General Information
c. President Report
(1) 2012 State Education Convention, January 17
(2) UW-Eau Claire Open House, February 7
d. Superintendent's Report
(1) Food and Nutrition Prime Vendor Bid, Peggy Ehrhard
(2) Energy Program Update, Greg Johnson
(3) Proposal for Successful Referendum/Failed Referendum Programming

Altoona Board of Education, January 23, 2012 - Page 2
9. Board Action after Consideration and Discussion
a. Consider Employment Recommendation to Fill Extracurricular Positions
b. Consider Recommendation for Food and Nutrition Prime Vendor Bid
c. Consider Successful Referendum Programming
d. Consider Failed Referendum Programming
10. Adjournment

In partnership with our students, their families and the community, the vision of the
School District of Altoona is to build a foundation for life-long learning and the emotional well-being of our students as we offer "large school opportunities with a small school approach"
on our unique single campus setting.

## School District of Altoona

ALTOONA BOARD OF EDUCATION<br>Regular Meeting<br>Altoona Commons Addition<br>January 9, 2012<br>6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Edward Bohn at 6:30 p.m. in the Altoona commons addition.
2. Roll call was taken and the following were present:

Edward P. Bohn, President
Helen S. Drawbert, Vice President
Robin E. Elvig, Clerk
Robert (Red) A. Hanks, Treasurer
Michael J. Hilger, Member
Gregory J. Fahrman, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. Report of notice was given. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Approval of Minutes. a. December 19, 2011 Special Meeting. Motion by Hanks to approve the Special Meeting Minutes for December 19 as presented, seconded by Drawbert. Drawbert, yes; Hilger, yes; Hanks, abstain; Elvig, yes; Bohn, yes. Motion carried 4-0. b. December 19, 2011 Regular Meeting. Motion by Drawbert to approve the Regular Meeting Minutes for December 19 as presented, seconded by Elvig. Drawbert, yes; Hilger, yes; Hanks, abstain; Elvig, yes; Bohn, yes. Motion carried 4-0.c. December 29, 2011 Special Meeting. Motion by Hanks to approve the Special Meeting Minutes for December 29 as presented, seconded by Hilger. Hilger, yes; Hanks, abstain; Elvig, abstain; Drawbert, yes; Bohn, yes. Motion carried 3-0. d. January 4, 2012 Special Meeting/Expulsion Hearing. Motion by Elvig to approve the January 4 Special Meeting Minutes as presented, seconded by Drawbert. Hanks, abstain; Elvig, yes; Drawbert, yes; Hilger, yes; Bohn, yes. Motion carried 4-0.
6. Public Participation. a. Non-Agenda items - public comment and concern. (1) Board Clerk Robin Elvig announced that Mike Hilger is the only candidate for the board seat in the spring election. (2) Red Hanks shared an update concerning educational challenges faced by the Tucson (Arizona) School District. b. Agenda items - public comment and concern. None.
7. Treasurer's Report. a. Approval of Checks for Payment. Motion by Elvig to approve general fund checks totaling $\$ 55,145.66$ and student activity fund checks totaling $\$ 6,741.63$ as presented, seconded by Hilger. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0.
8. Information. a. Administrative Report. (1) High School Student Council Update. Megan Kampa, high school student council president, shared an update highlighting "A Time to Share" and the "Holiday Games." This year, the student council shopped for and wrapped gifts provided to students through the Time to Share program. The council also sponsored the Holiday Games at the high school on December 22, 2011. Upcoming events include "Snowball" and a blood drive. b. Committee Meeting Report. None.
c. General Information. None. d. President Report. (1) Middle School Principal Search Update and Review Draft Essay Question(s). Joyce Orth indicated that 99 potential applicants have completed the position interest process. A draft essay question was reviewed and accepted. The question will be a part of the required application materials. An oral question will probably be included as part of the interview process. e. Superintendent's Report. (1) Enrollment Update Report. Student enrollments as of December 21 were reviewed: Pedersen, 623; middle school, 444; and high school 450 for a district total of 1517. (2) Referendum 2012. Proposed programming for both successful and failed referendum scenarios were reviewed. Mr. Fahrman will make revisions based on the discussion to reflect more of a student focus. The proposals will come back to the board for action on February 23.
9. Board Action after Consideration and Discussion. a. Consider Resignation of $7^{\text {th }}$ Grade Girls Basketball Coach. Motion by Hanks to accept the resignation of Todd Lenz from his $7^{\text {th }}$ grade girls' basketball coach position, seconded by Elvig. Drawbert, yes; Hilger, yes; Hanks, yes; Elvig, yes; Bohn, yes. Motion carried 5-0. b. Consider Resignation of High School Boys Golf Coach. Motion by Drawbert to accept the resignation of Cliff Kleinke from his high school boys’ golf coach position, seconded by Hilger. Hilger, yes; Hanks, yes; Elvig, yes; Drawbert, yes; Bohn, yes. Motion carried 5-0. c. Reaffirm Contract Days for Middle School Principal. Motion by Elvig to reaffirm 215 contract days for the middle school principal position, seconded by Hanks. Hanks, yes; Elvig, yes; Drawbert, yes; Hilger, yes; Bohn, yes. Motion carried 5-0. d. Consider Amendment of Policy 663 - Bonded Employees and Officers. Motion by Drawbert to amend Policy 663 as presented, seconded by Elvig. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0. e. Consider Final Adoption of 673 - Payment Procedures. Motion by Hanks to approve final adoption of Policy 673 as presented, seconded by Drawbert. Drawbert, yes; Hilger, yes; Hanks, yes; Elvig, yes; Bohn, yes. Motion carried 5-0.f .Consider Resolution Authorizing the School District Budget to Exceed Revenue Limit for Four Years by $\$ 900,000$ per Year for Non-Recurring Purposes. Motion by Drawbert to postpone adoption of the Resolution, seconded by Hanks. Hilger, yes; Hanks, yes; Elvig, yes; Drawbert, yes; Bohn, yes. Motion carried 5-0. g. Consider Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit for Four Years by $\$ 900,000$ per Year for Non-Recurring Purposes. No Action Taken. A special meeting to review Revised Resolutions will be scheduled for January 13 or 16, 2012.
10. Adjournment. Motion by Hanks to adjourn at 8:09 p.m., seconded by Elvig. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, January 23, 2012 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CAP, Board Secretary

## District Clerk

Date

In partnership with our students, their families and the community, the vision of the School District of Altoona is to build a foundation for life-long learning and the emotional well-being of our students as we offer "large school opportunities with a small school approach" on our unique single campus setting.

# School District of Altoona 

ALTOONA BOARD OF EDUCATION<br>Special Meeting<br>District Board Room<br>January 13, 2012<br>8:00 a.m.

1. The Special Meeting of the Altoona Board of Education was called to order by Board President, Edward Bohn, at 8:03 a.m. in the District Board Room.
2. Roll call was taken and the following were present:

Edward P. Bohn, President
Helen S. Drawbert, Vice President
Robin E. Elvig, Clerk; Absent (Arrived at 8:05 a.m.) Robert (Red) A. Hanks, Treasurer

Michael J. Hilger, Member
Gregory J. Fahrman, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice was given.
4. Pledge of Allegiance
5. Board Action after Consideration and Discussion. a. Consider Resolution Authorizing the School District Budget to Exceed Revenue Limit for Four Years by $\$ 900,000$ per Year for Non-Recurring Purposes. Motion by Drawbert to approve the Resolution Authorizing the School District Budget to Exceed Revenue Limit for Four Years by $\$ 900,000$ per Year for Non-Recurring Purposes as presented, seconded by Hanks. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0. b. Consider Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit for Four Years by $\$ 900,000$ per Year for Non-Recurring Purposes. Motion by Hanks to approve the Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit for Four Years by $\$ 900,000$ per Year for Non-Recurring Purposes as presented, seconded by Elvig. Drawbert, yes; Hilger, yes; Hanks, yes; Elvig, yes; Bohn, yes. Motion carried 5-0.
6. Discuss Revised Proposal for Successful Referendum/Failed Referendum Programming. Two proposals prepared by Mr. Fahrman and Robin Elvig were reviewed. The changes discussed will be made for a second review and action at the January 23 board meeting.
7. Adjournment. Motion by Hanks to adjourn at 8:32 a.m., seconded by Hilger. Hilger, yes; Hanks, yes; Elvig, yes; Drawbert, yes; Bohn, yes. Motion carried 5-0.

Joyce M. Orth CAP, Board Secretary

District Clerk
Date

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| MONTH | DATE | NUMBER | NUMBER |  |  |  | VENDOR | DESCRIPTION |  | AMOUNT |
|  |  |  |  |  |  |  |  |  | Totals for 127201 | 60.00 |
| December | 12/21/2011 | 127202 | 10 E 400 | 310 | 162223 | 000 | BARKLEY, JOHN | OFFICIAL |  | 50.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127202 | 50.00 |
| December | 12/21/2011 | 127203 | 80 E 200 | 310 | 162205 | 000 | BERRY, MATTHEW | SPORTS WO |  | 26.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127203 | 26.00 |
| December | 12/21/2011 | 127204 | 80 E 200 | 310 | 162205 | 000 | CAMPBELL, MATT | SPORTS WO |  | 21.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127204 | 21.00 |
| December | 12/21/2011 | 127205 | 10 E 400 | 310 | 162223 | 000 | CENTER ICE CLUB | RENTAL |  | 295.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127205 | 295.00 |
| December | 12/21/2011 | 127206 | 10 E 400 | 310 | 162105 | 000 | COE, MARK | OFFICIAL |  | 40.00 |
| December | 12/21/2011 | 127206 | 10 E 400 | 310 | 162205 | 000 | COE, MARK | OFFICIAL |  | 40.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127206 | 80.00 |
| December | 12/21/2011 | 127207 | 10 E 400 | 310 | 162105 | 000 | CUNNINGHAM, JAMES | OFFICIAL |  | 74.00 |
| December | 12/21/2011 | 127207 | 10 E 400 | 310 | 162205 | 000 | CUNNINGHAM, JAMES | OFFICIAL |  | 74.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127207 | 148.00 |
| December | 12/21/2011 | 127208 | 10 E 400 | 310 | 162223 | 000 | DIEHN, DANIEL | OFFICIAL |  | 60.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127208 | 60.00 |
| December | 12/21/2011 | 127209 | 10 E 400 | 310 | 162205 | 000 | ECKARDT, CASEY | OFFICIAL |  | 100.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127209 | 100.00 |
| December | 12/21/2011 | 127210 | 10 E 400 | 310 | 162223 | 000 | FADNESS, ROBERT | OFFICIAL |  | 100.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127210 | 100.00 |
| December | 12/21/2011 | 127211 | 10 E 400 | 310 | 162105 | 000 | FREDRIKSEN, JEANNIE | SPORTS WO |  | 18.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127211 | 18.00 |
| December | 12/21/2011 | 127212 | 10 E 400 | 310 | 162105 | 000 | HAGEN, DEREK | SPORTS WO |  | 70.00 |
| December | 12/21/2011 | 127212 | 10 E 400 | 310 | 162205 | 000 | HAGEN, DEREK | SPORTS WO |  | 70.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127212 | 140.00 |
| December | 12/21/2011 | 127213 | 10 E 400 | 310 | 162223 | 000 | HANZLIK, JEFF | OFFICIAL |  | 135.60 |


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|  |  |  |  |  |  |  |  | Totals for 127213 |  | 135.60 |
| December | 12/21/2011 | 127214 | 10 E 400 | 310 | 162223 | 000 | HANZLIK, JOSH | OFFICIAL | Totals for 127214 | 50.00 |
|  |  |  |  |  |  |  |  |  |  | 50.00 |
| December | 12/21/2011 | 127215 | 10 E 400 | 310 | 162205 | 000 | HASTINGS, JEFFREY | OFFICIAL | Totals for 127215 | 60.00 |
|  |  |  |  |  |  |  |  |  |  | 60.00 |
| December | 12/21/2011 | 127216 | 10 E 400 | 310 | 162105 | 000 | HERMAN, KELLY | SPORTS WORKER |  | 22.00 |
| December | 12/21/2011 | 127216 | 10 E 400 | 310 | 162223 | 000 | HERMAN, KELLY | SPORTS WORKER |  | 27.00 |
| December | 12/21/2011 | 127216 | 80 E 200 | 310 | 162205 | 000 | HERMAN, KELLY | SPORTS WORKER |  | 35.00 |
|  |  |  |  |  |  |  |  | Totals for 127216 |  | 84.00 |
| December | 12/21/2011 | 127217 | 10 E 400 | 310 | 162223 | 000 | HOUSER, SHAWN | OFFICIAL |  | 60.00 |
|  |  |  |  |  |  |  |  | Totals for 127217 |  | 60.00 |
| December | 12/21/2011 | 127218 | 10 E 400 | 310 | 162105 | 000 | HUTTER, ALEX | OFFICIAL |  | 70.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127218 | 70.00 |
| December | 12/21/2011 | 127219 | 80 E 200 | 310 | 162205 | 000 | JOHNSON, AL | OFFICIAL |  | 45.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127219 | 45.00 |
| December | 12/21/2011 | 127220 | 10 E 400 | 310 | 162105 | 000 | KENT, STEVEN | SPORTS WORKER |  | 35.00 |
| December | 12/21/2011 | 127220 | 10 E 400 | 310 | 162205 | 000 | KENT, STEVEN | SPORTS WORKER |  | 35.00 |
|  |  |  |  |  |  |  |  | Totals for 127220 |  | 70.00 |
| December | 12/21/2011 | 127221 | 10 E 400 | 310 | 162105 | 000 | LAEHN, JEREMY | OFFICIAL |  | 65.00 |
| December | 12/21/2011 | 127221 | 10 E 400 | 310 | 162205 | 000 | LAEHN, JEREMY | OFFICIAL |  | 60.00 |
|  |  |  |  |  |  |  |  | Totals for 127221 |  | 125.00 |
| December | 12/21/2011 | 127222 | 10 E 400 | 310 | 162105 | 000 | LAPOINTE, TYLER | SPORTS WORKER |  | 38.00 |
| December | 12/21/2011 | 127222 | 80 E 200 | 310 | 162205 | 000 | LAPOINTE, TYLER | SPORTS WORKER |  | 50.00 |
|  |  |  |  |  |  |  |  | Totals for 127222 |  | 88.00 |
| December | 12/21/2011 | 127223 | 10 E 400 | 310 | 162105 | 000 | LAPORTE, THERESA | SPORTS WORKER |  | 39.00 |
| December | 12/21/2011 | 127223 | 10 E 400 | 310 | 162205 | 000 | LAPORTE, THERESA | SPORTS WORKER |  | 13.00 |
|  |  |  |  |  |  |  |  | Totals for 127223 |  | 52.00 |
| December | 12/21/2011 | 127224 | 10 E 400 | 310 | 162205 | 000 | LICHT, TERRANCE | OFFICIAL |  | 33.00 |


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|  |  |  |  |  |  |  |  |  | Totals for 127224 | 33.00 |
| December | 12/21/2011 | 127225 | 10 E 400 | 310 | 162105 | 000 | LINDSEY, RICHARD | OFFICIAL |  | 40.00 |
| December | 12/21/2011 | 127225 | 10 E 400 | 310 | 162205 | 000 | LINDSEY, RICHARD | OFFICIAL |  | 40.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127225 | 80.00 |
| December | 12/21/2011 | 127226 | 10 E 400 | 310 | 162105 | 000 | MOY, TYLER | OFFICIAL |  | 60.00 |
| December | 12/21/2011 | 127226 | 10 E 400 | 310 | 162205 | 000 | MOY, TYLER | OFFICIAL |  | 70.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127226 | 130.00 |
| December | 12/21/2011 | 127227 | 10 E 400 | 310 | 162105 | 000 | PANKRATZ, MIKE | OFFICIAL |  | 100.00 |
| January | 01/05/2012 | 127227 | 10 E 400 | 310 | 162105 | 000 | PANKRATZ, MIKE | OFFICIAL |  | -100.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127227 | 0.00 |
| December | 12/21/2011 | 127228 | 10 E 400 | 310 | 162105 | 000 | PARR, TRAVIS | OFFICIAL |  | 60.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127228 | 60.00 |
| December | 12/21/2011 | 127229 | 10 E 400 | 310 | 162223 | 000 | PETERSON, WILLIAM | OFFICIAL |  | 120.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127229 | 120.00 |
| December | 12/21/2011 | 127230 | 10 E 400 | 310 | 162105 | 000 | POZARSKI, GREGORY | OFFICIAL |  | 35.00 |
| December | 12/21/2011 | 127230 | 10 E 400 | 310 | 162205 | 000 | POZARSKI, GREGORY | OFFICIAL |  | 70.00 |
| December | 12/21/2011 | 127230 | 80 E 200 | 310 | 162205 | 000 | POZARSKI, GREGORY | OFFICIAL |  | 90.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127230 | 195.00 |
| December | 12/21/2011 | 127231 | 10 E 400 | 310 | 162105 | 000 | PRINCE, RICK | OFFICIAL |  | 60.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127231 | 60.00 |
| December | 12/21/2011 | 127232 | 10 E 400 | 310 | 162105 | 000 | QUARBERG, DANNY | OFFICIAL |  | 86.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127232 | 86.00 |
| December | 12/21/2011 | 127233 | 10 E 400 | 310 | 162223 | 000 | REILLY, BROGHAN | OFFICIAL |  | 50.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127233 | 50.00 |
| December | 12/21/2011 | 127234 | 10 E 400 | 310 | 162105 | 000 | RILEY, CHARLES | OFFICIAL |  | 80.00 |
|  |  |  |  |  |  |  |  |  | Totals for 127234 | 80.00 |
| December | 12/21/2011 | 127235 | 10 E 400 | 310 | 162205 | 000 | RINN, DYLAN | SPORTS WO |  | 13.00 |
| December | 12/21/2011 | 127235 | 80 E 200 | 310 | 162205 | 000 | RINN, DYLAN | SPORTS WO |  | 13.00 |






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| MONTH | DATE |  |  |  |  |  | VENDOR | DESCRIPTION | AMOUNT |
| January | 01/03/2012 | 127276 | 10 E 200 | 411 | 253300 | 000 | HILLYARD, INC - EAU CLAIR | TOWEL ROLL - 75 CS | 1,144.25 |
| January | 01/03/2012 | 127276 | 10 E 400 | 411 | 253300 | 000 | HILLYARD, INC - EAU CLAIR | TOWEL ROLL - 75 CS | 1,144.25 |
|  |  |  |  |  |  |  |  | Totals for 127276 | 3,733.07 |
| January | 01/03/2012 | 127277 | 10 E 400 | 310 | 125400 | 000 | LIES, JUDY | Accompanist for HS \& MS Concerst | 300.00 |
|  |  |  |  |  |  |  |  | Totals for 127277 | 300.00 |
| January | 01/03/2012 | 127278 | 10 A 000 | 000 | 711210 | 000 | PETTY CASH FUND | Extra petty cash \$300 in ones and \$200 in fives | 500.00 |
|  |  |  |  |  |  |  |  | Totals for 127278 | 500.00 |
| January | 01/03/2012 | 127279 | 10 E 400 | 411 | 127000 | 000 | STAPLES | SUPPILES | 44.84 |
|  |  |  |  |  |  |  |  | Totals for 127279 | 44.84 |
| January | 01/03/2012 | 127280 | 10 E 800 | 320 | 256600 | 000 | STUDENT TRANSIT EAU CLAIR | DEC STATEMENT | 5,103.01 |
| January | 01/03/2012 | 127280 | 27 E 800 | 320 | 256500 | 011 | STUDENT TRANSIT EAU CLAIR | dec statement | 376.50 |
|  |  |  |  |  |  |  |  | Totals for 127280 | 5,479.51 |
| January | 01/03/2012 | 127281 | 10 E 800 | 310 | 231700 | 000 | WIPFLI, LLP | AUDIT | 5,890.00 |
|  |  |  |  |  |  |  |  | Totals for 127281 | 5,890.00 |
| January | 01/03/2012 | 127282 | 10 E 800 | 310 | 252000 | 000 | WISCONSIN DEPT OF REVENUE | BUSINESS TAX REGISTRATION | 10.00 |
|  |  |  |  |  |  |  |  | RENEWAL - ACCOUNT \#: |  |
|  |  |  |  |  |  |  |  | 600-0000081796-03 |  |
|  |  |  |  |  |  |  |  | Totals for 127282 | 10.00 |
| January | 01/05/2012 | 127283 | 80 E 700 | 411 | 161341 | 000 | KLATT, KATRINA | DI EXPENSES | 125.00 |
|  |  |  |  |  |  |  |  | Totals for 127283 | 125.00 |
| January | 01/09/2012 | 127284 | 10 E 400 | 411 | 136320 | 400 | ALTOONA HOT LUNCH PROGRAM | Baking soda | 16.22 |
|  |  |  |  |  |  |  |  | Totals for 127284 | 16.22 |
| January | 01/09/2012 | 127285 | 10 E 800 | 411 | 254500 | 000 | BOBCAT PLUS | wiper motor for bobcat | 130.12 |
|  |  |  |  |  |  |  |  | Totals for 127285 | 130.12 |
| January | 01/09/2012 | 127286 | 10 E 800 | 310 | 231500 | 000 | DAVIS \& KUELTHAU, S.C. | School Law Seminar | 150.00 |
|  |  |  |  |  |  |  |  | Totals for 127286 | 150.00 |



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|  |  |  |  |  |  |  |  | Totals for 127297 | 288.00 |
| January <br> January | 01/09/2012 | 127298 | 10 E 400 | 942 | 162205 | 000 | WBCA (BASKETBALL) | Membership fees for WBCA WBCA membership and clinic registration | -100.00 |
|  | 01/09/2012 | 127298 | 10 E 400 | 942 | 162204 | 000 | WBCA (BASKETBALL) |  | -80.00 |
| January | 01/09/2012 | 127298 | 10 E 400 | 942 | 162204 | 000 | WBCA (BASKETBALL) | WBCA membership and clinic registration | 80.00 |
| January | 01/09/2012 | 127298 | 10 E 400 | 942 | 162205 | 000 | WBCA (BASKETBALL) | Membership fees for WBCA Totals for 127298 | $\begin{array}{r} 100.00 \\ 0.00 \end{array}$ |
| January | 01/09/2012 | 127299 | 10 E 800 | 310 | 231500 | 000 | WELD, RILEY, PRENN \& RICC | Legal Services | 448.50 |
|  |  |  |  |  |  |  |  | Totals for 127299 | 448.50 |
| January | 01/09/2012 | 127300 | 10 E 100 | 411 | 110102 | 000 | WESTERN DAIRYLAND E.O.C., | Fall 2011 ECERS visits for five 4 K classrooms. | 1,450.00 |
|  |  |  |  |  |  |  |  | Totals for 127300 | 1,450.00 |
| January | 01/09/2012 | 127301 | 10 E 400 | 342 | 162205 | 000 | WIAA | state tournament basketball tickets for coaches 2012 | 212.40 |
|  |  |  |  |  |  |  |  | Totals for 127301 | 212.40 |
| January | 01/09/2012 | 127302 | 10 E 200 | 320 | 254410 | 000 | WOOD'S ELECTRONICS | Diagnostic Fee for <br> projector... decided not to fix it per Mark Scheppke | 42.20 |
|  |  |  |  |  |  |  |  | Totals for 127302 | 42.20 |
| January | 01/09/2012 | 127303 | 10 E 400 | 942 | 162205 | 000 | WBCA (BASKETBALL) | Membership fees for WBCA | 100.00 |
|  |  |  |  |  |  |  |  | Totals for 127303 | 100.00 |
| January | 01/09/2012 | 127304 | 10 E 400 | 942 | 162204 | 000 | WBCA (BASEBALL) | WBCA membership and clinic registration | 80.00 |
|  |  |  |  |  |  |  |  | Totals for 127304 | 80.00 |
| December | 12/15/2011 | 111200343 | 10 E 200 | 411 | 120000 | 000 | BADGERLAND PRINTING INC. | REGULAR ENVELOPES | 191.00 |
|  |  |  |  |  |  |  |  | Totals for 111200343 | 191.00 |
| December | 12/15/2011 | 111200344 | 10 E 200 | 320 | 254300 | 000 | BRAUN CORPORATION LLC | replace solenoid in elevator lift \#4 | 718.00 |
|  |  |  |  |  |  |  |  | Totals for 111200344 | 718.00 |





| POST MONTH | CHECK DATE | CHECK ACCOUNT <br> NUMBER NUMBER |  |  |  |  |  | INVOICE DESCRIPTION |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  | VENDOR |  | AMOUNT |
|  |  |  |  |  |  |  |  | Totals for 111200373 | 60.00 |
| December | 12/21/2011 | 111200374 | 10 E 400 | 310 | 162105 | 000 | WATT, JACOB | SPORTS WORKER | 26.00 |
| December | 12/21/2011 | 111200374 | 10 E 400 | 310 | 162205 | 000 | WATT, JACOB | SPORTS WORKER | 25.00 |
| December | 12/21/2011 | 111200374 | 80 E 200 | 310 | 162205 | 000 | WATT, JACOB | SPORTS WORKER | 68.00 |
|  |  |  |  |  |  |  |  | Totals for 111200374 | 119.00 |
| December | 12/21/2011 | 111200375 | 10 E 400 | 310 | 162105 | 000 | WEISHEIPL, DAVID | SPORTS WORKER | 130.00 |
| December | 12/21/2011 | 111200375 | 10 E 400 | 310 | 162205 | 000 | WEISHEIPL, DAVID | SPORTS WORKER | 70.00 |
| December | 12/21/2011 | 111200375 | 10 E 400 | 310 | 162105 | 000 | WEISHEIPL, DAVID | OFFICIAL | 35.00 |
| December | 12/21/2011 | 111200375 | 10 E 400 | 310 | 162205 | 000 | WEISHEIPL, DAVID | OFFICIAL | 35.00 |
|  |  |  |  |  |  |  |  | Totals for 111200375 | 270.00 |
| December | 12/21/2011 | 111200376 | 10 E 400 | 310 | 162105 | 000 | WHITESIDE, DENNIS | OFFICIAL | 70.00 |
| December | 12/21/2011 | 111200376 | 10 E 400 | 310 | 162205 | 000 | WHITESIDE, DENNIS | OFFICIAL | 70.00 |
| December | 12/21/2011 | 111200376 | 80 E 200 | 310 | 162205 | 000 | WHITESIDE, DENNIS | OFFICIAL | 45.00 |
|  |  |  |  |  |  |  |  | Totals for 111200376 | 185.00 |
| December | 12/21/2011 | 111200377 | 10 E 400 | 320 | 254300 | 000 | CERTIFIED INC | Repaired water line in and around girls locker room. Totals for 111200377 | 283.23 |
|  |  |  |  |  |  |  |  |  | 283.23 |
| December | 12/21/2011 | 111200378 | 10 E 800 | 310 | 221210 | 000 | ESTREM-FULLER, NANCY | ```Educational Consultant from 12/09/11 to 12/20/11. Totals for 111200378``` | 690.00 |
|  |  |  |  |  |  |  |  |  | 690.00 |
| December | 12/21/2011 | 111200379 | 10 E 400 | 411 | 132700 | 400 | GARD, JOAN | supplies for Accounting simulation | 51.51 |
|  |  |  |  |  |  |  |  | Totals for 111200379 | 51.51 |
| December | 12/21/2011 | 111200380 | 10 E 400 | 470 | 125500 | 000 | JW PEPPER \& SON INC. | CHRISTMAS CAROLS, FIRE OF ETERNAL GLORY | 137.38 |
|  |  |  |  |  |  |  |  | Totals for 111200380 | 137.38 |
| December | 12/21/2011 | 111200381 | 10 E 400 | 411 | 222200 | 000 | KUCHTA, ROBERTA | Supplies purchased at Office Max | 69.15 |
|  |  |  |  |  |  |  |  | Totals for 111200381 | 69.15 |
| December | 12/21/2011 | 111200382 | 27 E 700 | 411 | 158310 | 341 | MARCZINKE, STEVE | Class supplies \& rewards | 83.37 |


| POST <br> MONTH | CHECK <br> DATE | CHECK NUMBER |  | COUNT <br> MBER |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| December | 12/21/2011 | 111200383 | 10 | E 400 | 342 | 162121 | 000 |
| December | 12/21/2011 | 111200384 | 10 | E 800 | 342 | 221910 | 000 |
| December | 12/21/2011 | 111200385 | 10 | E 200 | 320 | 254300 | 000 |
| December | 12/21/2011 | 111200386 | 10 | E 100 | 411 | 254300 | 000 |
| December | 12/21/2011 | 111200386 | 10 | E 200 | 411 | 254300 | 000 |
| December | 12/21/2011 | 111200386 | 10 | E 400 | 411 | 254300 | 000 |
| December | 12/21/2011 | 111200387 | 10 | E 800 | 355 | 263300 | 000 |
| December | 12/27/2011 | 111200388 | 50 | E 800 | 415 | 257220 | 000 |
| December | 12/27/2011 | 111200388 | 50 | E 800 | 415 | 257250 | 000 |
| December | 12/27/2011 | 111200389 | 50 | E 800 | 415 | 257220 | 000 |
| December | 12/27/2011 | 111200389 | 50 | E 800 | 415 | 257220 | 000 |
| December | 12/27/2011 | 111200389 | 50 | E 800 | 415 | 257220 | 000 |
| December | 12/27/2011 | 111200389 | 50 | E 800 | 415 | 257220 | 000 |


| MARTIN, RONALD | milage | 104.34 |
| :---: | :---: | :---: |
|  | Totals for 111200383 | 104.34 |
| SCHEPPKE, MARK | Mileage | 185.37 |
|  | Totals for 111200384 | 185.37 |
| VALLEY BUILDERS \& HARDWAR | Install automatic door opener for ADA accessibility. Totals for 111200385 | $3,188.82$ $3,188.82$ |
| VIKING ELECTRIC SUPPLY IN | 13W SINGLE TWIN tUBE, 120V-15W A 15 MED IF | 6.24 |
| VIKING ELECTRIC SUPPLY IN | 13W SINGLE TWIN TUBE, 120V-15W A 15 MED IF | 6.24 |
| VIKING ELECTRIC SUPPLY IN | 13W SINGLE TWIN TUBE, 120V-15W A 15 MED IF | 6.24 |
|  | Totals for 111200386 | 18.72 |
| WATT, LORI | Phone \& Internet for Subfinder | 403.80 |
|  | Totals for 111200387 | 403.80 |
| CEDAR CREST ICE CREAM | blanket order for Cedar Crest | 372.46 |
| CEDAR CREST ICE CREAM | blanket order for Cedar Crest Totals for 111200388 | $\begin{array}{r} 98.40 \\ 470.86 \end{array}$ |
| DOMINOS PIZZA | blanket order for Domino's pizza | 285.00 |
| DOMINOS PIZZA | blanket order for Domino's pizza | 300.00 |
| DOMINOS PIZZA | blanket order for Domino's pizza | 420.00 |
| DOMINOS PIZZA | blanket order for Domino's pizza | 307.50 |
|  | Totals for 111200389 | 1,312.50 |





| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257220 | 000 | KEMPS |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257250 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257210 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257220 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257250 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257210 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257220 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257250 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257220 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257250 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257210 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257220 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257250 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257220 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257250 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257210 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257220 | 000 | KEMPS |
| December | 12/27/2011 | 111200399 | 50 | E 800 | 415 | 257250 | 000 | KEMPS |


| December | $12 / 27 / 2011$ | 111200400 | 50 | E 800 | 415 | 257220 | 000 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| December | $12 / 27 / 2011$ | 111200400 | 50 | E 800 | 415 | 257220 | 000 |



| POST <br> MONTH | CHECK <br> DATE | CHECK <br> NUMBER | ACCOUNT NUMBER |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| January | 01/06/2012 | 111200410 | 10 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 27 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 50 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 80 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 99 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 10 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 27 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 50 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 80 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 99 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 10 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 27 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 50 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 80 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 99 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 10 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 27 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 50 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 80 L 000 | 000 | 811634 | 000 |
| January | 01/06/2012 | 111200410 | 99 L 000 | 000 | 811634 | 000 |

January 01/09/2012 11120041110 E 800342256210000

January 01/09/2012 11120041210 E 100320254300000

January 01/09/2012 11120041210 E 400320254300000

January 01/09/2012 11120041210 E 100320254300000

January 01/09/2012 11120041210 E 400320254300000

January 01/09/2012 11120041210 E 200320254300000



| POST <br> MONTH | CHECK <br> DATE | CHECK <br> NUMBER | ACCOUNT NUMBER |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| December | 12/23/2011 | 201100336 | 10 L 000 | 000 | 811671 | 000 |
| December | 12/23/2011 | 201100336 | 27 L 000 | 000 | 811671 | 000 |
| December | 12/23/2011 | 201100337 | 10 L 000 | 000 | 811612 | 000 |
| December | 12/23/2011 | 201100337 | 27 L 000 | 000 | 811612 | 000 |
| December | 12/23/2011 | 201100337 | 50 L 000 | 000 | 811612 | 000 |
| December | 12/23/2011 | 201100337 | 80 L 000 | 000 | 811612 | 000 |
| December | 12/23/2011 | 201100337 | 10 L 000 | 000 | 811612 | 000 |
| December | 12/23/2011 | 201100337 | 27 L 000 | 000 | 811612 | 000 |
| December | 12/23/2011 | 201100337 | 50 L 000 | 000 | 811612 | 000 |
| December | 12/23/2011 | 201100337 | 80 L 000 | 000 | 811612 | 000 |
| December | 12/23/2011 | 201100337 | 99 L 000 | 000 | 811612 | 000 |
| December | 12/23/2011 | 201100337 | 10 L 000 | 000 | 811611 | 000 |
| December | 12/23/2011 | 201100337 | 27 L 000 | 000 | 811611 | 000 |
| December | 12/23/2011 | 201100337 | 50 L 000 | 000 | 811611 | 000 |
| December | 12/23/2011 | 201100337 | 80 L 000 | 000 | 811611 | 000 |
| December | 12/23/2011 | 201100337 | 99 L 000 | 000 | 811611 | 000 |
| December | 12/23/2011 | 201100337 | 10 L 000 | 000 | 811611 | 000 |
| December | 12/23/2011 | 201100337 | 27 L 000 | 000 | 811611 | 000 |
| December | 12/23/2011 | 201100337 | 50 L 000 | 000 | 811611 | 000 |
| December | 12/23/2011 | 201100337 | 80 L 000 | 000 | 811611 | 000 |
| December | 12/23/2011 | 201100337 | 99 L 000 | 000 | 811611 | 000 |


| December | $12 / 23 / 2011$ | 201100338 | 10 | L | 000 | 000 | 811611 | 000 |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| December | $12 / 23 / 2011$ | 201100338 | 27 | L | 000 | 000 | 811611 | 000 |
| December | $12 / 23 / 2011$ | 201100338 | 50 | $L$ | 000 | 000 | 811611 | 000 |
| December | $12 / 23 / 2011$ | 201100338 | 80 | L | 000 | 000 | 811611 | 000 |
| December | $12 / 23 / 2011$ | 201100338 | 99 | L | 000 | 000 | 811611 | 000 |
| December | $12 / 23 / 2011$ | 201100338 | 10 | L | 000 | 000 | 811611 | 000 |
| December | $12 / 23 / 2011$ | 201100338 | 27 | L | 000 | 000 | 811611 | 000 |
| December | $12 / 23 / 2011$ | 201100338 | 50 | L | 000 | 000 | 811611 | 000 |
| December | $12 / 23 / 2011$ | 201100338 | 80 | L | 000 | 000 | 811611 | 000 |
| December | $12 / 23 / 2011$ | 201100338 | 99 | L | 000 | 000 | 811611 | 000 |

VENDOR DESCRIPTION

GREAT-WEST RETIREMENT SER Payroll accrual GREAT-WEST RETIREMENT SER Payroll accrual

Totals for 201100336

WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK

WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK WELLS FARGO BANK

| Payroll accrual | 559.50 |
| :--- | ---: |
| Payroll accrual | 5.00 |
| Payroll accrual | 10.00 |
| Payroll accrual | 7.50 |
| Payroll accrual | $24,793.12$ |
| Payroll accrual | $3,199.33$ |
| Payroll accrual | 461.17 |
| Payroll accrual | 16.68 |
| Payroll accrual | 108.18 |
| Payroll accrual | $11,502.36$ |
| Payroll accrual | $1,846.96$ |
| Payroll accrual | 361.13 |
| Payroll accrual | 26.55 |
| Payroll accrual | 65.62 |
| Payroll accrual | $3,971.12$ |
| Payroll accrual | 637.64 |
| Payroll accrual | 124.69 |
| Payroll accrual | 9.17 |
| Payroll accrual | 22.65 |
|  | Totals for 201100337 |


| Payroll accrual | $3,971.12$ |
| :--- | ---: |
| Payroll accrual | 637.64 |
| Payroll accrual | 124.69 |
| Payroll accrual | 9.17 |
| Payroll accrual | 22.65 |
| Payroll accrual | $16,979.70$ |
| Payroll accrual | $2,726.51$ |
| Payroll accrual | 533.07 |
| Payroll accrual | 39.20 |
| Payroll accrual | 96.87 |
| Totals for 201100338 | $25,140.62$ |



December 12/23/2011 20110034010 L 000000811621000 December 12/23/2011 20110034027 L 000000811621000 December 12/23/2011 20110034010 L 000000811622000 December 12/23/2011 20110034027 L 000000811622000 December 12/23/2011 20110034050 L 000000811622000 December 12/23/2011 20110034080 L 000000811622000 December 12/23/2011 20110034099 L 000000811622000 December 12/23/2011 20110034010 L 000000811621000 December 12/23/2011 20110034010 L 000000811621000 December 12/23/2011 20110034027 L 000000811621000 December 12/23/2011 20110034010 L 000000811622000 December 12/23/2011 20110034027 L 000000811622000 December 12/23/2011 20110034050 L 000000811622000 December 12/23/2011 20110034080 L 000000811622000 December 12/23/2011 20110034099 L 000000811622000 December 12/23/2011 20110034010 L 000000811622000 December 12/23/2011 20110034027 L 000000811622000 December 12/23/2011 20110034050 L 000000811622000 December 12/23/2011 20110034080 L 000000811622000

December 12/23/2011 20110034110 L 000000811691000 December 12/23/2011 20110034127 L 000000811691000 December 12/23/2011 20110034110 L 000000811691000 December 12/23/2011 20110034127 L 000000811691000 December 12/23/2011 20110034110 L 000000811691000 December 12/23/2011 20110034127 L 000000811691000 December 12/23/2011 20110034110 L 000000811670000 December 12/23/2011 20110034127 L 000000811670000 December 12/23/2011 20110034110 L 000000811670000

| VENDOR | DESCRIPTION | AMOUNT |
| :---: | :---: | :---: |
| WISCONSIN DEPT OF REVENUE | Payroll accrual | 55.00 |
| WISCONSIN DEPT OF REVENUE | Payroll accrual | 7.50 |
| WISCONSIN DEPT OF REVENUE | Payroll accrual | 13,957.01 |
| WISCONSIN DEPT OF REVENUE | Payroll accrual | 2,119.95 |
| WISCONSIN DEPT OF REVENUE | Payroll accrual | 253.24 |
| WISCONSIN DEPT OF REVENUE | Payroll accrual | 12.47 |
| WISCONSIN DEPT OF REVENUE | Payroll accrual | 68.01 |
|  | Totals for 201100339 | 16,505.68 |

WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual

Totals for 201100340

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

| Payroll accrual | 98.18 |
| :--- | ---: |
| Payroll accrual | 89.10 |
| Payroll accrual | 83.22 |
| Payroll accrual | 38.44 |
| Payroll accrual | 413.00 |
| Payroll accrual | 20.00 |
| Payroll accrual | $3,665.68$ |
| Payroll accrual | 140.13 |
| Payroll accrual | $6,294.41$ |

12,581.47
1,598. 04
1,158.15 129.20
86.96
10.78
75.89
201.82

12,783.29
1,598.04
2,716.54
704.49
421.38
24.48
75.89

1,558.39 575.29
334.42
13.70

36,648. 22
98.18
89.10
83.22
413.00
20.00

3,665.68
140.13
294.41






January 01/06/2012 20110038710 L 000000811670000 January
January 01/06/2012 20110038727 L 000000811670000 01/06/2012 20110038799 L 000000811670000

January 01/06/2012 20110038810 L 000000811671000
January 01/06/2012 20110038827 L 000000811671000

January
January January January January January January January January January January January January January January January

01/06/2012 20110038910 L 000000811611000 01/06/2012 20110038927 L 000000811611000 01/06/2012 20110038950 L 000000811611000 01/06/2012 20110038980 L 000000811611000 01/06/2012 20110038999 L 000000811611000 01/06/2012 20110038910 L 000000811611000 01/06/2012 20110038927 L 000000811611000 01/06/2012 20110038950 L 000000811611000 01/06/2012 20110038980 L 000000811611000 01/06/2012 20110038999 L 000000811611000 01/06/2012 20110038910 L 000000811612000 01/06/2012 20110038927 L 000000811612000 01/06/2012 20110038950 L 000000811612000 01/06/2012 20110038980 L 000000811612000 01/06/2012 20110038999 L 000000811612000 01/06/2012 20110038910 L 000000811612000

| VENDOR | INVOICE DESCRIPTION | AMOUNT |
| :---: | :---: | :---: |
| WELLS FARGO CARD SERVICES | coaches clinic - two staff | 99.00 |
|  | Totals for 201100384 | 99.00 |
| WELLS FARGO CARD SERVICES | A Time to Share Purchases | 984.78 |
|  | Totals for 201100385 | 984.78 |
| EMPLOYEE BENEFITS COOPERA | Payroll accrual | 970.90 |
| EMPLOYEE BENEFITS COOPERA | Payroll accrual | 125.20 |
| EMPLOYEE BENEFITS COOPERA | Payroll accrual | 22.50 |
| EMPLOYEE BENEFITS COOPERA | Payroll accrual | 468.98 |
| EMPLOYEE BENEFITS COOPERA | Payroll accrual | 427.93 |
|  | Totals for 201100386 | 2,015.51 |
| HORACE MANN LIFE INS COMP | Payroll accrual | 469.00 |
| HORACE MANN LIFE INS COMP | Payroll accrual | 16.00 |
| HORACE MANN LIFE INS COMP | Payroll accrual | 200.00 |
|  | Totals for 201100387 | 685.00 |
| GREAT-WEST RETIREMENT SER | Payroll accrual | 1,903.50 |
| GREAT-WEST RE | Payroll accrual | 500.00 |
|  | Totals for 201100388 | 2,403.50 |
| WELLS FARGO BANK | Payroll accrual | 4,129.00 |
| WELLS FARGO BANK | Payroll accrual | 649.32 |
| WELLS FARGO BANK | Payroll accrual | 172.80 |
| WELLS FARGO BANK | Payroll accrual | 23.53 |
| WELLS FARGO BANK | Payroll accrual | 22.65 |
| WELLS FARGO BANK | Payroll accrual | 11,959.57 |
| WELLS FARGO BANK | Payroll accrual | 1,880.71 |
| WELLS FARGO BANK | Payroll accrual | 500.46 |
| WELLS FARGO BANK | Payroll accrual | 68.20 |
| WELLS FARGO BANK | Payroll accrual | 65.62 |
| WELLS FARGO BANK | Payroll accrual | 25,109.40 |
| WELLS FARGO BANK | Payroll accrual | 3,289.88 |
| WELLS FARGO BANK | Payroll accrual | 723.92 |
| WELLS FARGO BANK | Payroll accrual | 77.74 |
| WELLS FARGO BANK | Payroll accrual | 105.90 |
| WELLS FARGO BANK | Payroll accrual | 579.50 |



January 01/06/2012 20110039110 L 000000811613000 January 01/06/2012 20110039127 L 000000811613000 January January January January January January 01/06/2012 20110039150 L 000000811613000 01/06/2012 20110039180 L 000000811613000 01/06/2012 20110039199 L 000000811613000 01/06/2012 20110039110 L 000000811613000 01/06/2012 20110039150 L 000000811613000 01/06/2012 20110039180 L 000000811613000

January 01/06/2012 20110039210 L 000000811622000 January January January January January January January January January January January January 01/06/2012 20110039227 L 000000811622000 01/06/2012 20110039250 L 000000811622000 01/06/2012 20110039280 L 000000811622000 01/06/2012 20110039299 L 000000811622000 01/06/2012 20110039210 L 000000811622000 01/06/2012 20110039227 L 000000811622000 01/06/2012 20110039250 L 000000811622000 01/06/2012 20110039280 L 000000811622000 01/06/2012 20110039210 L 000000811622000 01/06/2012 20110039227 L 000000811622000 01/06/2012 20110039250 L 000000811622000 01/06/2012 20110039280 L 000000811622000

| VENDOR | INVOICE | AMOUNT |
| :---: | :---: | :---: |
|  | DESCRIPTION |  |
| WELLS FARGO BANK | Payroll accrual | 10.00 |
| WELLS FARGO BANK | Payroll accrual | 7.50 |
|  | Totals for 201100389 | 49,375.70 |
| WELLS FARGO BANK | Payroll accrual | 4,129.00 |
| WELLS FARGO BANK | Payroll accrual | 649.32 |
| WELLS FARGO BANK | Payroll accrual | 172.80 |
| WELLS FARGO BANK | Payroll accrual | 23.53 |
| WELLS FARGO BANK | Payroll accrual | 22.65 |
| WELLS FARGO BANK | Payroll accrual | 17,654.64 |
| WELLS FARGO BANK | Payroll accrual | 2,776.28 |
| WELLS FARGO BANK | Payroll accrual | 738.83 |
| WELLS FARGO BANK | Payroll accrual | 100.67 |
| WELLS FARGO BANK | Payroll accrual | 96.87 |

WISCONSIN DEPT OF REVENUE Payroll accrual 14,453.28 WISCONSIN DEPT OF REVENUE Payroll accrual $2,132.00$ WISCONSIN DEPT OF REVENUE Payroll accrual WISCONSIN DEPT OF REVENUE Payroll accrual WISCONSIN DEPT OF REVENUE Payroll accrual WISCONSIN DEPT OF REVENUE Payroll accrual WISCONSIN DEPT OF REVENUE Payroll accrual WISCONSIN DEPT OF REVENUE Payroll accrual

Totals for 201100391

WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual WISCONSIN RETIREMENT SYST Payroll accrual 488.70 61.76 67.91 32.50 55.00 7.50 17,298.65


|  |  |  | ACCOUNT |  |  |  | VENDOR |  |  |  |  | INVOICE | AMOUNT |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| MONTH | DATE | NUMBER | NUMBER |  |  |  |  |  |  |  |  | DESCRIPTION |  |
|  |  |  |  |  |  |  |  |  |  |  |  | 11/21/2011-12/20/2011 |  |
| December | 12/27/2011 | 201100397 | 27 E 700 | 411 | 158510 | 341 | ВМо | B | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 50.00 |
| December | 12/27/2011 | 201100397 | 27 E 700 | 411 | 158510 | 341 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 50.00 |
| December | 12/27/2011 | 201100397 | 27 E 700 | 411 | 158510 | 341 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 50.00 |
| December | 12/27/2011 | 201100397 | 27 E 700 | 415 | 158510 | 341 | BMO | B | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 78.61 |
| December | 12/27/2011 | 201100397 | 10 E 100 | 411 | 121000 | 000 | ВМО |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 28.15 |
| December | 12/27/2011 | 201100397 | 10 E 100 | 411 | 121000 | 000 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 10.78 |
| December | 12/27/2011 | 201100397 | 10 E 100 | 411 | 121000 | 000 | BMO | B | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 53.63 |
| December | 12/27/2011 | 201100397 | 10 E 100 | 411 | 121000 | 000 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 26.68 |
| December | 12/27/2011 | 201100397 | 10 E 100 | 411 | 121000 | 000 | BMO | B | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 217.16 |
| December | 12/27/2011 | 201100397 | 10 E 100 | 411 | 213000 | 000 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | -42.28 |
| December | 12/27/2011 | 201100397 | 10 E 100 | 411 | 213000 | 000 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 46.43 |
| December | 12/27/2011 | 201100397 | 10 E 100 | 411 | 213000 | 000 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 48.64 |
| December | 12/27/2011 | 201100397 | 10 E 100 | 411 | 213000 | 000 | вмо | B | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 284.31 |
| December | 12/27/2011 | 201100397 | 10 E 800 | 411 | 122000 | 141 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 143.00 |
| December | 12/27/2011 | 201100397 | 10 E 800 | 411 | 122000 | 141 | ВМО | B | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 120.69 |
| December | 12/27/2011 | 201100397 | 10 E 800 | 411 | 122000 | 141 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 28.38 |
| December | 12/27/2011 | 201100397 | 10 E 200 | 411 | 120600 | 000 | ВМО |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 74.94 |
| December | 12/27/2011 | 201100397 | 10 E 200 | 411 | 120600 | 000 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 39.98 |
| December | 12/27/2011 | 201100397 | 50 E 800 | 415 | 257250 | 000 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 30.69 |


|  |  |  |  | CCOUNT |  |  |  | VENDOR |  |  |  |  | INVOICE <br> DESCRIPTION <br> P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| MONTH | DATE | NUMBER |  | JMBER |  |  |  |  |  |  |  |  | AMOUNT |
| December | 12/27/2011 | 201100397 | 50 | E 800 | 415 | 257250 | 000 | BMO | - | BANK | OF | MONTREAL |  | 45.66 |
| December | 12/27/2011 | 201100397 | 10 | E 400 | 411 | 161339 | 000 | BMO | - | BANK | OF | MONTREAL |  | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 22.42 |
| December | 12/27/2011 | 201100397 | 10 | E 400 | 411 | 132700 | 400 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 69.96 |
| December | 12/27/2011 | 201100397 | 10 | E 400 | 411 | 143000 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 13.99 |
| December | 12/27/2011 | 201100397 | 10 | E 100 | 411 | 125100 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 37.96 |
| December | 12/27/2011 | 201100397 | 10 | E 100 | 411 | 125100 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 7.48 |
| December | 12/27/2011 | 201100397 | 10 | E 100 | 411 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 119.96 |
| December | 12/27/2011 | 201100397 | 10 | E 200 | 411 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 29.99 |
| December | 12/27/2011 | 201100397 | 10 | E 800 | 432 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 2,259.60 |
| December | 12/27/2011 | 201100397 | 10 | E 800 | 432 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 2,374.80 |
| December | 12/27/2011 | 201100397 | 10 | E 100 | 411 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 159.96 |
| December | 12/27/2011 | 201100397 | 10 | E 200 | 411 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 119.97 |
| December | 12/27/2011 | 201100397 | 10 | E 400 | 411 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 119.97 |
| December | 12/27/2011 | 201100397 | 10 | E 100 | 411 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 200.43 |
| December | 12/27/2011 | 201100397 | 10 | E 200 | 411 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 61.90 |
| December | 12/27/2011 | 201100397 | 10 | E 400 | 411 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 183.30 |
| December | 12/27/2011 | 201100397 | 10 | E 200 | 431 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 7.49 |
| December | 12/27/2011 | 201100397 | 10 | E 800 | 435 | 222200 | 000 | BMO | - | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 125.00 |
| December | 12/27/2011 | 201100397 | 10 | E 100 | 432 | 222200 | 000 | BMO |  | BANK | OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 102.20 |
| December | 12/27/2011 | 201100397 | 10 | E 100 |  | 110300 | 000 | BMO |  | BANK |  | MONTREAL | P-Card Payment AP Invoice | 18.99 |



|  |  |  |  | ccount |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| MONTH | DATE | NUMBER |  | UMBER |  |  |  | VEND | DOR |  |  | DESCRIPTION | AMOUNT |
| December | 12/27/2011 | 201100397 | 10 | 0 E 800 | 411 | 221910 | 000 | BMO | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 56.98 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 800 | 411 | 221910 | 000 | ВМо | B | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 15.74 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 800 | 411 | 221910 | 000 | BMO | B | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 108.59 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 120600 | 000 | BMO | B | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 112.34 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 800 | 435 | 222200 | 000 | BMO | B | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 109.85 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 122000 | 000 | BMO | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 41.28 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 122000 | 000 | BMO | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 36.59 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 122000 | 000 | BMO | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 37.60 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 122000 | 000 | BMO | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 61.92 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 122000 | 000 | BMO | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 29.56 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 121000 | 000 | вMO | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 372.87 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 143000 | 000 | ВМО | B | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 128.99 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 143000 | 000 | BMO | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 60.00 |
| December | 12/27/2011 | 201100397 | 10 | 0 E 200 | 411 | 143000 | 000 | ВМо | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 43.33 |
| December | 12/27/2011 | 201100397 | 27 | 7 E 700 | 411 | 158530 | 341 | BMO |  | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 27.98 |
| December | 12/27/2011 | 201100397 | 27 | 7 E 700 | 411 | 158530 | 341 | ВМО | - | BANK OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 94.27 |
| December | 12/27/2011 | 201100397 | 99 | 9 E 800 | 411 | 223720 | 000 | BMO |  | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 145.50 |
| December | 12/27/2011 | 201100397 | 99 | 9 E 800 | 411 | 223720 | 000 | ВМО | - | BANK OF | MONTREAL | P-Card Payment AP Invoice <br> 11/21/2011-12/20/2011 | 66.36 |
| December | 12/27/2011 | 201100397 | 99 | 9 E 800 | 411 | 223720 | 000 | вмо | - | BANK OF | MONTREAL | P-Card Payment AP Invoice 11/21/2011-12/20/2011 | 149.98 |
| December | 12/27/2011 | 201100397 | 99 | 9 E 800 | 411 | 223720 | 000 | BMO | - | BANK OF | MONTREAL | P-Card Payment AP Invoice | 7.78 |






## FUND SUMMARY

| FUND | DESCRIPTION | balance sheet | Revenue | EXPENSE | TOTAL |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 61 | EXTRA CURRICULAR FUND | 261.60 | 0.00 | 0.00 | 261.60 |
| *** | und Summary Totals *** | 261.60 | 0.00 | 0.00 | 261.60 |

## SCHOOL DISTRICT OF ALTOONA <br> Bank Balances <br> December 2011

GENERAL ACCOUNTS (FUNDS 10, 23, 27, 38, 50, and 80)
Wells Fargo Bank
Beginning balance 86,202.42
Receipts 46,913.44
Disbursements (1,251,476.66)
Transfers in 2,575,000.00
Transfers out (1,000,000.00)
Service Fees
(744.88)
Ending Balance $\underline{455,894.32}$
Wells Fargo Bank Savings
Beginning balance 66.43
Transfers in $1,000,000.00$
Transfers out (575,000.00)
Interest $\underline{97.41}$
Ending Balance 425,163.84
State Government Pool
Beginning balance 39,259.79
Receipts 2,219,628.70
Transfers in 0.00
Transfers out $\quad(2,000,000.00)$
Interest $\underline{30.73}$
Ending Balance $\underline{258,919.22}$

Wisconsin Liquid Asset Fund
Beginning balance 2,146.17
Interest $\underline{0.00}$
Ending Balance $\quad \underline{2,146.17}$

GENERAL ACCOUNTS TOTAL
\$1,142,123.55

## SCHOOL DISTRICT OF ALTOONA <br> Bank Balances <br> December 2011

DEBT SERVICE FUND 39
Wells Fargo Bank
Beginning balance ..... 64,333.78
Receipts ..... 0.00
Disbursements ..... 0.00
Interest ..... $\underline{8.20}$
Ending Balance ..... 64,341.98
State Government Pool
Beginning balance ..... 2,691.24
Transfers out ..... 0.00
Interest ..... $\underline{0.32}$
Ending Balance ..... 2,691.56
Wisconsin Liquid Asset Fund
Beginning balance ..... 4,289.09
Interest ..... $\underline{0.00}$
Ending Balance ..... 4,289.09
FUND 39 TOTAL ..... \$71,322.63
STUDENT ACTIVITY FUND 60
Wells Fargo Bank
Beginning balance ..... 79,871.13
Receipts ..... 11,161.44
Disbursements ..... $(6,061.62)$
Interest ..... 3.23
Service Fees ..... (62.69)
Ending Balance ..... 84,911.49
FUND 61 TOTAL$\mathbf{\$ 8 4 , 9 1 1 . 4 9}$
Employee Benefit Trust Fund 73
Mid America
Beginning balance ..... 378,127.25
Receipts ..... 0.00
Disbursements ..... 0.00
Quarterly Interest ..... 0.00
Service Fees ..... $\underline{0.00}$
Ending Balance ..... 378,127.25
FUND 73 TOTAL\$378,127.25


## PRIME VENDOR BID EVALUATION

| MARKET BASKET TOTAL |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
|  | PRICE | SYSCO | INDIANHEAD | REINHART |
| LOWEST PRICE 75\% | $116,527.57$ | 75 POINTS |  |  |
| SECOND LOWEST PRICE | $119,675.47$ |  | 72.5 POINTS |  |
| HIGHEST PRICE | $135,505.71$ |  |  | 70 POINTS |


| FIXED FEE |  |  |  |  |  |  |
| :--- | :--- | ---: | ---: | ---: | :--- | :--- |
|  | VENDOR | PRICE <br> PER | COMMODITY | STORAGE | AVERAGE | POINTS |
| CASE |  |  |  |  |  |  |
| LOWEST <br> FIXED FEE <br> 25 | INDIANHEAD | $\$ 0.95$ | $\$ 1.20$ | $\$ 1.00$ | 131 <br> POINTS | 25 <br> POINTS |
| SECOND <br> LOWEST | SYSCO | $\$ 1.24$ | $\$ 1.24$ | $\$ 1.00$ | 142 |  |
| HIGHEST <br> PRICE | REINHARDT | $\$ 0.80$ | $\$ 1.24$ | N/A | 168 <br> POINTS | POINTS <br> POINTS |


| EVALUATION CRITERIA |  |  |  |  |  |  |  |
| :--- | ---: | ---: | ---: | ---: | :---: | :---: | :---: |
|  | MAXIMUM <br> SCORE | INDIANHEAD | SYSCO | REINHART |  |  |  |
| PRICE (Fixed Fee + Market Basket) | 100 | 97.5 | 97.5 | 90 |  |  |  |
| Completeness of product line/ <br> volume of special orders | 20 | 20 | 19 | 19 |  |  |  |
|  <br> qualifications/historylreferences | 15 | 15 | 13 | 15 |  |  |  |
| Web capabilities/reports <br> nutritional analysis | 20 | 20 | 15 | 15 |  |  |  |
| Operational plan \& procedures | 5 | 5 | 3 | 2 |  |  |  |
| Ability to meet service <br> characteristics | 15 | 15 | 11 | 11 |  |  |  |
| Direct Diversion services available | 15 | 15 | 8 | 3 |  |  |  |
| Degree of ancillary services | 10 | 10 | 5 | 9 |  |  |  |
| TOTAL | 200 | 197.5 POINTS | 171.5 <br> POINTS | 74 POINTS |  |  |  |

## PRIME VENDOR BID EVALUATION

| MARKET BASKET TOTAL |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
|  | PRICE | SYSCO | INDIANHEAD | REINHART |
| LOWEST PRICE 75\% | $116,527.57$ | 75 POINTS |  |  |
| SECOND LOWEST PRICE | $119,675.47$ |  | 72.5 POINTS |  |
| HIGHEST PRICE | $135,505.71$ |  |  | 70 POINTS |


| FIXED FEE |  |  |  |  |  |  |
| :--- | :--- | ---: | ---: | ---: | :--- | :--- |
|  | VENDOR | PRICE <br> PER | COMMODITY | STORAGE | AVERAGE | POINTS |
| CASE |  |  |  |  |  |  |
| LOWEST <br> FIXED FEE <br> 25 | INDIANHEAD | $\$ 0.95$ | $\$ 1.20$ | $\$ 1.00$ | 131 <br> POINTS | 25 <br> POINTS |
| SECOND <br> LOWEST | SYSCO | $\$ 1.24$ | $\$ 1.24$ | $\$ 1.00$ | 142 |  |
| HIGHEST <br> PRICE | REINHARDT | $\$ 0.80$ | $\$ 1.24$ | N/A | 168 <br> POINTS | POINTS <br> POINTS |


| EVALUATION CRITERIA |  |  |  |  |  |  |  |
| :--- | ---: | ---: | ---: | ---: | :---: | :---: | :---: |
|  | MAXIMUM <br> SCORE | INDIANHEAD | SYSCO | REINHART |  |  |  |
| PRICE (Fixed Fee + Market Basket) | 100 | 97.5 | 97.5 | 90 |  |  |  |
| Completeness of product line/ <br> volume of special orders | 20 | 20 | 19 | 19 |  |  |  |
|  <br> qualifications/historylreferences | 15 | 15 | 13 | 15 |  |  |  |
| Web capabilities/reports <br> nutritional analysis | 20 | 20 | 15 | 15 |  |  |  |
| Operational plan \& procedures | 5 | 5 | 3 | 2 |  |  |  |
| Ability to meet service <br> characteristics | 15 | 15 | 11 | 11 |  |  |  |
| Direct Diversion services available | 15 | 15 | 8 | 3 |  |  |  |
| Degree of ancillary services | 10 | 10 | 5 | 9 |  |  |  |
| TOTAL | 200 | 197.5 POINTS | 171.5 <br> POINTS | 74 POINTS |  |  |  |

# REQUEST FOR PROPOSALS (RFP) PRIME VENDOR - SCHOOL FOOD SERVICE 

## SCHOOL DISTIRCT OF ALTOONA

1903 Bartlett Avenue,
Altoona, WI 54720

DATE OF REQUEST: November 21, 2011
DATE PROPSALS ARE DUE: December 20, 2011 TIME: 10:00AM

## I. School Objectives

## II. District Profile

III. Procedural Requirements 2
Proposal Submission
Calendar of Events
Pre-Proposal Meeting
Evaluation Criteria
Proposal Selection
IV. School Requirements for Prime Vendor

Pricing Method
Price Verification
Ordering Procedures
Substitutions
Delivery
Communications
Payment Terms
Product Specifications
V. $\begin{aligned} & \text { Standard Terms and Conditions } \\ & \text { Signature required }\end{aligned}$

Attachments
A - Checklist of Requirements for Proposal
B - Instructions to Distributor for Completing Product List
C - Product List
D - Cover sheet "School Food Service Prime Vendor Proposal"

## DEFINITIONS:

For consistency throughout this document:
"School" means the Altoona School District that is requesting proposals.
"Distributor" or "Proposer" means a distributor that submits a proposal in response to this request. In sections of this RFP that refer to requirements or actions of the organization that submits the proposal that is chosen by the school, "Distributor" means the organization that submitted the successful proposal. Distributor is also referred to as "Prime Vendor."

## I. SCHOOL OBJECTIVES

Altoona participates in the National School Lunch Program for reimbursement of meals that meet federal standards and is allocated USDA commodities for use in school meals through the Food Distribution Program. In accordance with federal Buy American law, School desires to purchase domestic food products to the maximum extent practicable for school meals.

The School requests proposals in response to this Request for Proposals (RFP) for purchasing commercial food products and related services from a Prime Vendor. To minimize the need to seek alternate distributors, School will purchase a minimum of $85 \%$ of its commercial food products, except food products excluded below, from Distributor, which will agree to provide all products specified by the school.

All items and volumes from School are subject to change with the implementation of the new USDA requirements for meals as they are required.

The following products are excluded from purchase from Prime Vendor:

- Dairy
- Bread
- Specialty Items
- Nationally Branded Deli Pizza
- Little Debbie/McKee Products
- Personalized Logo Water
- Vended Juice, Water Products
- Small Kitchen Equipment
- Large Equipment purchases
- Chemicals

One Distributor will be chosen to negotiate with the District under the terms of the proposal in effect for school year 2012-2013 beginning on July 1, 2012 for 2 years with 3, 1-year renewals.

## II. DISTRICT PROFILE

The District has a current enrollment of approximately 1,400 students eligible to eat school meals, serving approximately 1,000 lunch and 450 breakfast meals daily. Orders are placed twice per week via electronic transmission.
Altoona receives USDA brown box commodities, participates in direct diversion of commodities, and also has DOD produce.

## III. PROCEDURAL REQUIREMENTS

## Proposal Submission

Submit Sealed proposals to:
School District of Altoona Foodservice
1903 Bartlett Ave.
Altoona, WI 54720

## Attention: Peggy Ehrhard Foodservice Supervisor

Proposals will be accepted until: December 20, 2011 - 10:00 AM
Proposals will be accepted up to, and no proposals may be withdrawn after, the required date and time for submission. Time is local time at the school. Proposals that arrive after the required time will not be considered. It is the responsibility of the Proposer to ensure that the proposal arrives at the required location by the required time. The School shall not waive or extend this requirement for any reason. Telephone, facsimile, electronic mail, and telegraphic proposals will not be accepted. A submitted proposal shall remain valid for sixty (60) days from the proposal submission date.

Submit one (1) original and one (1) copy in a sealed envelope. Only the original copy needs to contain original signatures and must be marked "Original." Mark envelope "Food Service Prime Vendor Proposal." Refer to Attachment A of this RFP, "Checklist of Requirements for Proposals" for a list of required parts of a proposal. Use the cover sheet, Attachment D to this RFP.

The proposal must include the firm name and be signed by an officer or other employee authorized to submit the proposal. Proof of authority of the person submitting the proposal must be available upon request from School.

If School determines that there is a discrepancy in or omission from this RFP prior to the opening of proposals, an addendum will be issued to all distributors that have submitted proposals.

## Calendar of Events

The required dates and times by which actions must be completed and, where applicable, locations are listed in the following chart. If the School determines that it is necessary to change a date or time or location it will issue an addendum to this RFP. Times are local time at the School.

| Calendar of Events |  |
| :--- | :--- |
| Action | Date/Time <br> and Location if applicable |
| RFP released | November 21, 2011 |
| Deadline for submission of any communications <br> from Distributors | December 9, 2011 |
| Deadline for School to issue addenda to RFP | None |
| Proposal due date | December 20, 2011-10:00 AM |
| School's selection of proposal | January 23, 2012 |

## INQUIRIES REGARDING PROPOSAL

All inquiries concerning this Proposal must be submitted in writing to the attention of
School District Altoona Peggy Ehrhard, CDM CFPP
1903 Bartlett Avenue,
Altoona, WI 54720
715-839-6056, Fax 715-552-4482

Responses that include interpretations, classifications, modifications, and supplemental instructions will be provided to all Vendors on record in the District Purchasing Office in the form of written addenda. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention.

## Evaluation Criteria

School will evaluate proposals based on the following criteria. The maximum possible score for each criterion is shown.

| Criteria | Maximum Score |
| :--- | :---: |
| Price | 100 |
| Completeness of product line / volume of special orders | 20 |
| Distributor experience \& qualifications / Past performance with School/ <br> Distributor references/reputation | 15 |
| Computer capabilities, including operational reports, nutritional analysis, <br> and uploading of purchase data to Wisconsin Department of Public <br> Instruction | 20 |
| Operational plan \& procedures | 5 |
| Ability to meet service characteristics described by School | 15 |
| Direct Diversion services available | 15 |
| Degree of ancillary services that impact School needs | 10 |

## Proposal Selection

Upon completion of evaluation of proposals, School shall negotiate with the responsible Proposer that submits the most responsive proposal. Contract award is contingent upon School and Distributor reaching mutually agreeable terms. Other Distributors that have submitted proposals will be notified when negotiations have been completed.

School reserves the right to:
A) Waive any irregularities or informalities in proposals;
B) In the best interests of School, accept or reject any and all proposals or portions thereof, select the next most responsive proposal, or if necessary issue a new RFP or take other action as School deems appropriate.

## III. SCHOOL REQUIREMENTS

## Pricing Method

The required method for determining product prices in the contract is "Cost plus Fixed Fee."
"Cost" is defined as Distributor's invoice from the supplier, plus inbound freight, minus customer allowance and any other "off" invoice allowances.
"Fixed Fee" is defined as the difference between cost, as defined above, and the selling price to School. Fixed fees shall remain firm for the duration of the agreement regardless of supplier invoice price.

For the purpose of this Proposal, Distributor shall determine costs on the Product List using the DISTRIBUTOR COST from the week of 11/7/2011 through 11/11/2011. Cost information verifying the distributor cost will be requested during the evaluation process.

## Price Verification

As part of the bid review process we may request to verify the accuracy of bidders' base costs. As part of the review process you may be requested to submit copies of manufacturer or supplier invoices for the week referenced in the RFP to confirm the base prices bid for selected items. If invoices cannot be provided because you currently do not stock the product, a letter from the manufacturer confirming the base price will be acceptable. The documentation will audit invoices to assure that the bidder's base prices do not exceed the invoiced costs.

## Ordering Procedures

Orders will be placed electronically by 2 p.m. for the next day delivery.
Distributor and District will work together to find acceptable delivery time options for delivery dates that fall on holidays, school vacations, etc.

## Substitutions

School expects that, with School-provided forecasting, Distributor will fulfill $97 \%$ of orders without shortages, outages, or substitutions. Substitutions should be labeled clearly as such on each invoice with a separate item code.

## Prior Approval

If Distributor is temporarily out of stock or short on a particular item, an equal or superior product may be delivered at an equal or lower price with prior approval by School not less than twenty-four (24) hours prior to scheduled delivery. Substitutions at higher prices may be made only upon prior approval of the School.

## Delivery

Delivery location is listed below with delivery requirements and characteristics.

```
Altoona High School Delivery day Monday (7am-10am)
Delivery day Thursday (7am-10am)
```

Driver required to place deliveries in assigned place of storage
All shipments shall be delivered FOB: Destination - no freight allowed. Deliveries should not occur while schools busses are loading or unloading.

## Communication

Distributor shall designate sales staff to work with School.
Nutritional Information: Distributor will provide Product Specification Sheets, CN Labels, company signed CN statements, Nutrient Data Sheets on products listed on the order guide, upon request from School. Nutritional Information sheets must be provided as manufacturer updates occur and when new products are added to the order guide.

Reports: Distributor will provide monthly velocity Reports, and summary information in Excel Format at the end of the contract period.

Special orders: Distributor will provide the procedure for special orders of non-stock products.
Forecasting: School will provide Distributor with a system of forecasting purchases with sufficient lead-time to ensure successful fill rates.

## School's expectation of Distributor sales staff is:

- Sales staff visits weekly by a School Specialist to update customer on pricing, promotions and services.
- Ensures that all items ordered are delivered in time for preparation.
- Provides training and support to individual schools as needed.
- Communicates any substitutions in report form to the program Supervisor on a weekly basis.
- Supports district in identifying, enrolling in, tracking and submitting for vendor rebates.
- Manages communications in the event of snow days.

USDA Commodities:
Distributor will provide delivery of diversion products, and brown box items. Distributor will communicate with School in diversion products available through them.

## Payment Terms

School will pay within 30 days from receipt of the weekly/monthly invoice or statement, for delivered products only via ACH payment method.

## Product Specifications

Refer to School's attached Product List (attachment C) for product specifications and anticipated purchase quantities.
Following the instructions on Attachment A, Instructions to Proposer for Completing Product List, complete all required columns for each product.

- Where a brand is specified, provide the price and indicate if the product is non-stock.
- Where acceptable alternates to the primary brand are listed, provide data only if the item is special order or you are unable to supply the branded item.
- If the brand field states * Required Brand only the referenced brand can be submitted.

Quantities shown on the Product List are estimated purchases of each product during the specified period. School has attempted to estimate within 10-15 percent of actual requirements. The receipt of USDA commodities and changes in student preferences affect purchase quantities. Changes with new USDA requirements will have an effect on future years purchases.

Approved Commodity Rebate Products
Many of the branded products on the Product List are commercial products that have been approved for commodity rebates. Distributor may be asked to provide lead-time ordering information to assure 100 percent fill of commercial products approved for commodity rebates. School shall inform Distributor of any changes in the ordering of commercial products approved for commodity rebates and work with Distributor to determine change-order dates.

## IV. STANDARD TERMS AND CONDITIONS

The following standard terms and conditions shall be incorporated into the contract.
Modifications, additions, or changes to the terms and conditions of this Proposal may be cause of reject of a Proposal. Vendors are requested to submit all Proposals on the District's official forms. Proposals submitted on company forms may be rejected.

## PRICING

All pricing submitted shall include all packaging, handling, and shipping charges. School Districts in the state of Wisconsin are exempt from paying sales tax. State Sales and Use Tax Certificates of Exemption Form will be issued upon request.

## PROCESSING AND DELIVERY CONDITIONS

All products must be:

- Processed in a USDA continuously inspected and approved plant.
- All RFP responses submitted for fruits and vegetables are to be from the current growing season unless otherwise indicated on the proposal form. If prior growing season's product is submitted, vendor must state pack date along with the price submitted.
- All products delivered shall conform in all respects to applicable standards promulgated under the Federal Food, Drug and Cosmetic Act, and the Meat Inspection Act and the Poultry Products Inspection in effect at the time of delivery. Any product that contains any artificial coloring agent, such as \#2 red dye, must be disclosed in this RFP .
- If a product that has been approved is found to be unacceptable when used in schools, the District reserves the right to remove product from our approved list.
- All cases and cans shall be in good condition at the time of delivery and shall, under proper storage conditions, have a shelf life of at least eight (8) to twelve (12) months.
- The supplier guarantees products against swells for a period of six (6) months after delivery.
- Except in those instances where certain food items are not commercially available from production within the United States, no food items covered by this RFP are to be imported, imported and repacked, or imported and labeled with an American Processor or Distributor's label.
- Unless specifications state otherwise, all cans shall be filled - slack cans are not acceptable.


## Food Laws

The Vendor agrees to comply with all Federal, State and local laws, ordinances and all applicable rules, regulations and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the company's performance of the provisions of this agreement. School officials may inspect Distributor's facilities.

The Vendor shall comply with applicable federal, state, and local laws and regulations pertaining to wages, hours, and conditions of employment in connection with contractor's performance of work under this agreement. Vendor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, race, religion, creed, sex, national origin, or handicap.

Upon request from School, Distributor shall provide:

- Letter of guarantee of compliance with food laws.
- Latest facility inspection forms and comments from applicable federal, state, and local agencies.
- Procedures for food safety and sanitation, including procedures used for product holds or recalls.
- Other Federally Required Contractual Provisions


## Buy American

Schools participating in the National School Lunch Program are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic products are those that are produced in the United States and those that are processed in the United States substantially (at least 51\%) using agricultural commodities produced in the United States.

## Insurance

Distributor shall maintain all necessary and proper insurance for the duration of the work to be performed, including Comprehensive General Liability Insurance and Property Damage Insurance, Workers Compensation Insurance, and Automobile Liability Insurance. Evidence of insurance must be filed with the District showing compliance with all insurance requirements. Should any required insurance be cancelled before the expiration date, the issuing company will mail 30-days written notice to the School.

Hold harmless: The Vendor agrees to defend and hold the District harmless from any claims, demands, actions, or causes of actions arising out of any act or omission on the part of the company subcontractors, its agents, or employees in the performance of, or with relation to, any
of the work or services provided to be performed or furnished by the Vendor under terms of this agreement.

## Audits

The Vendor agrees to retain all books, records, invoices, and/or quotations to substantiate initial item costs as quoted and other documents relative to this agreement for three (3) years after final payment or until audited by the District, whichever is sooner.

The District, it's authorized agents, and/or state auditors shall have full access to the right to examine any of said materials during said period.

School may conduct audits to validate costs and compliance with agreement terms and conditions. School will allow a reasonable timeframe for Distributor to prepare files for an audit. Distributor will correct audit findings immediately or within 30 days following notification of the errors.

## Not Debarred, Suspended, Proposed for Debarment, Declared Ineligible, or Voluntarily

## Excluded

If the negotiated contract exceeds $\$ 25,000$, Distributor certifies that neither the company nor any of its principals has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency.

## Lobbying

If the negotiated contract exceeds $\$ 100,000$, Distributor certifies that no federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any federal agency or Congress with respect to the awarding of a federal contract, etc.

If Distributor has paid, or will pay, any funds other than federal appropriated funds to any person for influencing or attempting to influence an officer or employee of any federal agency or Congress, Distributor is required to submit a "Disclosure Form to Report Lobbying" at the time of the executed contract and at the time of any renewals.

## Other Federally Required Contractual Provisions

If the contract exceeds $\$ 2,500$, Distributor is required to comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented.

If the contract exceeds $\$ 10,000$, Distributor is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60),

If the contract exceeds $\$ 100,000$, Distributor will be required to comply with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use of facilities included on the EPA List of Violating Facilities. Distributor shall report all violations to the grantor agency and to the USEPA Administrator for Enforcement (EN-329).

I CERTIFY THAT THIS RFP IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER VENDOR SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE VENDOR COMPANY.

AUTHORIZED SIGNATURE:
TYPED OR PRINTED NAME:

TITLE:
DATE:

## Attachment A

## CHECKLIST OF REQUIREMENTS FOR PROPOSALS

The following information and completed forms must be submitted for a complete proposal.

* Completed Product List.
* Company description, including organizational chart, identification of staff responsible for contract duties, and brief position descriptions.
* Name and contact information of two school districts or schools of similar size and characteristics that may be contacted for references. List one (1) customer with approximately the same volume who has discontinued a contract with you in the last three (3) years.
* Description of procedures: Delivery timelines, minimum delivery quantities, payment terms, change orders, credits, pickups, special orders, communication services and sales staff. Include description of how these functions are managed to facilitate maximum cost and time savings to School.
* Identification of any School requirements (Section III of this RFP) that cannot be met fully.
* Description of any ancillary services that will contribute to School requirements, with no additional cost.
* Completed and signed cover sheet "School Food Service - Prime Vendor Proposal" form place on top of RFP.
* Completed copy of direct diversion of commodities program.
* Completed copy of what is offered on the web order system.
* Completed copy of commodity delivery proposal.


## FOR COMPLETING PRODUCT LIST-PRIME VENDOR

- School has specified product information and estimated quantities in columns 2, 3, 4, 5, and 11 on the Product List.
- The week that must be used as the basis for Distributor costs is indicated at the top of the form.


## 1. Complete the Product List - Prime Vendor by entering Distributor information: <br> At upper right, provide Distributor name and contact information. <br> At upper center, provide the proposed fixed fee. Fixed fee must be consistent for all products and categories

Complete columns as indicated:
Column A Distributor Item Number - Indicate "N-S" for non-stock items.
For non-stock items, state here any fees for special orders that are in addition to the fixed fee.

Column B Manufacturer Product Code - must match if a specific product code is referenced.
Column C Product Description - of the required product requested, CN required labels are identified

Column D Manufacturer Brand - must match if a specific brand is referenced.
The School has stated a Required Brand. Distributor must provide an invoice cost for that brand. If a private label is identified provide a Branded product or the equivalent private label product for the responding distributor. Excessive brand substitutions may result in the rejection of your response.

Column E Pack Size or Purchase Unit - Indicate, if not already indicated by School. Identify any pack size deviations

Column F Invoice Cost from Manufacturer - Cost from Distributor’s supplier during specified week.

Column G Freight - If there is any freight cost associated in establishing the auditable cost indicate it here.

Column H Fixed Fee Per Case - only one fixed fee per for all categories is acceptable.
Column I Distributor Allowance - Enter the amount, if any, that manufacturer will offset the price to School, including rebates and promotions. Cash discounts, label allowances, group allowances, or rebates accrue to the benefit of Distributor.

Column L Annual District Usage - Projected annual usage for the district.
Leave Columns J, K, and M blank. The school will use a spreadsheet that automatically populates these columns.
Note on quantities estimated by School (column 11): Quantities may fluctuate during the specified time period due to student preferences and due to allocation of USDA commodities, which are mostly canned fruits and vegetables. Fluctuation of products other than USDA commodities should range $+/-10$ percent of estimated quantities.
2. Attach your completed Product List - Prime Vendor to your proposal (Attachment C)

Cover Sheet (Attachment D)

## SCHOOL FOOD SERVICE

## PRIME VENDOR

## PROPOSAL

TO
SCHOOL DISTRICT OF ALTOONA
DUE: December 20, 2011 - 10:00 AM

The undersigned hereby offers to provide prime vendor service for food products as specified in this proposal starting July 1, 2012 for two years with 3 one year renewals.

I understand that the School reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of sixty (60) days from the time of opening of the proposal.

DISTRIBUTOR NAME
DISTRIBUTOR ADDRESS $\qquad$
$\qquad$

SIGNATURE:
of authorized representative
PRINTED NAME
TITLE
DATE
CONTACT NAME $\qquad$
TITLE $\qquad$
PHONE: $\qquad$
FAX NUMBER
E-MAIL
Fixed Fee Per Case. \$ $\qquad$
Commodity Distribution Fixed Fee per case. $\$$
Additional Commodity Storage Fee
Please describe any proposed fuel surcharge for consideration.

*Electricity use does not include demand (kW) or associated savings


## District Demand (kW) Savings = \$2,124

## TOTAL ENERGY SAVINGS JUNE - NOVEMBER 2011: \$11,674

## School District

Projects that have recently saved energy in the school district include:

- Finished the lighting upgrades in the HS and started the lighting upgrades in the MS and Elementary schools
- Set up a Holiday schedule so all air handlers can be turned off with one schedule
- Heated the HS classrooms with off-peak electric until early November when the boilers were finally needed
- Conducted energy management presentations with the food service, office, custodial, and teaching staff at all
three schools
- Worked with the IT department to get all of the district computer labs on an automated shutdown program (off at 4:30 PM)

Projects planned for the upcoming months include:

- Install kW metering equipment in all schools
- Implement demand limiting in all schools
- Replace old inefficient boilers in Elementary and High Schools
- Replace pneumatic controls and actuators with electronic in all schools


## Energy Saving Tips For...

## Teachers

Use a watt meter* to determine how many watts (or kilowatts) are being used by the electronic devices and appliances in your classroom. Multiply the number of kilowatts each item uses by the hours each device is on to calculate your classroom contribution to the daily school energy load. For example:

| Item | Watts (kW) | Hours | kWh |
| :---: | :---: | :---: | :---: |
| Laptop | $25(.025)$ | 8 | 0.2 |
| Smart Board | $250(.25)$ | 5 | 1.25 |
| Projector | $200(.2)$ | 5 | 1.0 |
| TOTAL |  |  | 2.25 kWh |

*Contact your CESA 10 Energy Manager for assistance.

## Custodians

Explore using timers on exterior lights. Shorter days and longer 'nights' result in an increase use of exterior lighting and will contribute to your school's electric load. Consider areas that may be appropriate for reduced lighting after school hours such as parking lots and athletic fields. Depending on how the lights are wired, there may be opportunities to reduce light loads overnight and still ensure a safe environment for staff and students.

## Office Staff

Only turn laminators on when necessary. Since laminators use between 600-1500 watts, consider identifying times that it most likely to be used and post hours so staff know when the machine will be turned on (i.e., 7:30-9:30 Am and 2:30-4:00 PM). Turning the laminator off during peak load time ( $11 \mathrm{AM}-1 \mathrm{PM}$ ) will also reduce your electrical demand.

## Food Service Staff

Only turn the electric booster heater on for the dishwasher when needed. It is common practice to go into the kitchen at the start of the day and turn all the equipment on. You can save energy by turning on appliances, including booster heaters, only when absolutely necessary. Booster heaters will begin cycling on and off as soon as they are turned on, wasting electricity if the dish machine is not being used.

## Students

Use a watt meter to determine the watts used by devices in your classroom. Which uses more energy (in watts) - a string of 35 LED holiday lights or a fax machine in standby mode? Match the following appliances/devices with the appropriate wattage they typically use (answers below).


1. CFL (60 watt equivalent)
a. 3 watts
2. Computer with CRT monitor
b. 15 watts
3. Fax machine in standby mode
c. 45 watts
4. 2 horsepower motor
d. $135+$ watts
5. LED holiday lights (string of 35)
e. 1300 watts
6. Microwave oven
f. 1900 watts

## Parents

Find out if your child's school has an Energy Committee or Green Team and get involved. Share your experiences with saving energy at home - many conservation strategies can be used in both residential and school settings. By getting involved and being active, you will help strengthen the bridge between school and community.

## Caught Conserving Energy...

This photo shows a classroom where the teacher was working with only half the lights on and the shades closed to minimize added heat load on a hot September day. Excellent example of conserving energy!

Congratulations to Ms. Norberg \& Ms. Stuckert at the Elementary School who were caught conserving energy in the last EMU issue! Next time it might be you!

Questions - Comments - Suggestions
Please contact Melissa Rickert, Energy Manager, CESA 10: mrickert@cesa10.k12.wi.us, 715.720.2123
$C \cdot E \cdot S \cdot A^{10}$

## Case Study

## School District of Altoona Achieves Energy and Cost Savings Through Energy Management

When the going gets tough, the tough save energy-and money!
It is no secret that school districts in the state of Wisconsin are facing significant budget constraints. While tough times can sometimes lead to inertia, the Altoona School District decided to take action. In 2009, with a clear goal to optimize the comfort of students, faculty and staff while managing rising electricity and gas utility bills in mind, they began their partnership with CESA 10's Energy Management Services.


## The Savings

Over the last twelve months, the Altoona School District has realized $\$ 81,995$ in energy savings. The district has averted more than \$122,000 in energy costs since they began working with CESA 10's Energy Management Team.

## Cumulative Energy Savings $\mathbf{\$ 1 2 2 , 8 6 6}$

"These cumulative savings nearly equal the cost of two teachers. That is the best news of all - two more teachers to meet the needs of our students."
Greg Fahrman, District Administrator

## What They Did

CESA takes a two-pronged approach to energy management. The first prong involves technical strategy and the evaluation of equipment and use of technology to impact energy savings. For the Altoona School District this involved:
r Updating equipment schedules

- Delamping over-lit areas
r Shutting down walk-in coolers and freezers for the summer
$r$ Consolidating summer classes to minimize HVAC equipment needs
- Unplugging appliances over the summer
- Limiting electric demand
- Adjusting ventilation levels to match actual occupancy
- Reprogramming boiler control sequences to minimize short cycling and overheating
"These actions involved minimal investment in new equipment. A variety of no-cost, low-cost strategies can result in significant savings. But, it's not just about equipment and technology."

Todd Wanous, CESA 10 Energy Manager

The second prong of CESA's energy management strategy is the behavioral component. This involves working with customers to help them identify and implement behavioral changes to reduce their energy use, while maintaining or increasing comfort. The following strategies were implemented in the Altoona School District:
r Energy Management presentations to various audiences

- Explanation of school utility bills and charges
V Weekly energy tips
$\checkmark$ Utilized District Facebook page to engage greater school community
- Quarterly energy management updates shared with all staff members
- Communicated energy use trends and projects via updates
- Shared energy conservation best practices
- Captured energy conservation in action with photos

> "In addition to equipment upgrades and improving system efficiencies, there are many behavioral changes that district staff have made to contribute to energy conservation. It is important that everyone take responsibility for the energy they use at school." Melissa Rickert, CESA 10 Energy Manager

## Results From Working Together

Over the years, CESA energy managers have listened to the needs of the district and used feedback from the building occupants to help implement appropriate energy projects. It's a partnership that has made a difference.
> "Todd Wanous, CESA 10 Energy Manager, has been a real asset to me and the school district. He takes time to show us the finer points of how to save energy and he always points out new things to look at whenever he's in the district."
> Greg Johnson, Director of Buildings \& Grounds


For more information on CESA 10's Energy Management Services, call 715.720.2178 or visit www.cesa10.k12.wi.us/ems.

## About CESA 10

CESA 10, located in Chippewa Falls, WI, is committed to providing high-quality, effective and efficient business services, special education services, professional development and leadership in educational technology and instructional services for the 29 school districts in the region as well as other partner schools. In addition, CESA 10 provides energy management and environmental health and safety services to schools and municipalities statewide. CESA 10 also administers the Focus on Energy Schools and Government program.

| Proposed - Successful Referendum: |
| :--- |
| A successful referendum will provide needed resources to increase <br> student achievement in our increasingly diverse school district. We | are responding directly to community input and state/federal mandates on our priorities as a school district.

Broad areas of consideration to support our Vision and Mission include:

- Preserve and continue to evaluate our current educational programming and opportunities for ALL students; from our four-year-old-kindergarteners to our high school seniors, and from our students with severe special needs to our students who excel academically.
- Increase the needed technology-related, educational purchases so that our students are able to enhance their global knowledge and have hands-on experience for work in the $21^{\text {st }}$ century.
- Increase technical support and staff training to optimize our students' technological learning opportunities.
- Increase the number of class opportunities/electives to allow our students to engage in their specific areas of interest and to be at a similar level as other students from surrounding schools. Areas of consideration are based on the most recent educational research, and may include: a more robust Foreign Language department, re-implementation of the FACE course (Family and Consumer Education, formerly known as "Home Ec") and the use of virtual programming or online classes (in which a student may take an educational course of interest that is not offered by our schools).
- Continue to monitor areas in which we have previously made reductions, working toward optimum staffing levels (student teacher ratio) as recommended by the Department of Public Instruction.

If the referendum fails, the District would have to reduce $\$ 350,000$ to $\$ 400,000$ from an already-lean budget for the 2012/13 school year, with additional budget cuts forecasted for the following year. This would get us further away from our community-supported Vision and Mission, resulting in our students spending less time in classes, having fewer academic choices, having less one to one instruction time and assistance from teachers, and having limited use of education-based technology.

## Broad Areas of consideration include:

- Larger class sizes resulting in our students having less time to ask questions, seek clarification and debate ideas.
- Fewer course opportunities for our students from kindergarten through high school.
- Reduction in the amount of class periods per day, moving from an 8 -period day to a 7 -period day. This would coincide with a reduction in the number of credits students need for graduation, leaving our students less prepared for postsecondary education or the job market.

Even though extracurricular activities, such as sports, music and drama are not included in this list they could be under consideration. Current research shows that students who participate in such activities achieve higher educational outcomes, are more likely to graduate from high school, are more self-confident and are less likely to engage in risky or destructive behaviors. A high percentage of students in Altoona participate in extracurricular activities and these programs support our Vision to build a strong foundation for life-long learning and emotional well-being.
If the referendum fails, discussion regarding the next Referendum will begin immediately for either November 2012 or April 2013 due to the severity of the next round of budget reductions.

## Referendum 2012 - Proposal For Board Discussion and Action

January 23, 2012
Continued Cost Saving Measures
Regardless of the referendum outcome, the school district will continue to investigate cost saving measures on an ongoing basis:

- Transportation Services
- Employee Health Insurance Plan as of 2012/13 (not subject to bargaining in 2013/14)
- Energy Conservation Projects
- Investigate applicable Grant Opportunities and apply for funding
- Consider all potential opportunities presented by Staff Attrition (retirements, resignations, etc.)

Sample Motions:

Motion to Approve Successful Referendum Programming and Continued Cost Saving Measures as presented, seconded by ----
Motion to Approve Failed Referendum Programming and Continued Cost Saving Measures as presented, seconded by ----

# School District of Altoona 

Food and Nutrition Department
1903 Bartlett Avenue • Altoona, Wisconsin 54720
715-839-6056•Fax 715-552-4482•pehrhard@altoona.k12.wi.us
http://www.altoona.k12.wi.us/foodservice Altoona is an equal opportunity provider
"On Track with Altoona Food Service"

January 2, 2012
To: Altoona Board of Education
Fr: Peggy Ehrhard, Food \& Nutrition Supervisor
Re: Food and Nutrition Prime Vendor Bid Recommendation
Prime vendor "Request for Proposals" (RFP) was sent on November 21, 2011 to Reinhart Foodservice, Sysco of Baraboo, and Indianhead Foodservice. RFP‘s were to be returned by December 21, 2011 10:00am. Unfortunately both Sysco and Reinhart's proposals were not here on time. They were both delivered by Fed Ex at 2:30pm. A letter was sent to them stating that their RFP's would not be considered. An Indianhead representative was here for the opening of the bids at 10:00am. Indianhead won the bid by default. However an evaluation of all the proposals was done, with Indianhead winning the bid. This evaluation is enclosed.

It is my recommendation that Indianhead Foodservice receive the foodservice bid for prime vendor beginning for the school year of 12-13 for two years with 3 one year renewals.

Respectfully submitted
Peggy Ehrhard CDM CFPP
Enc:


[^0]:    In partnership with our students, their families and the community, the vision of the
    School District of Altoona is to build a foundation for life-long learning and the emotional well-being of our students as we offer "large school opportunities with a small school approach"
    on our unique single campus setting.

