

Regular School Board Meeting
Wednesday, January 24, 2024, 6:30 PM
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476



– A G E N D A –

Upon request to the Executive Assistant to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.

The live stream may be found at:

Wednesday, January 24, 2024 6:30 PM | (UTC-06:00) Central Time (US & Canada)

Join link:

<https://dce.webex.com/dce/j.php?MTID=mf3e416673752806969a9de9ed6e91697>

Webinar number:

2498 284 5137

Webinar password:

BoardJan2024 (26273527 from phones and video systems)

Join by phone

+1-415-655-0003 United States Toll

Access code: 249 828 45137

Meetings are recorded and will be available a day or two after the meeting
at: <https://www.youtube.com/channel/UCrYDZCV5lwlInSHhW10od8g/videos>.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Public Comment

VI. Consent Agenda

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XI. Future Meeting Dates

A. Regular Board Meeting
 January 24, 2024 at 6:30 p.m.
 D.C. Everest Administration Building
 6100 Alderson St.
 Weston, WI 54476

Board Tour of GTCC
 February 21, 2024, 4:45 p.m. at GTCC
 6400 Alderson Street
 Weston, WI 54476

Regular Board Meeting
 February 21, 2024, at 6:30 p.m.
 6100 Alderson Street
 Weston, WI 54476

Regular Board Meeting
 March 13, 2024, at 6:30 p.m.
 6100 Alderson Street
 Weston, WI 54476

XII. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(a) Deliberating Concerning a Case which Was the Subject of Any Judicial or Quasi-Judicial Trial or Hearing Before the Governmental Body (Junior High Student Expulsion), and W.S.S. 19.85(1)(e) Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business Whenever Competitive or Bargaining Reasons Require a Closed Session (Preliminary Discussion of Teacher Negotiations), and W.S.S. 19.85(1)(c) for Considering Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body Has Jurisdiction or Exercises Responsibility (Administrator Retirements and Superintendent's Yearly Review). The Board Will Adjourn Directly from Closed Session.

Regular School Board Meeting
 Wednesday, December 20, 2023 6:30 PM
 D.C. Everest Administration Building
 6100 Alderson Street
 Weston, WI 54476



I. Call to Order

II. Roll Call

Joshua Dickerson: Present, Katie Felch: Present, Shannon Grabko: Present, Lindsey Lewitzke: Present, Corina Norrbom: Present, Larry Schaefer: Present, Yee Leng Xiong: Present.

III. Pledge of Allegiance

IV. Approval of Agenda

Motion to approve the agenda for this meeting made by Yee Leng Xiong and seconded by Katie Felch. Motion passed with a voice vote.

V. Public Comment

Lakia Hanson, 316 Kent St., Wausau, WI 54403

VI. Consent Agenda

Motion to approve the Consent Agenda for this meeting made by Yee Leng Xiong and seconded by Katie Felch, Motion passed with a roll call vote.

Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Corina Norrbom: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea -Yea: 7, Nay: 0

VI.A. Approval of Minutes

VI.B. Recommended Employment/Resignations/Contract Adjustments

VI.C. Treasurer's Report - General/Other Fund Bills

VI.D. Balance Sheet

VI.E. Budget Transfers

VI.F. Budget Revisions

VI.G. Grant Application(s)/Budget(s) Approval

VI.G.1. DPI Grant Approval

VI.H. Fundraising Requests

VI.I. Gift/Bequests

VI.I.1. School Nutrition Donation

VI.I.2. Getsch Charitable Trust Donation

VI.J. Bus Accident Report

VI.K. Second Reading of Policies

VI.K.1. po5200 Attendance

VI.K.2. po7440.02 Smart Monitoring Equipment

VI.K.3. po8146 Notification of Educational Options

VI.K.4. po8310 Public Records

VI.K.5. po8420 School Safety and Emergency Preparedness

VI.K.6. po8531 Free and Reduced Price Meals

VII. Reports/Considerations

VII.A. WASB Legislative Network Member – Norrbom reported convention details are on the WASB website.

VII.B. CESA #9 Representative – Schaefer reported on the December CESA #9 meeting.

VII.C. Student Representative – Koch reported Key Club hosted 9 Days of Giving for the Humane Society, Women’s Shelter, and Salvation Army. Student Council sponsored door decorating, dress up days, and a bake sale. The Current Events Club was started.

VII.D. Superintendent

VII.D.1. Employee Engagement and Family Engagement Surveys

VII.D.2. 2024-2025 Calendar Development

VIII. Unfinished Business

VIII.A. MISSION MOMENT: Secondary Art

VIII.B. First Reading of po2340 District-Sponsored Trips

Motion to postpone po2340 District - Sponsored Trips to the January 2024 meeting. This motion, made by Xiong and seconded by Schaefer passed with a voice vote.

IX. New Business

IX.A. Great Place to Learn Update – Information only by Dr. Lindell

IX.B. Course Proposals for 2024-2025 School Year

Motion to approve the course proposals for 2024-2025 as presented made by Larry Schaefer and seconded by Katie Felch passed with a voice vote.

IX.C. Senior High Trip Requests

Motion to approve the Senior High course requests as presented made by Yee Leng Xiong and seconded by Corina Norrbom passed with a voice vote.

IX.D. Audit Report

Motion to approve the District Audit Report as presented made by Joshua Dickerson and seconded by Larry Schaefer passed with a voice vote.

IX.E. Capital Projects Planning – Information Only by Dr. Stoskopf

IX.F. Budget Calendar for 2024-2025

Motion to approve the Budget Calendar for 2024-2025 as presented made by Larry Schaefer and seconded by Katie Felch passed with a voice vote.

IX.G. First Reading of Policies

Motion by Lewitzke to approve on first reading all the policies except strike 5330 and hold 8700 for further discussion. Second by Schaefer. Approved with a voice vote.

Voice vote was rescinded by Lewitzke to allow discussion. Motion was reissued and passed with voice vote.

Motion to carried forward to January policy 8700 made by Xiong and second by Schaefer. Approved with a voice vote.

IX.G.1. po1260 Incapacity of the Superintendent

IX.G.2. po1421 Criminal History Record Check and Employee Self-Reporting Requirement

IX.G.3. po1623 Section 504/ADA Prohibition Against Disability Discrimination in Employment

IX.G.4. po1630.01 Family & Medical Leave of Absence ("FMLA")

IX.G.5. po2451 Program or Curriculum Modifications

IX.G.6. po2521 Selection of Instructional Materials and Equipment

IX.G.7. po3120.07 Employment of Occasional Resource Personnel

IX.G.8. po3121 Criminal History Record Check and Employee Self-Reporting Requirements

IX.G.9. po3123 Section 504/ADA Prohibition Against Disability Discrimination in Employment

IX.G.10. po3139 Staff Discipline

IX.G.11. po4121 Criminal History Record Check and Employee Self-Reporting Requirement

IX.G.12. po4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment

IX.G.13. po4139 Staff Discipline

IX.G.14. po4430.05 Nursing Mothers

IX.G.15. po5200.01 Full-Time Student

IX.G.16. po5215 Missing and Absent Children

IX.G.17. po5330 Administration of Medication/Emergency Care

IX.G.18. po5350 Student Suicide Prevention, Intervention, and Postvention

IX.G.19. po5517 Student Anti-Harassment

IX.G.20. po5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia

IX.G.21. po6151 Returned/Outstanding-Stale Checks

IX.G.22. po6236 Community Services Fund (Fund 80)

IX.G.23. po8700 Nursing Mothers

IX.G.24. po8913 Section 504/ADA Prohibition Against Disability Discrimination in Employment

IX.G.25. po9210 Parent Organizations

IX.G.26. po9211 District Support Organizations

IX.H. Possibility of Moving the March 2024 Board Meeting from March 20 to March 13 – Approved verbally.

IX.I. Ballot Drawing will be held January 3, 2024, at 9:00 a.m. at the Administration Building.

X. Petitions and Communications

X.A. Thank You for the Memorial Tribute from K. Colton

X.B. Thank You for the Memorial Tribute from N. Aschbrenner

X.C. Thank You for Memorial Tribute from K. Meverden

X.D. Thank You from Chris Heller

XI. Future Meeting Dates

XI.A. Regular Board Meeting

January 24, 2024, at 6:30 p.m.

D.C. Everest Administration Building

6100 Alderson Street

Weston, WI 54476

Board Tour of GTCC

February 21, 2024, 4:45 P.M. at GTCC

6400 Alderson Street

Weston, WI 54476

Regular Board Meeting

February 21, 2024, at 6:30 p.m.

D.C. Everest Administration Building

6100 Alderson Street

Weston, WI 54476

XII. The Board Will Consider Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1) (e) for Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business,

Whenever Competitive or Bargaining Reasons Require a Closed Session to Consider the Senior High Cafeteria Bids. The Board Will Adjourn Directly from Closed Session.

at 7:59 roll call vote. This motion, made by Lindsey Lewitzke and seconded by Shannon Grabko, Passed.

Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Corina Norrbom: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
Yea: 7, Nay: 0

Meeting adjourned at 8:48 p.m. from Closed Session

Respectfully submitted,

Shannon E. Grabko, Clerk

Ellen Suckow, Executive Assistant to the
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the January 24, 2024, meeting of the School Board



Employment Report

<u>Recommended Employment</u>			
Certified Staff			
Name	Position/Building	FTE	Start
McKenna Berdal	Intern/WE	0.50	January 22, 2024
Katelyn Schiro	Intern/EV	0.50	January 22, 2024
Teegan Wenzel	Intern/EV	0.50	January 22, 2024
Support Staff			
Name	Position/Building	FTE	Start
Lenise Vircks	Server/WE, Idea, & ODY	0.58	January 2, 2024
Myles Paulson	Education Assistant/RO	0.35	January 15, 2024
Jonathan Meng Xiong	Assistant/WE	0.62	January 15, 2024
Angela Anderson	Server/JH	0.27	February 2, 2024
Students			
Name	Position/Building	FTE	Start
Octavius Alvarez-Perry	Family Programming & Concessions Staff/GTCC	0.25	January 24, 2024
Seasonal Staff/Temporary			
Name	Position/Building	Start	End
Substitutes			
Name	Position/Building	FTE	Start
Haley Rick	Assistant/District	N/A	January 8, 2024
Halle Veenstra	Guest Teacher/District	N/A	January 8, 2024
Laura Berry	Guest Teacher/District	N/A	January 11, 2024
Nia Frisch	Always an Evergreen Guest Teacher/RI	N/A	January 22, 2024
Maia Reissner	Always an Evergreen Guest Teacher/EV	N/A	January 22, 2024
Mary Streveler	Always an Evergreen Guest Teacher/RO	N/A	January 22, 2024
Beau Jordan	Guest Teacher/SH	N/A	January 22, 2024
Sarah Beilke	School Nutrition Substitute/District	N/A	January 23, 2024
Ian Hackett	Guest Teacher/District	N/A	January 23, 2024
Edward Lahr	Substitute Assistant/District	N/A	January 23, 2024
Stefanie Schultz	Guest Teacher/District	N/A	January 23, 2024
Hans Streckenbach	Substitute Assistant/District	N/A	January 23, 2024

Zachary Toelle	Substitute Assistant/District	N/A	January 23, 2024
Summer Learning			
Name	Position	Start	End
Dallas Rennie	Summer Learning Administrative Liaison	January 26, 2024	August 30, 2024
End of Employment			
All Staff			
Name	Position/Building	Reason	Effective Date
Sally Byers	Cook/JH	Resignation	December 15, 2023
Ashleigh Guillaume	Early Childhood Special Education Teacher/EC/4K	Resignation	December 21, 2023
Kristen Grunewald	School Nutrition Substitute/District	Did Not Start	January 5, 2024
Kaitlyn Gardner	Assistant/RO	Resignation	January 24, 2024
Ann Hoesly	English Teacher/JH	Retirement	June 3, 2024
Anne Jagodzinski	English Teacher/SH	Retirement	June 3, 2024
Adjustments			
Certified Staff			
Name	Position From	Position To	Effective Date
Alex Cappel	Adventure Care/GTCC & Substitute Assistant/District	Adventure Care/GTCC & Guest Teacher/District & Substitute Assistant/District	January 4, 2024
Mallory Oboikovitz	Family and Consumer Education Teacher/MS	Family and Consumer Education Teacher/MS & SH	January 22, 2024
Laura Parke	Intern/WE	Always an Evergreen Guest Teacher/WE	January 22, 2024
Jayda Bushor	Intern/WE	Guest Teacher & Substitute Assistant/District	January 23, 2024
Joshua Nielsen	Grade 5 Teacher/WE	Grade 5 Teacher/WE & 21st Century Grant School Age Staff/WE	January 23, 2024
Roxanne Nitka	Special Education Assistant/MS	Special Education Assistant/EV	January 23, 2024

Kamryn Stich	Guest Teacher/District	Always an Evergreen Guest Teacher/MB	January 25, 2024
Support Staff			
Name	Position From	Position To	Effective Date
Jacque Jakubek	School Age/Camp Coordinator/GTCC	Family and Youth Program Manager/GTCC	January 1, 2024
Christopher Handrahan	Recreation Coordinator/GTCC	Recreation Manager/GTCC	January 1, 2024
Amanda Rose	Assistant School Age/Camp Coordinator/GTCC .875 FTE	Assistant School Age/Camp Coordinator/GTCC 1.0 FTE	January 1, 2024
Rebecca Kermitz-Simko	Education Assistant/RO	Guest Teacher & Substitute Assistant/District	January 8, 2024
Leslie Reuter	Server/EV	School Nutrition Sub/District	January 9, 2024

DCE Middle School					12
Name	Position	Begin	End	%	
BEYER, MICHAEL	Weight Room Supervisor - Winter 2	1/17/24	3/22/24	2.00	
DCE Junior High School					
Name	Position	Begin	End	%	
FUEHRER, JACOB	JH Weight Room Supervisor - Winter 2	1/2/24	3/22/24	2.00	
WOGERNESE, STEPHANIE	Girls Basketball 7-8 Assistant Coach	1/2/24	3/1/24	6.00	



Employment Report

<u>Recommended Employment</u>			
Certified Staff			
Name	Position/Building	FTE	Start
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Name	Position/Building	Start	End
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Nia Frisch	Always an Evergreen Guest Teacher/RI	N/A	January 22, 2024
Maia Reissner	Always an Evergreen Guest Teacher/EV	N/A	January 22, 2024
Mary Streveler	Always an Evergreen Guest Teacher/RO	N/A	January 22, 2024
Sarah Beilke	School Nutrition Substitute/District	N/A	January 23, 2024
Ian Hackett	Guest Teacher/District	N/A	January 23, 2024
Edward Lahr	Guest Teacher & Substitute Assistant/District	N/A	January 23, 2024
Stefanie Schultz	Guest Teacher/District	N/A	January 23, 2024
Hans Streckenbach	Guest Teacher & Substitute Assistant/District	N/A	January 23, 2024
Danielle Sturzenegger	Substitute Assistant/District	N/A	January 23, 2024

Zachary Toelle	Guest Teacher & Substitute Assistant/District	N/A	January 23, 2024

Summer Learning

<i>Name</i>	<i>Position</i>	<i>Start</i>	<i>End</i>
Dallas Rennie	Summer Learning Administrative Liaison	January 26, 2024	August 30, 2024

End of Employment

All Staff

<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Sally Byers	Cook/JH	Resignation	December 15, 2023
Ashleigh Guillaume	Early Childhood Special Education Teacher/EC/4K	Resignation	December 21, 2023
Kristen Grunewald	School Nutrition Substitute/District	Did Not Start	January 5, 2024
Kaitlyn Gardner	Special Education Assistant/RO	Resignation	January 24, 2024
Ann Hoesly	English Teacher/JH	Retirement	June 3, 2024
Anne Jagodzinski	English Teacher/SH	Retirement	June 3, 2024

Adjustments

Certified Staff

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Alex Cappel	Adventure Care/GTCC & Substitute Assistant/District	Adventure Care/GTCC & Guest Teacher/District & Substitute Assistant/District	January 4, 2024
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Kamryn Stich	Guest Teacher/District	Always an Evergreen Guest Teacher/MB	January 25, 2024

Support Staff			
<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Jacque Jakubek	School Age/Camp Coordinator/GTCC	Family and Youth Program Manager/GTCC	January 1, 2024
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Leslie Reuter	Server/EV	School Nutrition Sub/District	January 9, 2024

DCE Middle School					16
Name	Position	Begin	End	%	
BEYER, MICHAEL	Weight Room Supervisor - Winter 2	1/17/24	3/22/24	2.00	
DCE Junior High School					
Name	Position	Begin	End	%	
FUEHRER, JACOB	JH Weight Room Supervisor - Winter 2	1/2/24	3/22/24	2.00	
WOGERNESE, STEPHANIE	Girls Basketball 7-8 Assistant Coach	1/2/24	3/1/24	6.00	

D.C. EVEREST AREA SCHOOL DISTRICT
 6100 ALDERSON STREET, WESTON, WI 54476
 TREASURER'S REPORT

JANUARY 16, 2024

CASH BALANCE AS OF DECEMBER 12, 2023	(\$16,123.76)	
INVESTMENT ACCOUNT TRANSFERS		\$6,040,658.39
RECEIPTS CR#33905 - #34029	\$8,074,317.25	
CHECKS FOR APPROVAL: #234608 - #234811 ACH: #232401275 - #232401686		\$3,590,067.93
<u>VOIDS:</u> 234217, 234327, 234620, 234685, 234756	\$974.58	
CASH BALANCE AS OF JANUARY 16, 2024		(\$1,571,558.25)
	\$8,059,168.07	\$8,059,168.07
	\$8,059,168.07	\$8,059,168.07

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(12/12/2023-1/16/2024)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
234608	ANTIGO HIGH SCHOOL	EF12262023	12/15/2023	400.00
234609	BSN SPORTS LLC	923758600	12/15/2023	4,000.00
234610	FEDEX, INC.	8-346-30429	12/15/2023	18.14
234610	FEDEX, INC.	8-339-3058	12/15/2023	19.79
234610	FEDEX, INC.	8-339-3058	12/15/2023	30.03
234611	HOLMEN AREA FOUNDATION	EF12292023	12/15/2023	400.00
234612	LAMERS BUS LINES, INC.	50379	12/15/2023	409.00
234613	LAMERS BUS LINES, INC.	50380	12/15/2023	630.00
234614	LAMERS BUS LINES, INC.	50909	12/15/2023	430.00
234615	LAMERS BUS LINES, INC.	51022	12/15/2023	1,137.00
234616	LARSON, DAN	100	12/15/2023	300.00
234617	MONTE EWING CONSULTING	MAR14 - HERRING	12/15/2023	200.00
234618	MONTE EWING CONSULTING	MAR14 - JABLONSKI	12/15/2023	200.00
234619	QUIRT FAMILY DENTISTRY - WAUSAU	31794	12/15/2023	1,500.00
234620	SHAWANO COMMUNITY HIGH SCHOOL	EF12262023	12/15/2023	150.00
234621	WI PUBLIC SERVICE	4828728883	12/15/2023	585.31
234621	WI PUBLIC SERVICE	4827633074	12/15/2023	621.87
234621	WI PUBLIC SERVICE	4829282692	12/15/2023	938.77
234621	WI PUBLIC SERVICE	4827606069	12/15/2023	1,087.82
234621	WI PUBLIC SERVICE	4829083208	12/15/2023	1,222.54
234621	WI PUBLIC SERVICE	4829180686	12/15/2023	1,276.65
234621	WI PUBLIC SERVICE	4825808955	12/15/2023	6,936.96
234621	WI PUBLIC SERVICE	4825808955	12/15/2023	15,020.76
234621	WI PUBLIC SERVICE	4825808955	12/15/2023	73,918.71
234622	7 MINDSETS ACADEMY, LLC	INV-0855-7MIND	12/15/2023	5,910.00
234623	A & A LOCK SERVICE	DEC.05.2023	12/15/2023	14.00
234623	A & A LOCK SERVICE	DCE.08.2023	12/15/2023	30.50
234624	ALLIANT UTILITIES/WP&L	Nov-23	12/15/2023	1,348.77
234625	ASPIRUS WAUSAU HOSPITAL	TA248	12/15/2023	75.00
234626	AWSA ASSOC WI SCHL ADM	35714	12/15/2023	265.00
234626	AWSA ASSOC WI SCHL ADM	35713	12/15/2023	300.00
234626	AWSA ASSOC WI SCHL ADM	35733	12/15/2023	300.00
234626	AWSA ASSOC WI SCHL ADM	35734	12/15/2023	364.00
234627	BACKGROUND INVESTIGATION BUREAU, LLC	INV-39058	12/15/2023	32.90
234627	BACKGROUND INVESTIGATION BUREAU, LLC	INV-39058	12/15/2023	32.90
234627	BACKGROUND INVESTIGATION BUREAU, LLC	INV-39058	12/15/2023	213.85
234627	BACKGROUND INVESTIGATION BUREAU, LLC	INV-39057	12/15/2023	394.80
234628	BOELTER COMPANIES, THE	98202953	12/15/2023	22.05
234628	BOELTER COMPANIES, THE	98202953	12/15/2023	29.41
234628	BOELTER COMPANIES, THE	98206278	12/15/2023	30.74
234628	BOELTER COMPANIES, THE	98206278	12/15/2023	40.99

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234628	BOELTER COMPANIES, THE	98202953	12/15/2023	66.16
234628	BOELTER COMPANIES, THE	98206278	12/15/2023	92.21
234628	BOELTER COMPANIES, THE	98202953	12/15/2023	617.52
234628	BOELTER COMPANIES, THE	98206278	12/15/2023	860.66
234629	BUELOW VETTER BUIKEMA OLSON & VLIET, LI	477-6001912.23	12/15/2023	142.50
234630	BURGESS, JACOB	12	12/15/2023	100.00
234631	CALLTOWER	201733950	12/15/2023	707.98
234632	CHARTER COMMUNICATIONS, INC.	1.71371E+14	12/15/2023	979.18
234633	COLEMAN, THERESA	Nov-23	12/15/2023	353.60
234634	DC EVEREST SENIOR HIGH SCHOOL	Grant Food Pantry	12/15/2023	5,000.00
234635	DDK LAWN & SNOW SERVICES, LLC.	11505	12/15/2023	6,420.00
234636	DESTINATIONS CAREER ACADEMY OF WISCONSIN	SY24-006	12/15/2023	1,050.00
234637	DIGGERS HOTLINE INC	231 1 27751	12/15/2023	38.85
234638	GORDON FOOD SERVICE INC	2000782145	12/15/2023	(268.50)
234638	GORDON FOOD SERVICE INC	2000734101	12/15/2023	(175.43)
234638	GORDON FOOD SERVICE INC	2000765252	12/15/2023	(158.48)
234638	GORDON FOOD SERVICE INC	2000734109	12/15/2023	(156.19)
234638	GORDON FOOD SERVICE INC	2000766179	12/15/2023	(144.52)
234638	GORDON FOOD SERVICE INC	2000760108	12/15/2023	(143.95)
234638	GORDON FOOD SERVICE INC	2000782146	12/15/2023	(123.06)
234638	GORDON FOOD SERVICE INC	2000760230	12/15/2023	(117.96)
234638	GORDON FOOD SERVICE INC	2000735364	12/15/2023	(66.68)
234638	GORDON FOOD SERVICE INC	2000734120	12/15/2023	(57.40)
234638	GORDON FOOD SERVICE INC	2000762241	12/15/2023	(53.66)
234638	GORDON FOOD SERVICE INC	Trans #127301	12/15/2023	(47.97)
234638	GORDON FOOD SERVICE INC	CK134485	12/15/2023	(47.97)
234638	GORDON FOOD SERVICE INC	2000784458	12/15/2023	(44.26)
234638	GORDON FOOD SERVICE INC	2000735365	12/15/2023	(37.87)
234638	GORDON FOOD SERVICE INC	2000760088	12/15/2023	(34.00)
234638	GORDON FOOD SERVICE INC	2000766319	12/15/2023	(21.56)
234638	GORDON FOOD SERVICE INC	2000782176	12/15/2023	(19.20)
234638	GORDON FOOD SERVICE INC	2000770577	12/15/2023	(2.91)
234638	GORDON FOOD SERVICE INC	9004919615	12/15/2023	3.35
234638	GORDON FOOD SERVICE INC	9005237191	12/15/2023	13.40
234638	GORDON FOOD SERVICE INC	9004859061	12/15/2023	26.80
234638	GORDON FOOD SERVICE INC	9005107069	12/15/2023	27.10
234638	GORDON FOOD SERVICE INC	9005237194	12/15/2023	30.10
234638	GORDON FOOD SERVICE INC	9004859073	12/15/2023	35.00
234638	GORDON FOOD SERVICE INC	9005043802	12/15/2023	36.85
234638	GORDON FOOD SERVICE INC	9005237226	12/15/2023	36.85
234638	GORDON FOOD SERVICE INC	9005107183	12/15/2023	42.76

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234638	GORDON FOOD SERVICE INC	9005107075	12/15/2023	46.90
234638	GORDON FOOD SERVICE INC	9005043709	12/15/2023	56.95
234638	GORDON FOOD SERVICE INC	9005237227	12/15/2023	61.62
234638	GORDON FOOD SERVICE INC	9009919600	12/15/2023	62.46
234638	GORDON FOOD SERVICE INC	9004858914	12/15/2023	62.55
234638	GORDON FOOD SERVICE INC	9005043715	12/15/2023	66.50
234638	GORDON FOOD SERVICE INC	9004859193	12/15/2023	73.16
234638	GORDON FOOD SERVICE INC	9004859062	12/15/2023	73.48
234638	GORDON FOOD SERVICE INC	230608154	12/15/2023	77.90
234638	GORDON FOOD SERVICE INC	9005034994	12/15/2023	78.00
234638	GORDON FOOD SERVICE INC	9004919737	12/15/2023	86.52
234638	GORDON FOOD SERVICE INC	230669370	12/15/2023	88.05
234638	GORDON FOOD SERVICE INC	9004919643	12/15/2023	90.90
234638	GORDON FOOD SERVICE INC	9005107126	12/15/2023	91.42
234638	GORDON FOOD SERVICE INC	9005107187	12/15/2023	98.28
234638	GORDON FOOD SERVICE INC	9005043710	12/15/2023	100.50
234638	GORDON FOOD SERVICE INC	9004919683	12/15/2023	103.89
234638	GORDON FOOD SERVICE INC	9004919646	12/15/2023	107.88
234638	GORDON FOOD SERVICE INC	230623669	12/15/2023	112.40
234638	GORDON FOOD SERVICE INC	9004858918	12/15/2023	113.11
234638	GORDON FOOD SERVICE INC	9005107129	12/15/2023	113.90
234638	GORDON FOOD SERVICE INC	9004858920	12/15/2023	114.95
234638	GORDON FOOD SERVICE INC	9005043712	12/15/2023	117.86
234638	GORDON FOOD SERVICE INC	9004919605	12/15/2023	149.09
234638	GORDON FOOD SERVICE INC	9005107133	12/15/2023	149.98
234638	GORDON FOOD SERVICE INC	9004919685	12/15/2023	150.14
234638	GORDON FOOD SERVICE INC	9005043806	12/15/2023	179.80
234638	GORDON FOOD SERVICE INC	9004919690	12/15/2023	181.20
234638	GORDON FOOD SERVICE INC	9004859076	12/15/2023	198.20
234638	GORDON FOOD SERVICE INC	9005043730	12/15/2023	200.04
234638	GORDON FOOD SERVICE INC	9005237223	12/15/2023	201.50
234638	GORDON FOOD SERVICE INC	9004859174	12/15/2023	214.07
234638	GORDON FOOD SERVICE INC	9004859054	12/15/2023	256.84
234638	GORDON FOOD SERVICE INC	9004859064	12/15/2023	264.25
234638	GORDON FOOD SERVICE INC	9004859191	12/15/2023	266.49
234638	GORDON FOOD SERVICE INC	9004919603	12/15/2023	278.05
234638	GORDON FOOD SERVICE INC	9004919644	12/15/2023	294.76
234638	GORDON FOOD SERVICE INC	9005107064	12/15/2023	299.48
234638	GORDON FOOD SERVICE INC	9004858925	12/15/2023	324.15
234638	GORDON FOOD SERVICE INC	9005107131	12/15/2023	338.73
234638	GORDON FOOD SERVICE INC	9005043736	12/15/2023	348.44

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234638	GORDON FOOD SERVICE INC	9004919616	12/15/2023	350.63
234638	GORDON FOOD SERVICE INC	9005237228	12/15/2023	361.20
234638	GORDON FOOD SERVICE INC	9005211671	12/15/2023	383.40
234638	GORDON FOOD SERVICE INC	9004919645	12/15/2023	388.84
234638	GORDON FOOD SERVICE INC	9005237193	12/15/2023	434.04
234638	GORDON FOOD SERVICE INC	9004919684	12/15/2023	456.00
234638	GORDON FOOD SERVICE INC	9005043733	12/15/2023	461.97
234638	GORDON FOOD SERVICE INC	9005107067	12/15/2023	472.48
234638	GORDON FOOD SERVICE INC	230805636	12/15/2023	498.73
234638	GORDON FOOD SERVICE INC	9005107134	12/15/2023	500.53
234638	GORDON FOOD SERVICE INC	9005043708	12/15/2023	558.97
234638	GORDON FOOD SERVICE INC	9005107072	12/15/2023	579.34
234638	GORDON FOOD SERVICE INC	9005043809	12/15/2023	691.37
234638	GORDON FOOD SERVICE INC	9004919647	12/15/2023	692.46
234638	GORDON FOOD SERVICE INC	#230623673	12/15/2023	771.91
234638	GORDON FOOD SERVICE INC	9005043804	12/15/2023	862.89
234638	GORDON FOOD SERVICE INC	9005107062	12/15/2023	870.17
234638	GORDON FOOD SERVICE INC	9004919687	12/15/2023	917.46
234638	GORDON FOOD SERVICE INC	9004859183	12/15/2023	940.02
234638	GORDON FOOD SERVICE INC	9005138876	12/15/2023	1,090.60
234638	GORDON FOOD SERVICE INC	9005237224	12/15/2023	1,194.64
234638	GORDON FOOD SERVICE INC	9004919601	12/15/2023	1,229.89
234638	GORDON FOOD SERVICE INC	9004859069	12/15/2023	1,240.18
234638	GORDON FOOD SERVICE INC	9004858927	12/15/2023	1,300.40
234638	GORDON FOOD SERVICE INC	9005107123	12/15/2023	1,678.61
234638	GORDON FOOD SERVICE INC	9005107058	12/15/2023	1,725.45
234638	GORDON FOOD SERVICE INC	9005107180	12/15/2023	1,777.47
234638	GORDON FOOD SERVICE INC	9005043713	12/15/2023	1,981.14
234638	GORDON FOOD SERVICE INC	9005043706	12/15/2023	2,053.55
234638	GORDON FOOD SERVICE INC	9005237189	12/15/2023	2,080.87
234638	GORDON FOOD SERVICE INC	9004919642	12/15/2023	2,115.08
234638	GORDON FOOD SERVICE INC	9005043707	12/15/2023	2,216.66
234638	GORDON FOOD SERVICE INC	9004859164	12/15/2023	2,277.59
234638	GORDON FOOD SERVICE INC	9005043727	12/15/2023	2,336.92
234638	GORDON FOOD SERVICE INC	9004919610	12/15/2023	2,849.94
234638	GORDON FOOD SERVICE INC	9004858909	12/15/2023	3,419.54
234638	GORDON FOOD SERVICE INC	9004858917	12/15/2023	3,437.34
234638	GORDON FOOD SERVICE INC	9004919681	12/15/2023	3,588.36
234638	GORDON FOOD SERVICE INC	9005107059	12/15/2023	4,043.67
234638	GORDON FOOD SERVICE INC	9005043800	12/15/2023	4,128.58
234638	GORDON FOOD SERVICE INC	9005237220	12/15/2023	4,247.23

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234638	GORDON FOOD SERVICE INC	9005107175	12/15/2023	4,432.44
234638	GORDON FOOD SERVICE INC	230530348	12/15/2023	4,461.28
234638	GORDON FOOD SERVICE INC	9004859044	12/15/2023	4,610.27
234638	GORDON FOOD SERVICE INC	9004919614	12/15/2023	5,748.47
234639	GRAYBAR, INC.	9334960222	12/15/2023	2,069.93
234640	GREATER WAUSAU CHAMBER OF COMMERCE	Annual Dues	12/15/2023	680.00
234641	HAND2MIND, INC.	INV000226741	12/15/2023	111.96
234642	HARTER'S FOX VALLEY DISPOSAL	558575	12/15/2023	5,749.26
234643	HEARTLAND BUSINESS SYSTEMS INC	655311-h	12/15/2023	15,768.91
234643	HEARTLAND BUSINESS SYSTEMS INC	655311-h	12/15/2023	119,611.95
234644	HORACE MANN MIDDLE SCHOOL	EVENT-10723-Swim	12/15/2023	50.00
234644	HORACE MANN MIDDLE SCHOOL	EVENT-10723-Swim	12/15/2023	100.00
234645	IMAGINE YOUR CAPACITY, COUNSEL & CONS	2867	12/15/2023	1,760.00
234646	JIRGL, HAYDEN	Urban Scholarship	12/15/2023	1,000.00
234647	JOSTENS, INC.	n003188292	12/15/2023	125.95
234648	JUNIOR LIBRARY GUILD, INC.	670310	12/15/2023	4,202.50
234649	KMOSENA, STEVEN	REF12022023	12/15/2023	150.00
234650	KUNDINGER, KIRRA	52394	12/15/2023	57.20
234651	KYLES CONSULTING LLC	1663	12/15/2023	1,550.00
234652	LAMERS BUS LINES, INC.	50837	12/15/2023	92.60
234652	LAMERS BUS LINES, INC.	50843	12/15/2023	165.97
234652	LAMERS BUS LINES, INC.	50842	12/15/2023	212.89
234652	LAMERS BUS LINES, INC.	50844	12/15/2023	350.68
234652	LAMERS BUS LINES, INC.	50321	12/15/2023	482.57
234652	LAMERS BUS LINES, INC.	49935	12/15/2023	501.01
234652	LAMERS BUS LINES, INC.	49953	12/15/2023	551.74
234652	LAMERS BUS LINES, INC.	51009	12/15/2023	598.40
234652	LAMERS BUS LINES, INC.	51008	12/15/2023	930.95
234653	MACGILL MEDICAL AND SCHOOL NURSE SUPP	IN0856417	12/15/2023	106.02
234653	MACGILL MEDICAL AND SCHOOL NURSE SUPP	IN0856831	12/15/2023	297.00
234654	MARA CTY HEALTH DEPARTMENT	INV05438	12/15/2023	14.00
234655	MARATHON CO. HEALTH DEPT	INV05437	12/15/2023	47.00
234656	MCHS OCCUPATIONAL HEALTH	3764-16629	12/15/2023	80.00
234656	MCHS OCCUPATIONAL HEALTH	3764-16629	12/15/2023	80.00
234656	MCHS OCCUPATIONAL HEALTH	3764-16629	12/15/2023	1,223.20
234657	MCKEOUGH, HEATHER	NOV2023 MILEAGE	12/15/2023	76.70
234658	MS GRAPHICS, LLC	2014-7391	12/15/2023	127.50
234659	NAPA AUTO PARTS, INC.	903979	12/15/2023	172.90
234660	PARRFECTION PRODUCE, LLC	8930	12/15/2023	99.54
234660	PARRFECTION PRODUCE, LLC	8929	12/15/2023	181.39
234660	PARRFECTION PRODUCE, LLC	8930	12/15/2023	3,288.24

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234661	PITNEY BOWES GLOBAL FINANCIAL SERVICES,	3318367224	12/15/2023	408.99
234662	RICS SEWER SERVICE LLC	NOV.29.2023	12/15/2023	525.00
234663	ROSS, JUNE	56085/83/85	12/15/2023	38.90
234664	SHELBRACK, MARK	DEC2023.	12/15/2023	20.00
234665	SHRED-IT USA	8005475210	12/15/2023	68.02
234665	SHRED-IT USA	DC1121	12/15/2023	125.47
234666	SOMERVILLE ARCHITECTS	39198	12/15/2023	7,951.87
234667	STAPLES ADVANTAGE	3554287568	12/15/2023	26.53
234667	STAPLES ADVANTAGE	3554154919	12/15/2023	30.96
234667	STAPLES ADVANTAGE	3553048543	12/15/2023	48.99
234667	STAPLES ADVANTAGE	3552746111	12/15/2023	169.19
234668	STERLING WATER INC	342X11645200	12/15/2023	1,704.15
234669	STEVENS POINT SCHOOL DISTRICT	EVENT-101023-CC	12/15/2023	25.00
234669	STEVENS POINT SCHOOL DISTRICT	EVENT-101023-Gcc	12/15/2023	25.00
234669	STEVENS POINT SCHOOL DISTRICT	EVENT-101023-CC	12/15/2023	50.00
234669	STEVENS POINT SCHOOL DISTRICT	EVENT-101023-Gcc	12/15/2023	50.00
234670	STREAMLINE SAFETY LLC	116	12/15/2023	120.00
234671	U.S. WATER, LLC.	172261	12/15/2023	149.95
234672	VILLAGE OF WESTON	AUG-NOV 2023 2145-00	12/15/2023	180.35
234672	VILLAGE OF WESTON	AUG-NOV 2023 2145-00	12/15/2023	223.42
234672	VILLAGE OF WESTON	AUG - NOV 23 6577-00	12/15/2023	228.14
234672	VILLAGE OF WESTON	AUG - NOV 23 6577-00	12/15/2023	437.44
234672	VILLAGE OF WESTON	AUG - NOV 23 6577-00	12/15/2023	506.46
234672	VILLAGE OF WESTON	AUG-NOV 2023 2749-00	12/15/2023	1,147.26
234672	VILLAGE OF WESTON	AUG-NOV 2023 2749-00	12/15/2023	1,278.03
234672	VILLAGE OF WESTON	AUG-NOV 2023 2146-00	12/15/2023	1,716.91
234672	VILLAGE OF WESTON	AUG-NOV 2023 2025-00	12/15/2023	1,983.80
234672	VILLAGE OF WESTON	AUG-NOV 2023 2025-00	12/15/2023	2,092.14
234672	VILLAGE OF WESTON	AUG-NOV 2023 2146-00	12/15/2023	2,186.23
234672	VILLAGE OF WESTON	AUG-NOV 2023 2025-00	12/15/2023	3,090.54
234672	VILLAGE OF WESTON	AUG-NOV 2023 2146-00	12/15/2023	3,484.40
234673	WALKER, REBECCA	Dec-23	12/15/2023	20.00
234674	WAUSAU & MARA CTY PARKS	12042023	12/15/2023	2,925.00
234675	WAUSAU SHARPENING SRVS LLC	4113	12/15/2023	36.00
234676	WELD RILEY, S.C.	19348	12/15/2023	282.86
234677	WISCONSIN RAPIDS MIDDLE SCHOOL	EVENT-100523-CC	12/15/2023	50.00
234678	WISZ, CHANNING	WisZ-November	12/15/2023	87.50
234679	WORDEN ENTERPRISES LLC	DEC.05.23	12/15/2023	16,836.00
234680	ZARNOTH BRUSH WORKS	0196306-IN	12/15/2023	470.05
234681	ZIMMERMAN, ANGELA	Dec-23	12/15/2023	20.00
234682	ZIPGROW USA INC.	1349	12/15/2023	250.00

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234683	KOSTKA & ASSOCIATES, LLC	12152023A	12/15/2023	233.31
234684	MARK HARRING STANDING CHAPTER 13 TRUS	12152023A	12/15/2023	441.96
234685	RAUSCH STURM-ATTORNEYS-DEBT COLLECTIC	12152023A	12/15/2023	142.72
234686	UNITED WAY OF MARATHON CNTY	20231215ADUWAY	12/15/2023	673.27
234687	FOUR SEASONS SCREEN PRINTING	3988	12/29/2023	137.00
234688	WI DEPT OF REVENUE	L1775363120	12/29/2023	10.00
234689	WI PUBLIC SERVICE	4846094735	12/29/2023	4,896.22
234690	A & A LOCK SERVICE	DEC.15.2023	12/29/2023	81.00
234691	ADVANCED FITNESS SERVICE	2107	12/29/2023	1,409.71
234692	BACKGROUND INVESTIGATION BUREAU, LLC	INV-39897	12/29/2023	14.00
234693	BOELTER COMPANIES, THE	98209378	12/29/2023	52.41
234693	BOELTER COMPANIES, THE	98209378	12/29/2023	69.87
234693	BOELTER COMPANIES, THE	98209378	12/29/2023	157.22
234693	BOELTER COMPANIES, THE	98209378	12/29/2023	1,467.39
234694	COLUMBIA PIPE & SUPPLY CO LLC	4292713	12/29/2023	262.92
234695	DDK LAWN & SNOW SERVICES, LLC.	11550	12/29/2023	3,000.00
234696	EDGEWOOD COLLEGE	ID630424	12/29/2023	2,597.00
234697	EVOLUTIONS IN DESIGN	73518	12/29/2023	96.00
234698	EXPLORELEARNING LLC	7383113	12/29/2023	23.33
234699	GANNETT WISCOSNIN LOCALIQ	6018700	12/29/2023	18.72
234700	GORDON FOOD SERVICE INC	2000806299	12/29/2023	(261.40)
234700	GORDON FOOD SERVICE INC	2000800581	12/29/2023	(189.92)
234700	GORDON FOOD SERVICE INC	2000785500	12/29/2023	(76.71)
234700	GORDON FOOD SERVICE INC	2000800542	12/29/2023	(54.07)
234700	GORDON FOOD SERVICE INC	2000795887	12/29/2023	(33.51)
234700	GORDON FOOD SERVICE INC	18729840	12/29/2023	(25.00)
234700	GORDON FOOD SERVICE INC	2000788116	12/29/2023	(23.27)
234700	GORDON FOOD SERVICE INC	2000800535	12/29/2023	(19.05)
234700	GORDON FOOD SERVICE INC	2000787173	12/29/2023	(5.62)
234700	GORDON FOOD SERVICE INC	9005422718	12/29/2023	21.11
234700	GORDON FOOD SERVICE INC	9005422763	12/29/2023	26.80
234700	GORDON FOOD SERVICE INC	9005422764	12/29/2023	36.28
234700	GORDON FOOD SERVICE INC	9005302808	12/29/2023	55.72
234700	GORDON FOOD SERVICE INC	9005422716	12/29/2023	65.13
234700	GORDON FOOD SERVICE INC	9005485081	12/29/2023	73.70
234700	GORDON FOOD SERVICE INC	9005302793	12/29/2023	77.05
234700	GORDON FOOD SERVICE INC	9005447734	12/29/2023	77.90
234700	GORDON FOOD SERVICE INC	9005332098	12/29/2023	77.90
234700	GORDON FOOD SERVICE INC	9005422625	12/29/2023	97.15
234700	GORDON FOOD SERVICE INC	9005422720	12/29/2023	104.79
234700	GORDON FOOD SERVICE INC	9005302796	12/29/2023	106.32

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234700	GORDON FOOD SERVICE INC	9005302873	12/29/2023	133.54
234700	GORDON FOOD SERVICE INC	9005302870	12/29/2023	138.90
234700	GORDON FOOD SERVICE INC	9005422615	12/29/2023	150.00
234700	GORDON FOOD SERVICE INC	9005302795	12/29/2023	159.48
234700	GORDON FOOD SERVICE INC	9005422767	12/29/2023	238.00
234700	GORDON FOOD SERVICE INC	9005302970	12/29/2023	348.41
234700	GORDON FOOD SERVICE INC	9005422615	12/29/2023	444.65
234700	GORDON FOOD SERVICE INC	9005422721	12/29/2023	620.18
234700	GORDON FOOD SERVICE INC	9005485087	12/29/2023	640.85
234700	GORDON FOOD SERVICE INC	9005302805	12/29/2023	726.37
234700	GORDON FOOD SERVICE INC	9005422759	12/29/2023	1,131.23
234700	GORDON FOOD SERVICE INC	9005422755	12/29/2023	1,144.72
234700	GORDON FOOD SERVICE INC	9005302933	12/29/2023	1,357.57
234700	GORDON FOOD SERVICE INC	9005302866	12/29/2023	1,972.45
234700	GORDON FOOD SERVICE INC	9005302791	12/29/2023	2,116.59
234700	GORDON FOOD SERVICE INC	9005422602	12/29/2023	2,221.15
234700	GORDON FOOD SERVICE INC	9005422621	12/29/2023	2,240.47
234700	GORDON FOOD SERVICE INC	9005485076	12/29/2023	2,450.05
234700	GORDON FOOD SERVICE INC	9005422710	12/29/2023	2,798.44
234700	GORDON FOOD SERVICE INC	9005302787	12/29/2023	2,895.77
234700	GORDON FOOD SERVICE INC	9005422610	12/29/2023	3,967.23
234700	GORDON FOOD SERVICE INC	9005485079	12/29/2023	7,969.26
234700	GORDON FOOD SERVICE INC	9005302801	12/29/2023	9,020.57
234701	GRAPHIC HOUSE, INC.	8513	12/29/2023	1,216.00
234702	HEARTLAND BUSINESS SYSTEMS INC	657936-H	12/29/2023	441.20
234702	HEARTLAND BUSINESS SYSTEMS INC	658108-H	12/29/2023	11,200.00
234702	HEARTLAND BUSINESS SYSTEMS INC	658112-H	12/29/2023	17,847.89
234703	HOLIDAY WHOLESALE, INC	GTCC	12/29/2023	816.80
234704	HOWIES HOCKEY, INC.	INV000212427	12/29/2023	19.41
234704	HOWIES HOCKEY, INC.	INV000212427	12/29/2023	122.88
234704	HOWIES HOCKEY, INC.	INV000212427	12/29/2023	168.48
234705	KITE, PRISCILLA	20231218	12/29/2023	100.00
234706	KMOSENA, STEVEN	REF12142023	12/29/2023	75.00
234707	LAMERS BUS LINES, INC.	51007	12/29/2023	53.39
234707	LAMERS BUS LINES, INC.	51562	12/29/2023	55.30
234707	LAMERS BUS LINES, INC.	51006	12/29/2023	59.48
234707	LAMERS BUS LINES, INC.	50838 - JRH	12/29/2023	61.31
234707	LAMERS BUS LINES, INC.	50838 - MS	12/29/2023	61.32
234707	LAMERS BUS LINES, INC.	51220	12/29/2023	65.25
234707	LAMERS BUS LINES, INC.	51222	12/29/2023	70.76
234707	LAMERS BUS LINES, INC.	51202	12/29/2023	72.31

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234707	LAMERS BUS LINES, INC.	51206	12/29/2023	76.90
234707	LAMERS BUS LINES, INC.	51203	12/29/2023	85.83
234707	LAMERS BUS LINES, INC.	51221	12/29/2023	85.88
234707	LAMERS BUS LINES, INC.	51199	12/29/2023	99.05
234707	LAMERS BUS LINES, INC.	51216	12/29/2023	105.43
234707	LAMERS BUS LINES, INC.	51194 - JRH	12/29/2023	112.33
234707	LAMERS BUS LINES, INC.	51194 - MS	12/29/2023	112.34
234707	LAMERS BUS LINES, INC.	51192	12/29/2023	114.64
234707	LAMERS BUS LINES, INC.	51198	12/29/2023	128.85
234707	LAMERS BUS LINES, INC.	51204	12/29/2023	138.67
234707	LAMERS BUS LINES, INC.	50839 - JRH	12/29/2023	139.41
234707	LAMERS BUS LINES, INC.	51210	12/29/2023	148.15
234707	LAMERS BUS LINES, INC.	51205	12/29/2023	159.09
234707	LAMERS BUS LINES, INC.	50322 - JRH	12/29/2023	160.98
234707	LAMERS BUS LINES, INC.	51566	12/29/2023	240.57
234707	LAMERS BUS LINES, INC.	51571	12/29/2023	266.11
234707	LAMERS BUS LINES, INC.	51569	12/29/2023	272.72
234707	LAMERS BUS LINES, INC.	51193 -JRH	12/29/2023	284.04
234707	LAMERS BUS LINES, INC.	51200	12/29/2023	327.14
234707	LAMERS BUS LINES, INC.	51201	12/29/2023	331.04
234707	LAMERS BUS LINES, INC.	51568	12/29/2023	364.65
234707	LAMERS BUS LINES, INC.	51565	12/29/2023	413.48
234707	LAMERS BUS LINES, INC.	51208	12/29/2023	566.48
234707	LAMERS BUS LINES, INC.	51209	12/29/2023	589.11
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	600.18
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	606.20
234707	LAMERS BUS LINES, INC.	51570	12/29/2023	638.73
234707	LAMERS BUS LINES, INC.	51211	12/29/2023	653.12
234707	LAMERS BUS LINES, INC.	51207	12/29/2023	705.71
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	1,009.99
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	1,122.40
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	1,173.70
234707	LAMERS BUS LINES, INC.	51612	12/29/2023	1,221.00
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	1,745.16
234707	LAMERS BUS LINES, INC.	51137	12/29/2023	2,390.00
234707	LAMERS BUS LINES, INC.	51609	12/29/2023	2,390.00
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	4,021.12
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	8,059.12
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	10,697.23
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	16,941.70
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	21,325.60

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234707	LAMERS BUS LINES, INC.	51281	12/29/2023	41,809.50
234707	LAMERS BUS LINES, INC.	51281	12/29/2023	221,237.33
234708	MACGILL MEDICAL AND SCHOOL NURSE SUPP	IN0857647	12/29/2023	347.37
234709	MARA CTY HEALTH DEPARTMENT	INV05509	12/29/2023	14.00
234710	MARCO	35567322	12/29/2023	17,964.09
234711	NRG BUSINESS MARKETING	hs33976631	12/29/2023	18,869.49
234712	PACKER FASTENER	73671	12/29/2023	144.46
234712	PACKER FASTENER	IN74701	12/29/2023	154.25
234713	SHRED-IT USA	8005491703	12/29/2023	135.73
234714	SPHERO, INC.	185806	12/29/2023	3,903.56
234715	ST JOHN LUTHERAN SCHOOL	STJO-4K-DEC2023	12/29/2023	3,658.20
234716	STAPLES ADVANTAGE	3554756415	12/29/2023	10.59
234716	STAPLES ADVANTAGE	3555240360	12/29/2023	70.94
234717	THE MASTER TEACHER	116800104	12/29/2023	620.00
234718	THE TREE FELLA, CO.	CM4988c	12/29/2023	500.00
234719	TRANSFORMATION COUNSELING AND TRAINI	16	12/29/2023	950.00
234720	U.S. WATER, LLC.	172146	12/29/2023	169.00
234721	US MATH RECOVERY COUNCIL	INV656	12/29/2023	16,945.50
234722	WASHBURN SCHOOLS	YEARS2021-2024	12/29/2023	66.66
234722	WASHBURN SCHOOLS	YEARS2021-2024	12/29/2023	83.33
234722	WASHBURN SCHOOLS	YEARS2021-2024	12/29/2023	83.33
234723	WAUSAU WEST PLANETARIUM	WWP121819	12/29/2023	192.00
234724	KOSTKA & ASSOCIATES, LLC	12292023A	12/29/2023	181.98
234725	MARK HARRING STANDING CHAPTER 13 TRUS	12292023A	12/29/2023	441.96
234726	RAUSCH STURM-ATTORNEYS-DEBT COLLECTIC	12292023A	12/29/2023	159.44
234727	UNITED WAY OF MARATHON CNTY	20231229ADUWAY	12/29/2023	673.27
234728	ADAMS FRIENDSHIP HIGH SCHOOL	EF12092023	1/12/2024	25.00
234728	ADAMS FRIENDSHIP HIGH SCHOOL	EF12092023	1/12/2024	400.00
234729	CESA #1	1202400045	1/12/2024	65.00
234730	EAU CLAIRE MEMORIAL HS	EF12282023	1/12/2024	300.00
234731	ERICKSON, HEIDI	103	1/12/2024	100.00
234732	FREEDOM HIGH SCHOOL	EF01132024	1/12/2024	225.00
234733	GREENHECK TURNER COMMUNITY CENTER	21276	1/12/2024	10,000.00
234734	HOLMEN AREA FOUNDATION	EF122923G	1/12/2024	300.00
234735	LAMERS BUS LINES, INC.	51608	1/12/2024	535.00
234736	SHAWANO COMMUNITY HIGH SCHOOL	EF1227282023	1/12/2024	300.00
234737	SIGN HERE INTERPRETING LLC	240104	1/12/2024	255.00
234738	SWITS LTD	II-7663	1/12/2024	181.00
234739	WI PUBLIC SERVICE	4862176615	1/12/2024	637.49
234739	WI PUBLIC SERVICE	4864245816	1/12/2024	642.59
234739	WI PUBLIC SERVICE	4864370547	1/12/2024	992.13

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234739	WI PUBLIC SERVICE	4862373881	1/12/2024	1,172.04
234739	WI PUBLIC SERVICE	4864365231	1/12/2024	1,305.64
234739	WI PUBLIC SERVICE	4862583808	1/12/2024	1,678.53
234739	WI PUBLIC SERVICE	4857525002	1/12/2024	6,505.01
234739	WI PUBLIC SERVICE	4862050472	1/12/2024	8,847.00
234739	WI PUBLIC SERVICE	4862050472	1/12/2024	13,339.11
234739	WI PUBLIC SERVICE	4862050472	1/12/2024	64,315.40
234740	ACKLEY, KELLY	51637	1/12/2024	55.85
234741	ALLIANT UTILITIES/WP&L	Dec-23	1/12/2024	1,192.20
234742	APG MEDIA OF WI-REGIONAL	Oct&DecJet2023	1/12/2024	100.00
234742	APG MEDIA OF WI-REGIONAL	Oct&DecJet2023	1/12/2024	1,070.00
234743	BACKGROUND INVESTIGATION BUREAU, LLC	INV-40372	1/12/2024	16.45
234743	BACKGROUND INVESTIGATION BUREAU, LLC	INV-40372	1/12/2024	16.45
234743	BACKGROUND INVESTIGATION BUREAU, LLC	INV-40373	1/12/2024	275.95
234743	BACKGROUND INVESTIGATION BUREAU, LLC	INV-40372	1/12/2024	471.15
234744	BENNETT HARDWOODS INC	18406	1/12/2024	999.00
234745	BLICK ART MATERIALS	2057711	1/12/2024	1,173.34
234746	BOELTER COMPANIES, THE	98217821	1/12/2024	54.38
234746	BOELTER COMPANIES, THE	98217821	1/12/2024	72.50
234746	BOELTER COMPANIES, THE	98217821	1/12/2024	163.13
234746	BOELTER COMPANIES, THE	98217821	1/12/2024	1,522.54
234747	CALLTOWER	201773238	1/12/2024	707.47
234748	CDW GOVT IN EDUCATION	NL02222	1/12/2024	2,745.00
234749	CELLCOM - WAUSAU	733251	1/12/2024	331.40
234749	CELLCOM - WAUSAU	730809	1/12/2024	850.63
234750	CENTRAL WI QUALITY MACHINING, LLC	4070	1/12/2024	1,232.25
234751	CHARTER COMMUNICATIONS, INC.	1.71371E+14	1/12/2024	979.18
234752	CITY-COUNTY INFORMATION TECHNOLOGY	7076	1/12/2024	250.00
234753	CLASS CREATOR	INV-USACC-0494	1/12/2024	608.00
234754	COLEMAN, THERESA	Dec-23	1/12/2024	218.40
234755	DC EVEREST SENIOR HIGH SCHOOL	11/28/2023	1/12/2024	20.00
234756	DC EVEREST AREA SCHOOL DISTRICT	51	1/12/2024	66.86
234757	DIGGERS HOTLINE INC	231 2 27751	1/12/2024	18.50
234758	EDGEWOOD COLLEGE	ID#627961	1/12/2024	6,230.00
234759	ELENCO ELECTRONICS INC.	409286	1/12/2024	1,620.00
234760	EMERGENCY MEDICAL PRODUCTS	2604535	1/12/2024	1.30
234760	EMERGENCY MEDICAL PRODUCTS	2604500	1/12/2024	5.85
234760	EMERGENCY MEDICAL PRODUCTS	2604577	1/12/2024	13.65
234760	EMERGENCY MEDICAL PRODUCTS	2607968	1/12/2024	21.93
234760	EMERGENCY MEDICAL PRODUCTS	2607976	1/12/2024	21.93
234760	EMERGENCY MEDICAL PRODUCTS	2606225	1/12/2024	27.91

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234760	EMERGENCY MEDICAL PRODUCTS	2064226	1/12/2024	813.69
234761	ENTERPRISE LIGHTING, LTD	E21249	1/12/2024	375.00
234762	FANTA-Z FITNESS LLC	FantaFitChuck	1/12/2024	37.50
234763	FLINN SCIENTIFIC CO	2956547	1/12/2024	28.80
234764	FRAAZA ROCKS & SAND	8854	1/12/2024	1,740.40
234765	GORDON FOOD SERVICE INC	2000832017	1/12/2024	(254.58)
234765	GORDON FOOD SERVICE INC	2000666501	1/12/2024	(189.15)
234765	GORDON FOOD SERVICE INC	2000831974	1/12/2024	(179.80)
234765	GORDON FOOD SERVICE INC	2000821656	1/12/2024	(132.22)
234765	GORDON FOOD SERVICE INC	2000654895	1/12/2024	(119.15)
234765	GORDON FOOD SERVICE INC	2000831951	1/12/2024	(108.83)
234765	GORDON FOOD SERVICE INC	2000835429	1/12/2024	(106.98)
234765	GORDON FOOD SERVICE INC	2000836382	1/12/2024	(39.89)
234765	GORDON FOOD SERVICE INC	2000744329	1/12/2024	(33.21)
234765	GORDON FOOD SERVICE INC	2000834066	1/12/2024	(23.58)
234765	GORDON FOOD SERVICE INC	2000808698	1/12/2024	(18.50)
234765	GORDON FOOD SERVICE INC	2000836384	1/12/2024	(16.64)
234765	GORDON FOOD SERVICE INC	2000836966	1/12/2024	(15.69)
234765	GORDON FOOD SERVICE INC	2000836832	1/12/2024	(9.05)
234765	GORDON FOOD SERVICE INC	2000845329	1/12/2024	(4.32)
234765	GORDON FOOD SERVICE INC	2000841964	1/12/2024	(2.91)
234765	GORDON FOOD SERVICE INC	2000819585	1/12/2024	(2.25)
234765	GORDON FOOD SERVICE INC	9004203766	1/12/2024	10.05
234765	GORDON FOOD SERVICE INC	9005713673	1/12/2024	23.45
234765	GORDON FOOD SERVICE INC	9005612251	1/12/2024	46.90
234765	GORDON FOOD SERVICE INC	9005773561	1/12/2024	53.60
234765	GORDON FOOD SERVICE INC	9005737283	1/12/2024	77.90
234765	GORDON FOOD SERVICE INC	9005773544	1/12/2024	100.50
234765	GORDON FOOD SERVICE INC	9005773550	1/12/2024	101.90
234765	GORDON FOOD SERVICE INC	9005773542	1/12/2024	125.34
234765	GORDON FOOD SERVICE INC	9005773538	1/12/2024	142.31
234765	GORDON FOOD SERVICE INC	9005773543	1/12/2024	148.47
234765	GORDON FOOD SERVICE INC	9005773548	1/12/2024	150.75
234765	GORDON FOOD SERVICE INC	9005773537	1/12/2024	173.04
234765	GORDON FOOD SERVICE INC	9005773541	1/12/2024	177.76
234765	GORDON FOOD SERVICE INC	9005612249	1/12/2024	196.44
234765	GORDON FOOD SERVICE INC	9005713656	1/12/2024	218.77
234765	GORDON FOOD SERVICE INC	9005713667	1/12/2024	224.70
234765	GORDON FOOD SERVICE INC	9005612248	1/12/2024	230.00
234765	GORDON FOOD SERVICE INC	9004543657	1/12/2024	431.40
234765	GORDON FOOD SERVICE INC	9005773553	1/12/2024	467.00

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234765	GORDON FOOD SERVICE INC	9005737470	1/12/2024	467.40
234765	GORDON FOOD SERVICE INC	9005713660	1/12/2024	495.04
234765	GORDON FOOD SERVICE INC	9005713659	1/12/2024	518.30
234765	GORDON FOOD SERVICE INC	9005713658	1/12/2024	670.65
234765	GORDON FOOD SERVICE INC	9005773540	1/12/2024	692.54
234765	GORDON FOOD SERVICE INC	900573551	1/12/2024	867.98
234765	GORDON FOOD SERVICE INC	9005610450	1/12/2024	970.92
234765	GORDON FOOD SERVICE INC	9005773560	1/12/2024	1,052.90
234765	GORDON FOOD SERVICE INC	9005773556	1/12/2024	1,087.64
234765	GORDON FOOD SERVICE INC	9005713665	1/12/2024	1,196.72
234765	GORDON FOOD SERVICE INC	9005773558	1/12/2024	1,257.36
234765	GORDON FOOD SERVICE INC	9005612248	1/12/2024	1,640.36
234765	GORDON FOOD SERVICE INC	9005713674	1/12/2024	1,675.60
234765	GORDON FOOD SERVICE INC	9005713675	1/12/2024	1,788.25
234765	GORDON FOOD SERVICE INC	9005713671	1/12/2024	1,826.37
234765	GORDON FOOD SERVICE INC	9004581937	1/12/2024	1,925.05
234765	GORDON FOOD SERVICE INC	9005773547	1/12/2024	2,023.01
234765	GORDON FOOD SERVICE INC	9005773536	1/12/2024	2,196.29
234765	GORDON FOOD SERVICE INC	9005773539	1/12/2024	2,209.14
234765	GORDON FOOD SERVICE INC	9005713655	1/12/2024	2,573.21
234765	GORDON FOOD SERVICE INC	9005773559	1/12/2024	3,148.60
234765	GORDON FOOD SERVICE INC	9004389305	1/12/2024	3,462.70
234765	GORDON FOOD SERVICE INC	9005713663	1/12/2024	3,691.18
234765	GORDON FOOD SERVICE INC	9005713657	1/12/2024	4,313.65
234765	GORDON FOOD SERVICE INC	9005612250	1/12/2024	4,468.32
234765	GORDON FOOD SERVICE INC	9005713672	1/12/2024	5,093.11
234766	HARTER'S FOX VALLEY DISPOSAL	590929	1/12/2024	5,374.86
234767	HIORNS PIANO SERVICE	12.23.23	1/12/2024	55.00
234768	HOLIDAY WHOLESale, INC	1563913	1/12/2024	143.30
234769	HVA PRODUCTS, INC.	58745	1/12/2024	1,650.00
234770	IDENTIFIX, INC.	400431-24.0	1/12/2024	720.00
234770	IDENTIFIX, INC.	400431-24	1/12/2024	1,068.00
234771	IMAGINE YOUR CAPACITY, COUNSEL & CONSL	2896	1/12/2024	197.16
234772	IROW	312073	1/12/2024	180.00
234773	JAG COURTS, INC.	26732	1/12/2024	300.00
234774	JOSTENS, INC.	32582998	1/12/2024	50.90
234775	KALDUNSKI, DOUGLAS	REF12192023	1/12/2024	100.00
234776	KMOSENA, STEVEN	REF01062024	1/12/2024	4.00
234776	KMOSENA, STEVEN	REF01042024	1/12/2024	75.00
234776	KMOSENA, STEVEN	REF01062024	1/12/2024	200.00
234777	KYLES CONSULTING LLC	1685	1/12/2024	1,550.00

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234778	LAH INTERPRETING LLC	Dec-23	1/12/2024	385.00
234778	LAH INTERPRETING LLC	Dec-23	1/12/2024	495.00
234779	LAKESHORE LEARNING MATERIALS	7.83212E+11	1/12/2024	2,848.89
234780	LAMERS BUS LINES, INC.	51976	1/12/2024	53.70
234780	LAMERS BUS LINES, INC.	51972	1/12/2024	61.08
234780	LAMERS BUS LINES, INC.	51968	1/12/2024	62.50
234780	LAMERS BUS LINES, INC.	51970	1/12/2024	65.42
234780	LAMERS BUS LINES, INC.	50836	1/12/2024	65.86
234780	LAMERS BUS LINES, INC.	51988	1/12/2024	69.94
234780	LAMERS BUS LINES, INC.	51967	1/12/2024	70.81
234780	LAMERS BUS LINES, INC.	51975	1/12/2024	73.78
234780	LAMERS BUS LINES, INC.	51572	1/12/2024	82.65
234780	LAMERS BUS LINES, INC.	52534	1/12/2024	82.73
234780	LAMERS BUS LINES, INC.	51974	1/12/2024	84.67
234780	LAMERS BUS LINES, INC.	51969	1/12/2024	91.39
234780	LAMERS BUS LINES, INC.	51567	1/12/2024	98.08
234780	LAMERS BUS LINES, INC.	51564	1/12/2024	102.10
234780	LAMERS BUS LINES, INC.	51993	1/12/2024	118.00
234780	LAMERS BUS LINES, INC.	48310	1/12/2024	126.33
234780	LAMERS BUS LINES, INC.	51213	1/12/2024	132.34
234780	LAMERS BUS LINES, INC.	51997	1/12/2024	137.69
234780	LAMERS BUS LINES, INC.	51994	1/12/2024	138.36
234780	LAMERS BUS LINES, INC.	51977	1/12/2024	161.47
234780	LAMERS BUS LINES, INC.	51977	1/12/2024	161.47
234780	LAMERS BUS LINES, INC.	51991	1/12/2024	208.08
234780	LAMERS BUS LINES, INC.	51986	1/12/2024	213.84
234780	LAMERS BUS LINES, INC.	52241	1/12/2024	256.62
234780	LAMERS BUS LINES, INC.	50834	1/12/2024	256.83
234780	LAMERS BUS LINES, INC.	52242	1/12/2024	260.87
234780	LAMERS BUS LINES, INC.	51992	1/12/2024	274.24
234780	LAMERS BUS LINES, INC.	51985	1/12/2024	317.52
234780	LAMERS BUS LINES, INC.	52221	1/12/2024	1,125.00
234781	MARA CTY HEALTH DEPARTMENT	IN05546	1/12/2024	14.00
234782	MCKEOUGH, HEATHER	DEC2023 MILEAGE	1/12/2024	83.32
234783	MS GRAPHICS, LLC	DECJACKET23	1/12/2024	319.00
234783	MS GRAPHICS, LLC	2014-7412	1/12/2024	818.55
234784	OSNESS, RHONDA	DEC2023 ITEM	1/12/2024	18.42
234785	OSTREM, AIDEN	JAN2024 ITEM	1/12/2024	28.98
234786	PARRFECTION PRODUCE, LLC	8969	1/12/2024	82.40
234786	PARRFECTION PRODUCE, LLC	8969	1/12/2024	82.40
234786	PARRFECTION PRODUCE, LLC	8967	1/12/2024	158.40

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234786	PARRFECTION PRODUCE, LLC	8967	1/12/2024	158.40
234786	PARRFECTION PRODUCE, LLC	8970	1/12/2024	592.00
234787	PENN STATE INDUSTRIES	580605	1/12/2024	459.95
234788	PITNEY BOWES GLOBAL FINANCIAL SERVICES, 3318404204		1/12/2024	183.96
234788	PITNEY BOWES GLOBAL FINANCIAL SERVICES, 16266020		1/12/2024	426.57
234789	PITNEY BOWES INC	1024539184	1/12/2024	201.00
234790	POSTO, LANDON	99857	1/12/2024	232.10
234791	QUALITY CLEANING SYSTEMS, LLC.	4082	1/12/2024	4,350.00
234792	SCHOOL HEALTH CORP	4292490-000	1/12/2024	194.72
234793	STERLING WATER INC	342X11729301	1/12/2024	2,223.15
234794	THE CHILDREN'S HEALTH MARKET, INC.	54106	1/12/2024	7,667.63
234795	THE MINT CAFE, INC	08232023D	1/12/2024	670.80
234796	TRANSFORMATION COUNSELING AND TRAINI P. Yang Jan. 8		1/12/2024	1,050.00
234797	U.S. ICE RINK ASSOCIATION	ICEGH	1/12/2024	350.00
234798	UWSP ON POINT CATERING/DINING	9327	1/12/2024	87.00
234799	VILLAGE OF WESTON	09-12-2023 3456-00	1/12/2024	838.99
234799	VILLAGE OF WESTON	SEP-DEC 2023	1/12/2024	1,767.60
234799	VILLAGE OF WESTON	SEP-DEC 2023	1/12/2024	1,923.77
234799	VILLAGE OF WESTON	09-12-2023 3456-00	1/12/2024	2,438.11
234799	VILLAGE OF WESTON	09-12-2023 3456-00	1/12/2024	2,777.66
234800	WADINSKI, ANDREA	50460	1/12/2024	32.25
234801	WALSWORTH PUBLISHING CO INC	4-02673-00	1/12/2024	17,041.34
234802	WASHBURN SCHOOLS	20232024	1/12/2024	133.34
234803	WAUSAU & MARA CTY PARKS	1032024	1/12/2024	1,950.00
234804	WAUSAU EARLY BIRDS ROTARY	4140006	1/12/2024	160.00
234805	WAUSAU SHARPENING SRVS LLC	4143	1/12/2024	23.63
234805	WAUSAU SHARPENING SRVS LLC	4142	1/12/2024	112.56
234806	WISCONSIN RAPIDS MIDDLE SCHOOL	FEE-01202024	1/12/2024	150.00
234807	WISZ, CHANNING	WisZ, December-	1/12/2024	75.00
234808	WOLLER, MATTHEW	DEC2023 MILEAGE	1/12/2024	832.02
234809	WORDEN ENTERPRISES LLC	JAN.03.24	1/12/2024	16,836.00
234810	MARK HARRING STANDING CHAPTER 13 TRUS	01122024A	1/12/2024	441.96
234811	UNITED WAY OF MARATHON CNTY	20240112ADUWAY	1/12/2024	708.82
232401275	ABEL, SCOT	NOV2023 ITEM	12/15/2023	136.44
232401275	ABEL, SCOT	NOV2023 MILEAGE	12/15/2023	336.28
232401276	ABLE DISTRIBUTING CO INC	S019640416.002	12/15/2023	38.25
232401277	AMAZON CAPITAL SERVICES	13WM-M3P9-7RNG	12/15/2023	(35.87)
232401277	AMAZON CAPITAL SERVICES	1WRT-V3D6-6Y16	12/15/2023	(14.99)
232401277	AMAZON CAPITAL SERVICES	16LX-JGCC-13G1	12/15/2023	5.61
232401277	AMAZON CAPITAL SERVICES	1MRM-X7HD-HG7M	12/15/2023	6.89
232401277	AMAZON CAPITAL SERVICES	1Q79-9CMV-3Q1C	12/15/2023	6.99

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232401277	AMAZON CAPITAL SERVICES	1HW9-66VH-M43Q	12/15/2023	6.99
232401277	AMAZON CAPITAL SERVICES	1VKQ-K6DC-6DG6	12/15/2023	11.54
232401277	AMAZON CAPITAL SERVICES	1GMJ-3TQJ-344V	12/15/2023	11.99
232401277	AMAZON CAPITAL SERVICES	1XCT-L7DP-QWLT	12/15/2023	12.99
232401277	AMAZON CAPITAL SERVICES	114Q-KTTD-6PCY	12/15/2023	15.33
232401277	AMAZON CAPITAL SERVICES	16LX-JGCC-13G1	12/15/2023	16.82
232401277	AMAZON CAPITAL SERVICES	1P9G-6PL6-YVP9	12/15/2023	16.95
232401277	AMAZON CAPITAL SERVICES	16L9-6CCC-QJM7	12/15/2023	16.99
232401277	AMAZON CAPITAL SERVICES	1GY9-7G4N-HWYD	12/15/2023	17.78
232401277	AMAZON CAPITAL SERVICES	16G7-GRPV-4J6G	12/15/2023	18.69
232401277	AMAZON CAPITAL SERVICES	13PG-P3N7-R6KN	12/15/2023	19.99
232401277	AMAZON CAPITAL SERVICES	1QRD-VGM4-PR1Y	12/15/2023	19.99
232401277	AMAZON CAPITAL SERVICES	176F-1C67-PCX4	12/15/2023	20.44
232401277	AMAZON CAPITAL SERVICES	13PG-P3N7-R6KN	12/15/2023	23.99
232401277	AMAZON CAPITAL SERVICES	13RL-P19H-H3F6	12/15/2023	25.88
232401277	AMAZON CAPITAL SERVICES	1QFV-WYG3-KVLC	12/15/2023	27.99
232401277	AMAZON CAPITAL SERVICES	1MRP-JLVJ-YY4K	12/15/2023	28.42
232401277	AMAZON CAPITAL SERVICES	16RW-4GCI-JLKJ	12/15/2023	28.97
232401277	AMAZON CAPITAL SERVICES	1MVM-9JV1-D3RG	12/15/2023	34.04
232401277	AMAZON CAPITAL SERVICES	1QHD-9PVT-4XHP	12/15/2023	34.39
232401277	AMAZON CAPITAL SERVICES	13RL-P19H-7X4C	12/15/2023	34.68
232401277	AMAZON CAPITAL SERVICES	4TT-NH3N-3HQ6	12/15/2023	34.95
232401277	AMAZON CAPITAL SERVICES	1M34-Q4KC-P9RD	12/15/2023	37.99
232401277	AMAZON CAPITAL SERVICES	1RD6-177V-R9JL	12/15/2023	39.96
232401277	AMAZON CAPITAL SERVICES	1KJM-FPXG-KK4Q	12/15/2023	41.77
232401277	AMAZON CAPITAL SERVICES	1QPD-KF49-L4Q9	12/15/2023	41.96
232401277	AMAZON CAPITAL SERVICES	16LX-JGCC-44C3	12/15/2023	44.68
232401277	AMAZON CAPITAL SERVICES	1T9P-KMQG-KK33	12/15/2023	46.00
232401277	AMAZON CAPITAL SERVICES	1TQN-14QV-QMYR	12/15/2023	48.35
232401277	AMAZON CAPITAL SERVICES	1CGW-M449-39FK	12/15/2023	48.97
232401277	AMAZON CAPITAL SERVICES	1CGL-V96G-PLX6	12/15/2023	49.92
232401277	AMAZON CAPITAL SERVICES	1PWT-H3TF-7QTC	12/15/2023	50.42
232401277	AMAZON CAPITAL SERVICES	13RL-P19H-7X4C	12/15/2023	50.65
232401277	AMAZON CAPITAL SERVICES	174P-D7Q9-D3DG	12/15/2023	51.94
232401277	AMAZON CAPITAL SERVICES	1DD1-MDCY-QDWN	12/15/2023	52.20
232401277	AMAZON CAPITAL SERVICES	1QQ7-PGNK-3WWG	12/15/2023	53.77
232401277	AMAZON CAPITAL SERVICES	13RL-P19H-FNXX	12/15/2023	59.58
232401277	AMAZON CAPITAL SERVICES	164J-JYJD-X3VL	12/15/2023	59.68
232401277	AMAZON CAPITAL SERVICES	1KCF-MFFT-KQ6P	12/15/2023	59.70
232401277	AMAZON CAPITAL SERVICES	1F3X-VMWP-X1GD	12/15/2023	62.87
232401277	AMAZON CAPITAL SERVICES	143K-GG61-3PJD	12/15/2023	69.94

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232401277	AMAZON CAPITAL SERVICES	1G7J-P6HL-NQ4T	12/15/2023	78.99
232401277	AMAZON CAPITAL SERVICES	1HWG-9R9W-F4GJ	12/15/2023	81.78
232401277	AMAZON CAPITAL SERVICES	16LX-JGCC-13G1	12/15/2023	89.73
232401277	AMAZON CAPITAL SERVICES	1FGP-HPGV-XWFR	12/15/2023	98.52
232401277	AMAZON CAPITAL SERVICES	1FVC-L7HL-7PVF	12/15/2023	101.90
232401277	AMAZON CAPITAL SERVICES	1YPF-Y31N-PCCM	12/15/2023	109.73
232401277	AMAZON CAPITAL SERVICES	1QFV-WYG3-PXG9	12/15/2023	127.68
232401277	AMAZON CAPITAL SERVICES	1NHJ-3PM9-6DFQ	12/15/2023	130.80
232401277	AMAZON CAPITAL SERVICES	1TT7-Q6PF-N3PH	12/15/2023	131.72
232401277	AMAZON CAPITAL SERVICES	17F3-FH4V-3NHK	12/15/2023	139.00
232401277	AMAZON CAPITAL SERVICES	1G4H-MK3V-6XXG	12/15/2023	139.50
232401277	AMAZON CAPITAL SERVICES	164J-JYJD-1HWY	12/15/2023	185.26
232401277	AMAZON CAPITAL SERVICES	1VKL-VTFF-LNVN	12/15/2023	199.31
232401277	AMAZON CAPITAL SERVICES	1NDN-76V7-QW4F	12/15/2023	257.94
232401277	AMAZON CAPITAL SERVICES	1LWK-PR3Y-7XJV	12/15/2023	263.75
232401277	AMAZON CAPITAL SERVICES	11T9-XXG1-PQKK	12/15/2023	289.68
232401277	AMAZON CAPITAL SERVICES	1WGC-HGJP-9LRV	12/15/2023	299.76
232401277	AMAZON CAPITAL SERVICES	1RC6-GVQP-LG67	12/15/2023	315.83
232401277	AMAZON CAPITAL SERVICES	1RC6-GVQP-1CVY	12/15/2023	369.25
232401278	AMELSE, RICK	REF11302023	12/15/2023	80.00
232401279	AMERICAN WELDING & GAS INC	9758792	12/15/2023	34.98
232401279	AMERICAN WELDING & GAS INC	9759008	12/15/2023	38.80
232401280	ARAMARK UNIFORM SERVICES, INC	NOV2023 CUST	12/15/2023	1,722.16
232401281	ASCENSION WI EMP SOLUTONS	415143	12/15/2023	4,868.75
232401282	BATES, CRISTIE	NOV2023 MILEAGE	12/15/2023	132.97
232401283	BEITZEL, ERIK	NOV2023 ITEMb	12/15/2023	24.72
232401284	BORNTREGER, SIERRA	NOV2023 ITEM	12/15/2023	20.99
232401285	BOUFFLEUR, BETH	NOV2023 MILEAGE	12/15/2023	78.40
232401286	BR BLEACHERS, INC.	21262	12/15/2023	16,725.00
232401287	BRANTON, MICHELLE	NOV2023 MILEAGE	12/15/2023	83.45
232401288	BROWN, JAMES	REF12022023	12/15/2023	100.00
232401289	BROWN, THOMAS	REF12022023	12/15/2023	100.00
232401290	CARRICO AQUATIC RESOURCES, INC	20237169	12/15/2023	137.50
232401290	CARRICO AQUATIC RESOURCES, INC	20237081	12/15/2023	478.78
232401291	CEDAR CREST SPECIALTIES, INC.	212331006/3406	12/15/2023	1,112.64
232401292	CESA 9, INC.	18256	12/15/2023	700.00
232401292	CESA 9, INC.	18068	12/15/2023	1,450.00
232401293	CONWAY, DEBRA	WOR-112823-3	12/15/2023	70.00
232401293	CONWAY, DEBRA	WOR-120523-3	12/15/2023	70.00
232401294	COSBY, WINSOR JR	DEC2023 ITEM	12/15/2023	22.16
232401295	COUNTY MATERIALS CORP.	3998803-00	12/15/2023	42.75

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232401295	COUNTY MATERIALS CORP.	3999868-00	12/15/2023	42.75
232401295	COUNTY MATERIALS CORP.	4000210-00	12/15/2023	71.25
232401296	CZERWONKA, CRISTIN	NOV2023 MILEAGE	12/15/2023	115.48
232401297	DAY, MARLA	WOR-112823-1	12/15/2023	70.00
232401297	DAY, MARLA	WOR-112823-1	12/15/2023	70.00
232401297	DAY, MARLA	WOR-120523-1	12/15/2023	70.00
232401297	DAY, MARLA	WOR-120523-1	12/15/2023	70.00
232401298	DEAF AND HARD OF HEARING EDUCATIONAL	Nov-23	12/15/2023	1,190.00
232401298	DEAF AND HARD OF HEARING EDUCATIONAL	Nov-23	12/15/2023	1,615.00
232401298	DEAF AND HARD OF HEARING EDUCATIONAL	Nov-23	12/15/2023	6,460.00
232401299	DEMCO, INC - ATTN:	7407440	12/15/2023	349.27
232401300	DETERT, DAWN	REF11302023	12/15/2023	4.00
232401300	DETERT, DAWN	REF11302023	12/15/2023	80.00
232401301	DIGITAL PROMISE GLOBAL	1797	12/15/2023	3,000.00
232401302	ELGERSMA, RONALD	WOR11282023	12/15/2023	45.00
232401302	ELGERSMA, RONALD	WOR12072023	12/15/2023	70.00
232401302	ELGERSMA, RONALD	WOR12092023	12/15/2023	70.00
232401303	ENGBRETSON, AMY	NOV2023 MILEAGE	12/15/2023	56.99
232401303	ENGBRETSON, AMY	NOV2023 MILEAGE	12/15/2023	123.47
232401304	ENGLISH, JOSHUA	REF111623-1	12/15/2023	70.00
232401304	ENGLISH, JOSHUA	REF-112823-4	12/15/2023	70.00
232401305	ESPELAND, HEATHER	NOV2023 ITEM	12/15/2023	50.75
232401306	FIRST SUPPLY LLC	155367-00	12/15/2023	2.77
232401306	FIRST SUPPLY LLC	154561-00	12/15/2023	67.08
232401306	FIRST SUPPLY LLC	154721-00	12/15/2023	68.34
232401306	FIRST SUPPLY LLC	155188-00	12/15/2023	73.50
232401306	FIRST SUPPLY LLC	154562-00	12/15/2023	105.73
232401306	FIRST SUPPLY LLC	154511-00	12/15/2023	129.27
232401306	FIRST SUPPLY LLC	802893	12/15/2023	187.32
232401306	FIRST SUPPLY LLC	153996-00	12/15/2023	315.30
232401307	FOLLETT CONTENT SOLUTIONS, LLC.	743230F	12/15/2023	89.23
232401307	FOLLETT CONTENT SOLUTIONS, LLC.	792910A	12/15/2023	570.00
232401307	FOLLETT CONTENT SOLUTIONS, LLC.	792910	12/15/2023	2,324.16
232401307	FOLLETT CONTENT SOLUTIONS, LLC.	796096	12/15/2023	2,508.00
232401308	FOX, GRETCHEN	NOV2023 MILEAGE	12/15/2023	85.28
232401309	FREIDEL, JOHN	REF12022023	12/15/2023	60.00
232401309	FREIDEL, JOHN	REF12092023	12/15/2023	120.00
232401310	FRIEDRICH, TERESSA	NOV2023 MILEAGE	12/15/2023	156.22
232401311	GEHRKE, SHANNON	NOV2023 MILEAGE	12/15/2023	169.25
232401312	GILBERTSON, KENDRA	NOV2023 ITEM	12/15/2023	28.22
232401313	GLYNN, JOHN	NOV2023 MILEAGE	12/15/2023	17.03

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232401313	GLYNN, JOHN	OCT/NOV2023 ITEM	12/15/2023	149.37
232401314	GRAINGER INC, WW	9922046652	12/15/2023	1.89
232401314	GRAINGER INC, WW	9922046652	12/15/2023	5.69
232401314	GRAINGER INC, WW	9922046652	12/15/2023	30.33
232401314	GRAINGER INC, WW	9918925752	12/15/2023	109.40
232401314	GRAINGER INC, WW	9920599876	12/15/2023	143.52
232401314	GRAINGER INC, WW	9924990089	12/15/2023	153.00
232401314	GRAINGER INC, WW	9915682851	12/15/2023	156.36
232401314	GRAINGER INC, WW	9916499743	12/15/2023	406.41
232401315	GUILLAUME, ASHLEIGH	NOV2023 MILEAGE	12/15/2023	108.34
232401316	GULDAN, DONNA	NOV2023 MILEAGE	12/15/2023	30.65
232401317	HABECK, MICHAEL	WOR11282023	12/15/2023	45.00
232401318	HALL, CHRISTIAN	REF12012023	12/15/2023	100.00
232401319	HALL, CINDY	NOV2023 MILEAGE	12/15/2023	234.10
232401320	HANSEN, CHRISTOPHER	NOV2023 ITEM	12/15/2023	14.99
232401321	HARBERT, MICHAEL	WOR11302023	12/15/2023	50.00
232401321	HARBERT, MICHAEL	REF-120523-7	12/15/2023	60.00
232401322	HEALY AWARDS, INC	INV 082551	12/15/2023	816.98
232401323	HEAT & POWER PRODUCTS INC.	46168	12/15/2023	55.40
232401324	HEBEIN, HALEY	NOV2023 MILEAGE	12/15/2023	163.49
232401325	HECKEL, CORY	NOV2023 MILEAGE	12/15/2023	55.54
232401325	HECKEL, CORY	NOV2023 MILEAGEa	12/15/2023	155.89
232401326	HEEREN, ERIC	NOV2023 MILEAGE	12/15/2023	81.61
232401327	HEID MUSIC COMPANY, INC.-APPLETON	3493593	12/15/2023	10.20
232401327	HEID MUSIC COMPANY, INC.-APPLETON	3481409	12/15/2023	60.60
232401327	HEID MUSIC COMPANY, INC.-APPLETON	3481415	12/15/2023	128.98
232401327	HEID MUSIC COMPANY, INC.-APPLETON	3476536	12/15/2023	400.00
232401328	HEINZEN, ANN	DEC2023 ITEM	12/15/2023	7.50
232401329	HELLER, KATHLEEN	WOR-112823-2	12/15/2023	70.00
232401329	HELLER, KATHLEEN	WOR-120523-2	12/15/2023	70.00
232401330	HENRY, JOSEPH	REF-111623-2	12/15/2023	70.00
232401330	HENRY, JOSEPH	REF-120123-1	12/15/2023	120.00
232401330	HENRY, JOSEPH	REF-120823-2	12/15/2023	120.00
232401331	HINTZ, MORGAN	NOV2023 MILEAGE	12/15/2023	97.86
232401332	HOCKIN, TIM	REF12022023	12/15/2023	60.00
232401333	HOENISCH, BENJAMIN	DEC2023 ITEM	12/15/2023	79.91
232401334	HOFFMAN, AARON	NOV2023 MILEAGE	12/15/2023	36.94
232401335	HORAK REFRIGERATION INC	7599	12/15/2023	1,919.04
232401336	HOSTVEDT, JAMES	NOV2023 MILEAGE	12/15/2023	77.03
232401337	HURNER, SCOTT	REF-120523-8	12/15/2023	60.00
232401338	HURON CONSULTING SERVICES, LLC.	CINV-00062411	12/15/2023	11,192.50

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232401339	JABLONSKI, JASON	DEC.07.2023	12/15/2023	28.82
232401339	JABLONSKI, JASON	DEC.11.2023	12/15/2023	155.89
232401340	JANKE, TODD	REF-111623-4	12/15/2023	70.00
232401340	JANKE, TODD	REF-112823-1	12/15/2023	70.00
232401340	JANKE, TODD	REF-120523-3	12/15/2023	70.00
232401340	JANKE, TODD	REF-112823-1	12/15/2023	120.00
232401341	JEHN, KALLY	NOV2023 MILEAGE	12/15/2023	11.40
232401342	JOHNSON, ANN	NOV2023 MILEAGE	12/15/2023	65.76
232401343	JULIOT, DAVID	REF-111623-3	12/15/2023	70.00
232401343	JULIOT, DAVID	REF-112823-5	12/15/2023	70.00
232401343	JULIOT, DAVID	REF120523-1	12/15/2023	70.00
232401344	KAMINSKI, SARAH	NOV2023 MILEAGE	12/15/2023	125.17
232401345	KAMPMANN, KEVIN	NOV2023 MILEAGE	12/15/2023	84.63
232401346	KENITZER, RICHARD	WOR12012023	12/15/2023	80.00
232401347	KISLOW, JENNIFER	DEC2023 ITEM	12/15/2023	36.88
232401348	KNESER, JEFFREY	REF12022023	12/15/2023	150.00
232401349	KOLODZIEJ, HEIDI	NOV2023 ITEM	12/15/2023	8.50
232401349	KOLODZIEJ, HEIDI	NOV2023 ITEM	12/15/2023	240.73
232401350	KRUEGER, SAVANNA	NOV2023 ITEM	12/15/2023	22.40
232401350	KRUEGER, SAVANNA	NOV2023 MILEAGE	12/15/2023	26.92
232401351	KWICK, SARAH	NOV2023 ITEM	12/15/2023	28.75
232401352	KWIK TRIP INC	00054784 NOV2023	12/15/2023	29.39
232401352	KWIK TRIP INC	00054784 NOV2023	12/15/2023	125.67
232401352	KWIK TRIP INC	00054784 NOV2023	12/15/2023	293.39
232401352	KWIK TRIP INC	00054784 NOV2023	12/15/2023	812.18
232401352	KWIK TRIP INC	00054784 NOV2023	12/15/2023	1,115.30
232401353	LANGBEHN, DAVID	REF12012023	12/15/2023	60.00
232401353	LANGBEHN, DAVID	REF-111623-5	12/15/2023	70.00
232401353	LANGBEHN, DAVID	REF-112823-2	12/15/2023	70.00
232401353	LANGBEHN, DAVID	REF-120523-4	12/15/2023	70.00
232401354	LANGE, CRAIG	REF12022023	12/15/2023	150.00
232401355	LANGE, GAVEN	REF12022023	12/15/2023	150.00
232401356	LEPAK, MOLLY	NOV2023 MILEAGE	12/15/2023	224.67
232401357	LIGHTSPEED TECHNOLOGIES INC	153704	12/15/2023	1,178.00
232401358	LINDELL, JEFF	NOV2023 MILEAGE	12/15/2023	64.98
232401359	LUKASKO, TIFFANY	NOV2023 MILEAGE	12/15/2023	55.02
232401359	LUKASKO, TIFFANY	NOV2023 MILEAGE	12/15/2023	97.79
232401360	M3 INSURANCE SOLU INC	95357	12/15/2023	8,772.01
232401360	M3 INSURANCE SOLU INC	95357	12/15/2023	20,354.82
232401360	M3 INSURANCE SOLU INC	95357	12/15/2023	28,451.80
232401361	MARATHON PEST CONTROL	54647	12/15/2023	31.00

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232401361	MARATHON PEST CONTROL	54616	12/15/2023	35.00
232401361	MARATHON PEST CONTROL	54634	12/15/2023	35.00
232401361	MARATHON PEST CONTROL	54541	12/15/2023	38.00
232401361	MARATHON PEST CONTROL	54543	12/15/2023	38.00
232401361	MARATHON PEST CONTROL	54544	12/15/2023	38.00
232401361	MARATHON PEST CONTROL	54648	12/15/2023	38.00
232401361	MARATHON PEST CONTROL	54650	12/15/2023	38.00
232401361	MARATHON PEST CONTROL	54670	12/15/2023	38.00
232401361	MARATHON PEST CONTROL	54672	12/15/2023	38.00
232401361	MARATHON PEST CONTROL	54615	12/15/2023	40.00
232401362	MARCELLINO, ANTHONY	NOV2023 MILEAGE	12/15/2023	64.12
232401363	MARCO TECHNOLOGIES LLC	CM576276	12/15/2023	(745.29)
232401363	MARCO TECHNOLOGIES LLC	INV11905575	12/15/2023	733.76
232401363	MARCO TECHNOLOGIES LLC	INV11905576	12/15/2023	733.76
232401363	MARCO TECHNOLOGIES LLC	INV11905569	12/15/2023	745.29
232401363	MARCO TECHNOLOGIES LLC	INV11905573	12/15/2023	2,306.10
232401364	MCDONNELL, BRITTANY	NOV2023 MILEAGE	12/15/2023	23.58
232401364	MCDONNELL, BRITTANY	DEC2023 ITEM	12/15/2023	225.00
232401365	MEADEN, JAMES	WOR11282023	12/15/2023	45.00
232401365	MEADEN, JAMES	WOR12072023	12/15/2023	70.00
232401365	MEADEN, JAMES	WOR12092023	12/15/2023	70.00
232401366	MEFFERD, RIANA	NOV2023 MILEAGE	12/15/2023	28.30
232401367	MESENBERG, BRADY	NOV2023 MILEAGE	12/15/2023	58.95
232401368	MEVERDEN, PATRICK	REF-120823-1	12/15/2023	120.00
232401369	MID WISCONSIN BEVERAGE	MIDWINOVDEC2	12/15/2023	790.82
232401369	MID WISCONSIN BEVERAGE	MIDWINOVDEC	12/15/2023	1,922.87
232401369	MID WISCONSIN BEVERAGE	294885/9923/2951013	12/15/2023	3,152.25
232401370	MLODIK, JODY	WOR12022023	12/15/2023	80.00
232401371	MOSEY, PAT	REF12092023	12/15/2023	120.00
232401372	NASSCO INC - CUSTODIAL	6369138	12/15/2023	94.36
232401372	NASSCO INC - CUSTODIAL	6366257	12/15/2023	113.35
232401372	NASSCO INC - CUSTODIAL	6367213	12/15/2023	301.04
232401372	NASSCO INC - CUSTODIAL	6364780	12/15/2023	1,206.16
232401372	NASSCO INC - CUSTODIAL	6369142	12/15/2023	1,675.36
232401372	NASSCO INC - CUSTODIAL	6367290	12/15/2023	3,682.41
232401372	NASSCO INC - CUSTODIAL	6364777	12/15/2023	4,294.40
232401373	NCS PEARSON INC	23780307	12/15/2023	343.44
232401374	NICHOLS, MIKE	REF-112823-6	12/15/2023	70.00
232401374	NICHOLS, MIKE	REF-120523-5	12/15/2023	70.00
232401375	NORTHERN VALLEY INDUSTRIES, INC.	125	12/15/2023	2,335.20
232401376	NORTHWAY COMMUNICATIONS INC	118549	12/15/2023	35.00

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232401376	NORTHWAY COMMUNICATIONS INC	118528	12/15/2023	69.00
232401376	NORTHWAY COMMUNICATIONS INC	118507	12/15/2023	118.63
232401377	NOWINSKY, MIKAYLA	NOV2023 MILEAGE	12/15/2023	35.30
232401378	OBOIKOVITZ, MALLORY	NOV2023 ITEMa	12/15/2023	79.94
232401378	OBOIKOVITZ, MALLORY	DEC2023 ITEM	12/15/2023	82.01
232401379	PAXTON PATTERSON	420822	12/15/2023	447.00
232401379	PAXTON PATTERSON	420514	12/15/2023	6,600.00
232401380	PELOQUIN, CHRISTOPHER	REF11282023	12/15/2023	100.00
232401381	PER MAR SECURITY SERVICES, INC.	3180201	12/15/2023	429.99
232401381	PER MAR SECURITY SERVICES, INC.	3179987	12/15/2023	3,713.10
232401382	PERFORMANCE FOODSERVICE	352312	12/15/2023	43.48
232401382	PERFORMANCE FOODSERVICE	359068	12/15/2023	60.87
232401382	PERFORMANCE FOODSERVICE	312270	12/15/2023	125.22
232401382	PERFORMANCE FOODSERVICE	352312	12/15/2023	129.60
232401382	PERFORMANCE FOODSERVICE	352312	12/15/2023	158.86
232401382	PERFORMANCE FOODSERVICE	312270	12/15/2023	613.18
232401382	PERFORMANCE FOODSERVICE	359068	12/15/2023	665.50
232401382	PERFORMANCE FOODSERVICE	365646	12/15/2023	779.54
232401382	PERFORMANCE FOODSERVICE	352312	12/15/2023	1,009.61
232401382	PERFORMANCE FOODSERVICE	360296	12/15/2023	5,973.53
232401383	PETERS, JASON	REF11282023	12/15/2023	100.00
232401383	PETERS, JASON	REF12092023	12/15/2023	120.00
232401384	PETERSON, MARGARET	DEC2023 ITEM	12/15/2023	8.29
232401384	PETERSON, MARGARET	DEC2023 ITEM	12/15/2023	17.10
232401385	PISCA, SARAH	Pisca-November	12/15/2023	1,079.00
232401386	PLACE, AMY	NOV2023 MILEAGE	12/15/2023	52.66
232401387	PRAIRIE FARMS-WOODBURY, MN	Nov-23	12/15/2023	30,460.35
232401388	PRIES, DARYL	REF12012023	12/15/2023	100.00
232401389	REI ENGINEERING, INC	46634	12/15/2023	1,831.68
232401390	REIMANN, DAVID	NOV2023 MILEAGE	12/15/2023	111.74
232401391	RENNING LEWIS & LACY, S.C.	7323033	12/15/2023	1,285.00
232401392	RESCH, KAMI	NOV/DEC2023 ITEM	12/15/2023	30.37
232401393	RESCH, SAVANAH	NOV2023 MILEAGE	12/15/2023	20.83
232401394	ROTO-GRAPHIC PRINTING INC	3569-23, 3568-23	12/15/2023	235.00
232401394	ROTO-GRAPHIC PRINTING INC	3569-23, 3568-23	12/15/2023	260.00
232401395	SCHOOL SPECIALTY, LLC.	2.08134E+11	12/15/2023	42.88
232401395	SCHOOL SPECIALTY, LLC.	3.08104E+11	12/15/2023	154.06
232401395	SCHOOL SPECIALTY, LLC.	2.08133E+11	12/15/2023	449.86
232401396	SCHROEDER, DAWN	NOV2023 MILEAGE	12/15/2023	9.43
232401397	SCHULT, MATTHEW	NOV2023 MILEAGE	12/15/2023	40.48
232401398	SECURIAN FINANCIAL GROUP, INC.	Jan-23	12/15/2023	902.40

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232401398	SECURIAN FINANCIAL GROUP, INC.	Jan-23	12/15/2023	3,452.21
232401398	SECURIAN FINANCIAL GROUP, INC.	Jan-23	12/15/2023	7,871.69
232401398	SECURIAN FINANCIAL GROUP, INC.	Jan-23	12/15/2023	7,881.52
232401399	SOLUM, NICK	REF-120523-9	12/15/2023	60.00
232401400	SPIEGEL BERG, KRISTEN	OCT/NOV2023 ITEM	12/15/2023	242.61
232401401	SPIEGEL, TINA	NOV2023 MILEAGE	12/15/2023	79.58
232401402	STASHEK, JACQUELINE	NOV2023 MILEAGE	12/15/2023	147.18
232401403	STRICK, ANGELA	DEC2023 ITEM	12/15/2023	32.03
232401404	SUCKOW, ELLEN	NOV2023 MILEAGE	12/15/2023	58.95
232401405	SWOBODA, AVA	NOV2023 ITEM	12/15/2023	44.97
232401406	SYBELDON, THERESA	OCT2023 ITEMa	12/15/2023	105.41
232401406	SYBELDON, THERESA	OCT2023 ITEM	12/15/2023	139.75
232401407	TARRAS, STEPHEN	REF12012023	12/15/2023	60.00
232401407	TARRAS, STEPHEN	REF-111623-6	12/15/2023	70.00
232401407	TARRAS, STEPHEN	REF-112823-3	12/15/2023	70.00
232401407	TARRAS, STEPHEN	REF-120523-6	12/15/2023	70.00
232401408	TATRO, SARA	NOV2023 ITEM	12/15/2023	17.00
232401409	TEAM SPORTING GOODS INC	AAG027787-AC02	12/15/2023	37.90
232401409	TEAM SPORTING GOODS INC	AAG027956-AC05	12/15/2023	90.00
232401410	TESKE, STEFANIE	NOV2023 MILEAGE	12/15/2023	25.02
232401411	THAO, PANYIA	NOV2023 MILEAGE	12/15/2023	33.01
232401412	THAO, YER	NOV2023 MILEAGE	12/15/2023	26.20
232401413	THEIS, TAYLOR	NOV2023 MILEAGE	12/15/2023	69.43
232401414	THOMPSON, KELLY	NOV2023 MILEAGE	12/15/2023	68.19
232401415	TRAUTSCH, BRETT	REF12012023	12/15/2023	40.00
232401415	TRAUTSCH, BRETT	REF12012023	12/15/2023	100.00
232401416	TREPTOW, FELECITY	DEC2023 CONF	12/15/2023	138.00
232401417	TRETTER, TODD	NOV2023 MILEAGE	12/15/2023	23.38
232401417	TRETTER, TODD	REF12022023	12/15/2023	60.00
232401417	TRETTER, TODD	REF11282023	12/15/2023	100.00
232401417	TRETTER, TODD	REF12022023	12/15/2023	100.00
232401418	TRZEBIATOWSKI, TAMMY	NOV2023 MILEAGE	12/15/2023	47.75
232401419	USIC RECEIVABLES, LLC	626649	12/15/2023	2,527.85
232401420	VANGALDER, JASON	WOR12022023	12/15/2023	160.00
232401421	VIKING ELECTRIC SUPPLY	S007576318.001	12/15/2023	(73.78)
232401421	VIKING ELECTRIC SUPPLY	S007593158.001	12/15/2023	(42.93)
232401421	VIKING ELECTRIC SUPPLY	S0007587681.001	12/15/2023	(29.32)
232401421	VIKING ELECTRIC SUPPLY	S007587439.002	12/15/2023	13.75
232401421	VIKING ELECTRIC SUPPLY	S007605152.003	12/15/2023	64.42
232401421	VIKING ELECTRIC SUPPLY	S007560911.001	12/15/2023	88.95
232401421	VIKING ELECTRIC SUPPLY	S007568572.001	12/15/2023	114.46

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232401421	VIKING ELECTRIC SUPPLY	S007563704.001	12/15/2023	128.51
232401421	VIKING ELECTRIC SUPPLY	S007587439.001	12/15/2023	187.60
232401421	VIKING ELECTRIC SUPPLY	S007581596.001	12/15/2023	834.25
232401422	WALKER, EMILY	OCT/NOV2023 MILEAGE	12/15/2023	18.08
232401422	WALKER, EMILY	NOV/DEC2023 MILEAGE	12/15/2023	32.55
232401423	WANTA, DAVID	DEC2023 MILEAGE	12/15/2023	56.99
232401424	WELLER, JULIE	NOV2023 MILEAGEa	12/15/2023	107.29
232401425	WELSH, JOHN	WOR11282023	12/15/2023	45.00
232401425	WELSH, JOHN	WOR12072023	12/15/2023	70.00
232401425	WELSH, JOHN	WOR12092023	12/15/2023	70.00
232401426	WELSH, SARA	NOV2023 MILEAGE	12/15/2023	79.52
232401426	WELSH, SARA	NOV2023 MILEAGE	12/15/2023	99.69
232401427	WENDORF, MICHAEL	NOV2023 ITEM	12/15/2023	29.98
232401428	WIDMANN, SARA	DEC2023 ITEM	12/15/2023	9.96
232401429	ZANDER, DALE	REF-120523-2	12/15/2023	70.00
232401430	ZEINERT, IAN	NOV2023 MILEAGE	12/15/2023	12.45
232401431	ZIEGELBAUER, KELLY	NOV2023 ITEM	12/15/2023	62.65
232401432	AMAZON CAPITAL SERVICES	1DQW-XL1P-PYFD	12/29/2023	4.99
232401432	AMAZON CAPITAL SERVICES	1JDJ-MW3P-FYVF	12/29/2023	9.49
232401432	AMAZON CAPITAL SERVICES	13PG-MFWY-NDRT	12/29/2023	11.53
232401432	AMAZON CAPITAL SERVICES	1LL1-GNYY-D6TQ	12/29/2023	11.96
232401432	AMAZON CAPITAL SERVICES	13YD-VDCX-LHXW	12/29/2023	13.99
232401432	AMAZON CAPITAL SERVICES	1VXJ-J1JF-DD7J	12/29/2023	14.26
232401432	AMAZON CAPITAL SERVICES	1HKT-D3D6-3KYW	12/29/2023	14.38
232401432	AMAZON CAPITAL SERVICES	1CXG-KPTH-HK74	12/29/2023	14.79
232401432	AMAZON CAPITAL SERVICES	1WK9-QKQG-JDCG	12/29/2023	14.99
232401432	AMAZON CAPITAL SERVICES	1F6N-W1X9-L13Q	12/29/2023	14.99
232401432	AMAZON CAPITAL SERVICES	1474-4JQC-C976	12/29/2023	17.99
232401432	AMAZON CAPITAL SERVICES	1NC1-FNGJ-D7XR	12/29/2023	18.89
232401432	AMAZON CAPITAL SERVICES	1X3G-GR63-CDGD	12/29/2023	18.99
232401432	AMAZON CAPITAL SERVICES	17W6-JHYC-DPL1	12/29/2023	18.99
232401432	AMAZON CAPITAL SERVICES	1YWJ-QMCM-1XHX	12/29/2023	19.57
232401432	AMAZON CAPITAL SERVICES	19VX-HV3K-XY7R	12/29/2023	19.99
232401432	AMAZON CAPITAL SERVICES	1QGP-J6YW-M3QD	12/29/2023	20.28
232401432	AMAZON CAPITAL SERVICES	1FDW-3GDJ-37N7	12/29/2023	20.35
232401432	AMAZON CAPITAL SERVICES	1HGF-GMLN-CDMH	12/29/2023	22.00
232401432	AMAZON CAPITAL SERVICES	1D16-HPJR-1761	12/29/2023	23.17
232401432	AMAZON CAPITAL SERVICES	17KK-NNHJ-LRL4	12/29/2023	24.99
232401432	AMAZON CAPITAL SERVICES	1PQM-VHCM-9TF9	12/29/2023	25.00
232401432	AMAZON CAPITAL SERVICES	1C1X-VK1C-JVPC	12/29/2023	26.33
232401432	AMAZON CAPITAL SERVICES	1LCM-KPDM-7KXT	12/29/2023	28.56

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232401432	AMAZON CAPITAL SERVICES	1XLR-4PJV-HCQ4	12/29/2023	31.48
232401432	AMAZON CAPITAL SERVICES	16KH-MGTH-K77C	12/29/2023	32.95
232401432	AMAZON CAPITAL SERVICES	13PG-MFWY-RM7J	12/29/2023	35.18
232401432	AMAZON CAPITAL SERVICES	14RY-RL4J-3TXY	12/29/2023	42.52
232401432	AMAZON CAPITAL SERVICES	1GJW-VHYW-JXK1	12/29/2023	45.44
232401432	AMAZON CAPITAL SERVICES	1FV4-J9G3-NTV7	12/29/2023	46.72
232401432	AMAZON CAPITAL SERVICES	1T4X-1TVY-JCC1	12/29/2023	48.77
232401432	AMAZON CAPITAL SERVICES	1R6M-MWRH-6T3C	12/29/2023	52.29
232401432	AMAZON CAPITAL SERVICES	14NQ-1K31-1JQH	12/29/2023	57.51
232401432	AMAZON CAPITAL SERVICES	1QYM-FPKG-H4RL	12/29/2023	58.48
232401432	AMAZON CAPITAL SERVICES	1WKP-NHPL-CTYL	12/29/2023	59.97
232401432	AMAZON CAPITAL SERVICES	1LJ6-HQQ7-DKTL	12/29/2023	60.00
232401432	AMAZON CAPITAL SERVICES	1QLP-7VNV-1C6Q	12/29/2023	63.04
232401432	AMAZON CAPITAL SERVICES	17KK-NNHJ-V3TQ	12/29/2023	64.73
232401432	AMAZON CAPITAL SERVICES	11K3-J9H6-RT3H	12/29/2023	64.78
232401432	AMAZON CAPITAL SERVICES	1MH3-L3TP-3PKD	12/29/2023	72.75
232401432	AMAZON CAPITAL SERVICES	1FH4-XXXP-GPKY	12/29/2023	78.98
232401432	AMAZON CAPITAL SERVICES	14HC-91PQ-69X1	12/29/2023	83.56
232401432	AMAZON CAPITAL SERVICES	1H6J-RHL9-FDT1	12/29/2023	89.00
232401432	AMAZON CAPITAL SERVICES	1XX7-FWNV-HHDL	12/29/2023	89.43
232401432	AMAZON CAPITAL SERVICES	1LCM-KPDM-M77T	12/29/2023	97.93
232401432	AMAZON CAPITAL SERVICES	1WWR-Q4DL-1F97	12/29/2023	99.29
232401432	AMAZON CAPITAL SERVICES	1PXN-YCVH-M716	12/29/2023	100.94
232401432	AMAZON CAPITAL SERVICES	1744-FF69-GQHV	12/29/2023	105.53
232401432	AMAZON CAPITAL SERVICES	167K-7JHG-D1VR	12/29/2023	118.34
232401432	AMAZON CAPITAL SERVICES	11P7-Y4V6-DP9X	12/29/2023	120.00
232401432	AMAZON CAPITAL SERVICES	1XRG-KFD1-4P73	12/29/2023	120.87
232401432	AMAZON CAPITAL SERVICES	11K3-J9H6-PQV3	12/29/2023	131.19
232401432	AMAZON CAPITAL SERVICES	14TT-NH3N-V7QR	12/29/2023	133.60
232401432	AMAZON CAPITAL SERVICES	1V4M-1TCP-G779	12/29/2023	149.98
232401432	AMAZON CAPITAL SERVICES	1491-61KR-CDC7	12/29/2023	203.14
232401432	AMAZON CAPITAL SERVICES	1KPL-11PJ-333L	12/29/2023	229.63
232401432	AMAZON CAPITAL SERVICES	16PK-FTJJ-GQT4	12/29/2023	263.34
232401432	AMAZON CAPITAL SERVICES	1XRG-KFD1-PD3J	12/29/2023	319.60
232401432	AMAZON CAPITAL SERVICES	1WHJ-PC74-1W9K	12/29/2023	327.66
232401432	AMAZON CAPITAL SERVICES	17YK-RTMM-C3WX	12/29/2023	349.90
232401432	AMAZON CAPITAL SERVICES	139K-DQQD-P793	12/29/2023	440.08
232401432	AMAZON CAPITAL SERVICES	1Y9R-CNR4-GLPJ	12/29/2023	474.80
232401433	ANGE, CLIFF	REF12142023	12/29/2023	150.00
232401434	ASPIRUS YMCA CHILD DEV CTR	YMCA-4D-DEC2023	12/29/2023	29,547.00
232401435	AUGUST WINTER & SONS INC	55364	12/29/2023	6,667.53

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232401436	BAILEY, SARAH	DEC2023 ITEM	12/29/2023	62.58
232401437	BATES, CRISTIE	DEC2023 MILEAGE	12/29/2023	113.97
232401438	BERGSTROM, JEFFREY	DEC2023 ITEM	12/29/2023	35.43
232401439	BETHLEHEM COMMUNITY	BETH-4K-DEC2023	12/29/2023	3,658.20
232401440	BOUFFLEUR, BETH	DEC2023 ITEMa	12/29/2023	14.20
232401441	BRECKE, ROXANNE	NOV2023 MILEAGE	12/29/2023	114.76
232401442	BROWN, JAMES	REF12122023	12/29/2023	60.00
232401442	BROWN, JAMES	REF12122023	12/29/2023	100.00
232401443	CESA 9, INC.	18193	12/29/2023	290.00
232401444	CONWAY, DEBRA	WOR-121523-1	12/29/2023	35.00
232401445	DAHLGREN, JAMES	DEC2023 ITEM	12/29/2023	43.25
232401446	ELGERSMA, RONALD	WOR12122023	12/29/2023	80.00
232401447	ENGBRETSON, BRIAN	REF12152023	12/29/2023	60.00
232401448	FIRST SUPPLY LLC	155509-00	12/29/2023	42.57
232401448	FIRST SUPPLY LLC	155488-00	12/29/2023	64.89
232401448	FIRST SUPPLY LLC	155324	12/29/2023	176.53
232401448	FIRST SUPPLY LLC	154565-00	12/29/2023	224.23
232401448	FIRST SUPPLY LLC	154843-00	12/29/2023	495.40
232401448	FIRST SUPPLY LLC	15536300	12/29/2023	556.14
232401448	FIRST SUPPLY LLC	154509	12/29/2023	1,000.15
232401449	FOLLETT CONTENT SOLUTIONS, LLC.	304829	12/29/2023	438.87
232401449	FOLLETT CONTENT SOLUTIONS, LLC.	796096A	12/29/2023	581.52
232401449	FOLLETT CONTENT SOLUTIONS, LLC.	304803	12/29/2023	613.66
232401449	FOLLETT CONTENT SOLUTIONS, LLC.	304834	12/29/2023	897.38
232401449	FOLLETT CONTENT SOLUTIONS, LLC.	304835	12/29/2023	1,071.21
232401449	FOLLETT CONTENT SOLUTIONS, LLC.	743222	12/29/2023	1,345.82
232401449	FOLLETT CONTENT SOLUTIONS, LLC.	304831	12/29/2023	2,204.17
232401450	FORE-FRONT MECHANICAL, INC.	10391	12/29/2023	215.35
232401450	FORE-FRONT MECHANICAL, INC.	10390	12/29/2023	246.00
232401450	FORE-FRONT MECHANICAL, INC.	10407	12/29/2023	23,850.00
232401451	FOX, GRETCHEN	DEC2023 ITEM	12/29/2023	32.97
232401452	FRANCE PROPANE SERVICE, INC.	329213	12/29/2023	716.67
232401453	FRITSCHKE, ASHLEY	NOV2023 ITEM	12/29/2023	35.19
232401454	GEHRKE, SHANNON	DEC2023 MILEAGE	12/29/2023	151.89
232401455	GEIER, AIME	NOV2023 ITEM	12/29/2023	1.80
232401455	GEIER, AIME	NOV2023 ITEM	12/29/2023	87.09
232401456	GRAINGER INC, WW	9934636912	12/29/2023	37.92
232401457	GUILLAUME, ASHLEIGH	DEC2023 MILEAGE	12/29/2023	66.48
232401458	HABECK, MICHAEL	WOR12122023	12/29/2023	45.00
232401459	HEID MUSIC COMPANY, INC.-APPLETON	3496959	12/29/2023	10.00
232401459	HEID MUSIC COMPANY, INC.-APPLETON	3456926	12/29/2023	40.50

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232401459	HEID MUSIC COMPANY, INC.-APPLETON	365757127	12/29/2023	172.99
232401460	HEIDMANN, LUCAS	REF12122023	12/29/2023	100.00
232401461	HELLER, KATHLEEN	WOR-121223-1	12/29/2023	35.00
232401461	HELLER, KATHLEEN	WOR-121923-1	12/29/2023	70.00
232401462	HENRY, JOSEPH	REF12122023	12/29/2023	60.00
232401462	HENRY, JOSEPH	REF12152023	12/29/2023	60.00
232401462	HENRY, JOSEPH	REF-121923-1	12/29/2023	120.00
232401463	HOCKIN, TIM	REF12122023	12/29/2023	60.00
232401463	HOCKIN, TIM	REF12122023	12/29/2023	100.00
232401464	HORAK REFRIGERATION INC	7651	12/29/2023	831.20
232401465	HURNER, SCOTT	REF-120523-11	12/29/2023	30.34
232401466	JACOBSON, ERIN	DEC2023 MILEAGE	12/29/2023	142.79
232401467	JAKUBEK, JACQUE	DEC2023 ITEMa	12/29/2023	69.30
232401467	JAKUBEK, JACQUE	DEC2023 ITEM	12/29/2023	103.43
232401468	JEHN, KALLY	DEC2023 MILEAGE	12/29/2023	10.61
232401469	KENITZER, RICHARD	WOR12122023	12/29/2023	80.00
232401470	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-DEC2023	12/29/2023	9,908.60
232401471	KINDER CARE LEARNING CTR, INC.	KIND-4K-DEC2023	12/29/2023	8,723.40
232401472	KISLOW, JENNIFER	DEC2023 ITEMa	12/29/2023	83.04
232401473	KLEINSCHMIDT, KATHERINE	DEC2023 ITEM	12/29/2023	56.47
232401474	KLUEVER, JACKIE	NOV2023 ITEM	12/29/2023	225.00
232401475	KOSS, RACHEL	DEC2023 MILEAGE	12/29/2023	111.94
232401476	KRESSMAN, AMANDA	27441	12/29/2023	28.55
232401477	KRESSEL, TROY	REF12152023	12/29/2023	100.00
232401478	LANCELLE, GARRETT	REF12152023	12/29/2023	100.00
232401479	LANGBEHN, DAVID	REF-121223-1	12/29/2023	60.00
232401480	LAW OFFICE OF ZACHARY MEINEN	Jan-24	12/29/2023	8,076.92
232401481	LEPAK, MOLLY	DEC2023 MILEAGE	12/29/2023	164.21
232401482	LIGHTHOUSE SERVICES, LLC	1046728	12/29/2023	1,265.28
232401483	LINDELL, JEFF	DEC2023 MILEAGE	12/29/2023	67.47
232401484	LOW, ANDREW	NOV2023 MILEAGE	12/29/2023	79.71
232401485	LOY, EMILY	NOV2023 MILEAGE	12/29/2023	121.76
232401486	LUKASKO, TIFFANY	DEC2023 MILEAGE	12/29/2023	18.60
232401486	LUKASKO, TIFFANY	DEC2023 MILEAGE	12/29/2023	102.25
232401487	LYON, KAELYN	NOV2023 MILEAGE	12/29/2023	238.42
232401488	MADISON NATL LIFE INS CO	Jan-24	12/29/2023	6,505.36
232401488	MADISON NATL LIFE INS CO	Jan-24	12/29/2023	11,311.99
232401489	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-DEC2023	12/29/2023	6,326.60
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	59.05
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	231.47
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	298.59

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232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	365.60
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	788.68
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	1,751.77
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	2,948.62
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	3,138.67
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	3,148.57
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	3,852.47
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	3,903.73
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	4,034.20
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	5,104.66
232401490	MARCO TECHNOLOGIES LLC	INV11985779	12/29/2023	9,529.12
232401491	MCELDOWNEY, TODD	REF12122023	12/29/2023	100.00
232401492	MEADEN, JAMES	WOR12122023	12/29/2023	80.00
232401493	MESENBERG, BRADY	DEC2023 ITEM	12/29/2023	105.00
232401493	MESENBERG, BRADY	DEC2023 CONF	12/29/2023	154.58
232401493	MESENBERG, BRADY	DEC2023 ITEM	12/29/2023	1,869.00
232401494	MEURETT, MOLLY	DEC2023 ITEM	12/29/2023	70.82
232401495	MEVERDEN, PATRICK	REF12122023	12/29/2023	60.00
232401495	MEVERDEN, PATRICK	REF-121923-2	12/29/2023	120.00
232401496	MID WISCONSIN BEVERAGE	2949918 2951011	12/29/2023	2,713.69
232401496	MID WISCONSIN BEVERAGE	GTCC MID WI BEV Mult	12/29/2023	3,388.54
232401497	MISSISSIPPI WELDERS SUPPLY CO., INC	4201303	12/29/2023	80.32
232401497	MISSISSIPPI WELDERS SUPPLY CO., INC	4206979	12/29/2023	365.31
232401497	MISSISSIPPI WELDERS SUPPLY CO., INC	4206977	12/29/2023	788.04
232401497	MISSISSIPPI WELDERS SUPPLY CO., INC	4189702	12/29/2023	818.28
232401498	MOUNT OLIVE 4K PROGRAM	MTOL-4K-DEC2023	12/29/2023	7,316.40
232401499	MURPHY, PATRICK	REF12152023	12/29/2023	100.00
232401500	NASSCO INC - CUSTODIAL	6371530	12/29/2023	(45.93)
232401500	NASSCO INC - CUSTODIAL	6370023	12/29/2023	4.50
232401500	NASSCO INC - CUSTODIAL	6370103	12/29/2023	4.78
232401500	NASSCO INC - CUSTODIAL	6370103	12/29/2023	4.79
232401500	NASSCO INC - CUSTODIAL	6370103	12/29/2023	14.36
232401500	NASSCO INC - CUSTODIAL	6370103	12/29/2023	43.08
232401500	NASSCO INC - CUSTODIAL	6372567	12/29/2023	170.00
232401500	NASSCO INC - CUSTODIAL	6371139	12/29/2023	242.57
232401500	NASSCO INC - CUSTODIAL	6370103	12/29/2023	411.62
232401500	NASSCO INC - CUSTODIAL	6369926	12/29/2023	425.93
232401500	NASSCO INC - CUSTODIAL	6371784	12/29/2023	1,346.19
232401500	NASSCO INC - CUSTODIAL	6372731	12/29/2023	6,347.16
232401501	NEWMAN CATHOLIC-ST THERESE	STTH-4K-DEC2023	12/29/2023	9,420.30
232401502	NORTHCENTRAL TECH COLLEGE	CINV-202140	12/29/2023	515.00

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232401503	OVERDRIVE INC	CD0258423454730	12/29/2023	1,000.00
232401504	PAGENKOPF, CHAD	DEC2023 ITEM	12/29/2023	16.24
232401504	PAGENKOPF, CHAD	NOV/DEC2023 ITEM	12/29/2023	22.93
232401505	PER MAR SECURITY SERVICES, INC.	3221365	12/29/2023	104.38
232401506	PERFORMANCE FOODSERVICE	370092	12/29/2023	195.52
232401506	PERFORMANCE FOODSERVICE	370092	12/29/2023	639.04
232401507	PETERSON, MARGARET	DEC2023 ITEMa	12/29/2023	33.56
232401508	PHALEN, LISA	13	12/29/2023	400.00
232401509	PLACE, AMY	DEC2023 MILEAGE	12/29/2023	58.10
232401510	RENNING LEWIS & LACY, S.C.	7323032a	12/29/2023	700.00
232401511	RESCH, SAVANAH	DEC2023 MILEAGE	12/29/2023	72.77
232401512	ROTH, MATTHEW	REF12122023	12/29/2023	60.00
232401512	ROTH, MATTHEW	REF12122023	12/29/2023	100.00
232401513	SANDQUIST, BREE	DEC2023 ITEM	12/29/2023	31.25
232401514	SCHLINKMANN, SUSAN	DEC2023 ITEM	12/29/2023	43.42
232401515	SCHOOL SPECIALTY, LLC.	2.08134E+11	12/29/2023	329.40
232401516	SCHULTZ, NATHAN	REF-121523-2	12/29/2023	60.00
232401517	SENDELBACH, MICHELLE	DEC2023 ITEM	12/29/2023	48.06
232401518	SHULFER, KATIE	NOV2023 MILEAGE	12/29/2023	161.46
232401518	SHULFER, KATIE	NOV2023 CONF	12/29/2023	218.00
232401519	SOLUM, NICK	REF-120523-12	12/29/2023	18.40
232401520	SYBELDON, THERESA	DEC2023 ITEM	12/29/2023	226.90
232401521	TARRAS, STEPHEN	REF-121223-2	12/29/2023	60.00
232401522	THEIS, TAYLOR	DEC2023 ITEM	12/29/2023	52.07
232401523	TREPTOW, FELECITY	DEC2023 MILEAGE	12/29/2023	64.91
232401524	TRETTER, TODD	DEC2023 MILEAGE	12/29/2023	21.16
232401525	US OMNI & TSACG COMPLIANCE SERVICES	102574	12/29/2023	291.40
232401526	VANDER GALIEN, JEREMY	REF12122023	12/29/2023	100.00
232401527	VIKING ELECTRIC SUPPLY	S007624600.001	12/29/2023	18.08
232401527	VIKING ELECTRIC SUPPLY	S007605152.002	12/29/2023	20.55
232401527	VIKING ELECTRIC SUPPLY	S007607950.001	12/29/2023	22.91
232401527	VIKING ELECTRIC SUPPLY	S007620340.001	12/29/2023	42.30
232401527	VIKING ELECTRIC SUPPLY	S007605152.001	12/29/2023	321.16
232401528	VLIETSTRA, ALISON	NOV2023 MILEAGE	12/29/2023	216.48
232401529	WAUSAU CHILD CARE-CEDAR CR,INC.	WACC-4K-DEC2023	12/29/2023	8,442.00
232401530	WELSH, JOHN	WOR12122023	12/29/2023	80.00
232401531	WESOLOWSKI, ALLEN	REF-121523-1	12/29/2023	60.00
232401532	WILD BLUE TECHNOLOGIES	29018-01	12/29/2023	106.82
232401538	1ST PLACE TROPHY & ENGRAVING	4892	1/12/2024	23.00
232401538	1ST PLACE TROPHY & ENGRAVING	4892	1/12/2024	25.00
232401539	ABEL, SCOT	DEC2023 ITEM	1/12/2024	29.07

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232401539	ABEL, SCOT	DEC2023 MILEAGE	1/12/2024	148.62
232401540	ABLE DISTRIBUTING CO INC	SO19792435.001	1/12/2024	14.39
232401540	ABLE DISTRIBUTING CO INC	SO19640417	1/12/2024	28.55
232401540	ABLE DISTRIBUTING CO INC	SO19792435.006	1/12/2024	52.65
232401541	AKERS, NICHOLAS	REF12192023	1/12/2024	100.00
232401542	AMAZON CAPITAL SERVICES	1DLJ-WXW3-74WG	1/12/2024	(18.99)
232401542	AMAZON CAPITAL SERVICES	17R1-LP7J-1MVH	1/12/2024	6.17
232401542	AMAZON CAPITAL SERVICES	1DTV-M41L-CHP6	1/12/2024	8.98
232401542	AMAZON CAPITAL SERVICES	11M7-Q7X6-J7KW	1/12/2024	12.99
232401542	AMAZON CAPITAL SERVICES	1V43-DKYC-7XVQ	1/12/2024	13.65
232401542	AMAZON CAPITAL SERVICES	13FX-DLTG-3TCW	1/12/2024	18.99
232401542	AMAZON CAPITAL SERVICES	1NTQ-RRH6-3LK6	1/12/2024	19.96
232401542	AMAZON CAPITAL SERVICES	197H-796L-GHKK	1/12/2024	19.98
232401542	AMAZON CAPITAL SERVICES	16VQ-Q1MW-GJYR	1/12/2024	19.99
232401542	AMAZON CAPITAL SERVICES	1D1M-H9C3-NCMT	1/12/2024	20.79
232401542	AMAZON CAPITAL SERVICES	1M34-QFGN-DPXY	1/12/2024	21.59
232401542	AMAZON CAPITAL SERVICES	1W6J-PRKG-FMYP	1/12/2024	21.95
232401542	AMAZON CAPITAL SERVICES	1XRP-PHJP-4M4M	1/12/2024	24.82
232401542	AMAZON CAPITAL SERVICES	1W1Q-VFP7-FFYW	1/12/2024	29.42
232401542	AMAZON CAPITAL SERVICES	1LHW-9JHK-6KYV	1/12/2024	30.68
232401542	AMAZON CAPITAL SERVICES	1YLT-1KPL-7THR	1/12/2024	31.37
232401542	AMAZON CAPITAL SERVICES	1GLJ-6WWH-3LRL	1/12/2024	37.42
232401542	AMAZON CAPITAL SERVICES	1XRP-PHJP-4M4M	1/12/2024	39.99
232401542	AMAZON CAPITAL SERVICES	17PJ-43YT-91R4	1/12/2024	47.96
232401542	AMAZON CAPITAL SERVICES	1G1X-RPL7-FTCC	1/12/2024	50.47
232401542	AMAZON CAPITAL SERVICES	1PPT-V7KG-CF3Y	1/12/2024	55.03
232401542	AMAZON CAPITAL SERVICES	13JX-CGJW-6PKK	1/12/2024	59.98
232401542	AMAZON CAPITAL SERVICES	1MHQ-4LM1-1FC6	1/12/2024	60.89
232401542	AMAZON CAPITAL SERVICES	1K47-QQXF-73DV	1/12/2024	74.01
232401542	AMAZON CAPITAL SERVICES	1LHW-9JHK-G1G3	1/12/2024	85.32
232401542	AMAZON CAPITAL SERVICES	1NXL-CVC1-9DP3	1/12/2024	87.32
232401542	AMAZON CAPITAL SERVICES	1JWC-7QTM-3QCY	1/12/2024	88.71
232401542	AMAZON CAPITAL SERVICES	17MY-77RR-6NKY	1/12/2024	89.93
232401542	AMAZON CAPITAL SERVICES	1TQD-9JDP-FJ7W	1/12/2024	92.89
232401542	AMAZON CAPITAL SERVICES	1MYH-RL44-GCXV	1/12/2024	95.59
232401542	AMAZON CAPITAL SERVICES	1V47-RQ4D-47D9	1/12/2024	99.00
232401542	AMAZON CAPITAL SERVICES	1G1X-RPL7-KCNN	1/12/2024	104.70
232401542	AMAZON CAPITAL SERVICES	1XJL-CYDL-C13J	1/12/2024	119.99
232401542	AMAZON CAPITAL SERVICES	1F9P-M1WX-9YM4	1/12/2024	125.35
232401542	AMAZON CAPITAL SERVICES	1W14-XVMJ-7PPD	1/12/2024	128.94
232401542	AMAZON CAPITAL SERVICES	1P7N-MYXR-3GXC	1/12/2024	132.26

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232401542	AMAZON CAPITAL SERVICES	1YV6-XCMX-FNC7	1/12/2024	137.99
232401542	AMAZON CAPITAL SERVICES	19H9-937D-G1NN	1/12/2024	139.33
232401542	AMAZON CAPITAL SERVICES	1VJQ-L1TY-1T13	1/12/2024	151.94
232401542	AMAZON CAPITAL SERVICES	1WPK-WG69-RCYW	1/12/2024	167.34
232401542	AMAZON CAPITAL SERVICES	1HYW-3GL3-G41D	1/12/2024	181.76
232401542	AMAZON CAPITAL SERVICES	1VV9-V4J7-CDJP	1/12/2024	197.99
232401542	AMAZON CAPITAL SERVICES	111Y-LRCF-3GRF	1/12/2024	207.10
232401542	AMAZON CAPITAL SERVICES	11CC-YVCH-3G7R	1/12/2024	279.00
232401542	AMAZON CAPITAL SERVICES	1WJJ-K3LQ-H47M	1/12/2024	327.30
232401543	AMELSE, RICK	REF12212023	1/12/2024	80.00
232401543	AMELSE, RICK	REF01022024	1/12/2024	80.00
232401544	AMERICAN WELDING & GAS INC	9820212	1/12/2024	35.87
232401544	AMERICAN WELDING & GAS INC	9820427	1/12/2024	39.52
232401544	AMERICAN WELDING & GAS INC	9798408	1/12/2024	517.78
232401545	AMSTADT, PHILIP	REF01062024	1/12/2024	64.00
232401545	AMSTADT, PHILIP	REF01062024	1/12/2024	200.00
232401546	ANNIS, ERIC	REF12192023	1/12/2024	100.00
232401546	ANNIS, ERIC	REF01042024	1/12/2024	100.00
232401547	ARAMARK UNIFORM SERVICES, INC	DEC2023 CUST	1/12/2024	1,864.77
232401548	BAILEY, SARAH	DEC2023 MILEAGE	1/12/2024	10.48
232401549	BERDAL, JACOB	REF12212023	1/12/2024	60.00
232401549	BERDAL, JACOB	REF12212023	1/12/2024	100.00
232401550	BERDAL, RYAN	REF01042024	1/12/2024	60.00
232401550	BERDAL, RYAN	REF01042024	1/12/2024	100.00
232401551	BLUE EDGE ENERGY	4828	1/12/2024	1,021.68
232401552	BLUUM OF MINNESOTA, LLC.	957434	1/12/2024	2,625.00
232401553	BOUFFLEUR, BETH	DEC2023 ITEM	1/12/2024	14.20
232401553	BOUFFLEUR, BETH	DEC2023 ITEMb	1/12/2024	14.20
232401553	BOUFFLEUR, BETH	DEC2023 MILEAGE	1/12/2024	64.91
232401554	BRANTON, MICHELLE	DEC2023 MILEAGE	1/12/2024	83.45
232401555	BRECKE, ROXANNE	DEC2023 MILEAGE	1/12/2024	114.89
232401556	BUCHBERGER, LARRY	REF12192023	1/12/2024	100.00
232401557	CARRICO AQUATIC RESOURCES, INC	20240015	1/12/2024	137.50
232401557	CARRICO AQUATIC RESOURCES, INC	20240038	1/12/2024	256.00
232401557	CARRICO AQUATIC RESOURCES, INC	20240134	1/12/2024	406.40
232401557	CARRICO AQUATIC RESOURCES, INC	20240161	1/12/2024	1,017.40
232401558	CLARK, JENNIFER	JAN2024 ITEM	1/12/2024	180.00
232401559	COOK, BILL	REF01042024	1/12/2024	150.00
232401560	CZERWONKA, CRISTIN	DEC2023 MILEAGE	1/12/2024	48.08
232401561	DEDRICK, GRADY	WOR01062024	1/12/2024	125.00
232401562	DEMCO INC	7413830	1/12/2024	143.42

**DC EVEREST AREA SCHOOL DISTRICT
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
232401563	DETERT, DAWN	REF12212023	1/12/2024	4.00
232401563	DETERT, DAWN	REF12212023	1/12/2024	80.00
232401564	ELGERSMA, RONALD	WOR01042024	1/12/2024	45.00
232401564	ELGERSMA, RONALD	WOR12192023	1/12/2024	80.00
232401564	ELGERSMA, RONALD	WOR12212023	1/12/2024	80.00
232401565	ENGBRETSON, AMY	DEC2023 MILEAGE	1/12/2024	110.11
232401566	ENGLISH, JOSHUA	REF12192023	1/12/2024	60.00
232401566	ENGLISH, JOSHUA	REF01022024	1/12/2024	60.00
232401567	ESPELAND, HEATHER	DEC2023 ITEM	1/12/2024	26.31
232401567	ESPELAND, HEATHER	DEC2023 ITEMa	1/12/2024	115.74
232401568	EXNER, ROBERT	REF12212023	1/12/2024	100.00
232401569	FETTING, ERIN	DEC2023 ITEM	1/12/2024	47.92
232401570	FIRST SUPPLY LLC	156309-00	1/12/2024	(76.41)
232401570	FIRST SUPPLY LLC	156349-00	1/12/2024	10.71
232401570	FIRST SUPPLY LLC	156312-00	1/12/2024	64.41
232401570	FIRST SUPPLY LLC	156313-00	1/12/2024	220.26
232401570	FIRST SUPPLY LLC	156064-00	1/12/2024	273.90
232401570	FIRST SUPPLY LLC	156447-00	1/12/2024	537.77
232401570	FIRST SUPPLY LLC	156347-00	1/12/2024	1,289.83
232401570	FIRST SUPPLY LLC	156044-00	1/12/2024	2,284.22
232401570	FIRST SUPPLY LLC	156044-01	1/12/2024	2,312.24
232401571	FOLLETT CONTENT SOLUTIONS, LLC.	304835A	1/12/2024	345.79
232401571	FOLLETT CONTENT SOLUTIONS, LLC.	304829A	1/12/2024	386.60
232401572	FOREMAN, RONALD	Jan-24	1/12/2024	60.00
232401573	FOX, GRETCHEN	DEC2023 MILEAGE	1/12/2024	91.37
232401574	FREIDEL, JOHN	REF12192023	1/12/2024	60.00
232401574	FREIDEL, JOHN	REF12212023	1/12/2024	60.00
232401575	FRIEDRICH, TERESSA	DEC2023 MILEAGE	1/12/2024	117.44
232401576	GIZA, SARA	WOR01062024	1/12/2024	300.00
232401577	GRAINGER INC, WW	9953876944	1/12/2024	158.86
232401578	GREAT MINDS PBC	162572	1/12/2024	11,013.39
232401579	GULDAN, DONNA	DEC2023 MILEAGE	1/12/2024	15.33
232401580	HABECK, MICHAEL	WOR12192023	1/12/2024	45.00
232401580	HABECK, MICHAEL	WOR12212023	1/12/2024	45.00
232401580	HABECK, MICHAEL	WOR01042024	1/12/2024	45.00
232401581	HARBERT, MICHAEL	WOR12212023	1/12/2024	50.00
232401581	HARBERT, MICHAEL	WOR01022024	1/12/2024	50.00
232401582	HEBEIN, HALEY	DEC2023 MILEAGE	1/12/2024	154.71
232401582	HEBEIN, HALEY	JAN2024 ITEM	1/12/2024	225.00
232401583	HECKEL, CORY	DEC2023 MILEAGE	1/12/2024	48.60
232401584	HEID MUSIC COMPANY, INC.-APPLETON	3493708	1/12/2024	130.11

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232401585	HELLER, CHRISTOPHER	WOR-01022024-1	1/12/2024	35.00
232401586	HELLER, KATHLEEN	WOR-01022024-2	1/12/2024	35.00
232401586	HELLER, KATHLEEN	WOR-01022024-2	1/12/2024	35.00
232401587	HENRY, JOSEPH	REF01022024	1/12/2024	60.00
232401588	HINTZ, MORGAN	DEC2023 MILEAGE	1/12/2024	78.99
232401589	HODKIEWICZ, TIM	REF01062024	1/12/2024	75.00
232401589	HODKIEWICZ, TIM	REF01062024	1/12/2024	200.00
232401590	HOFFMAN, AARON	DEC2023 MILEAGE	1/12/2024	33.54
232401591	HOSTVEDT, JAMES	DEC2023 MILEAGE	1/12/2024	48.14
232401592	J.W. PEPPER & SON	365955265	1/12/2024	9.00
232401592	J.W. PEPPER & SON	365935613	1/12/2024	18.94
232401592	J.W. PEPPER & SON	365937119	1/12/2024	49.38
232401592	J.W. PEPPER & SON	365984671	1/12/2024	50.00
232401592	J.W. PEPPER & SON	365970638	1/12/2024	57.60
232401592	J.W. PEPPER & SON	365970085	1/12/2024	121.00
232401592	J.W. PEPPER & SON	365759395	1/12/2024	178.99
232401592	J.W. PEPPER & SON	365954091	1/12/2024	226.99
232401593	JAGLINSKI, PAUL	REF12192023	1/12/2024	100.00
232401594	JANKE, TODD	REF-01022024-2	1/12/2024	60.00
232401594	JANKE, TODD	REF-01022024-2	1/12/2024	60.00
232401595	JENKIN, DOUGLAS	Jenkins-November	1/12/2024	234.50
232401595	JENKIN, DOUGLAS	Jenkins-December	1/12/2024	234.50
232401596	JIRIK, KRISTIN	DEC2023 ITEM	1/12/2024	10.78
232401596	JIRIK, KRISTIN	DEC2023 ITEMa	1/12/2024	14.99
232401597	JOHNSON, ANN	DEC2023 MILEAGE	1/12/2024	52.07
232401598	KAMINSKI, SARAH	DEC2023 MILEAGE	1/12/2024	127.99
232401599	KAMPMANN, KEVIN	DEC2023 MILEAGE	1/12/2024	70.09
232401600	KAPPEL, SAMANTHA	Kappel-December-Fitn	1/12/2024	84.50
232401600	KAPPEL, SAMANTHA	Kappel-November-Fit	1/12/2024	155.00
232401601	KEDING, KURT	WOR01062024	1/12/2024	125.00
232401602	KENITZER, RICHARD	WOR12192023	1/12/2024	80.00
232401602	KENITZER, RICHARD	WOR01022024	1/12/2024	80.00
232401603	KIEFER, TED	REF01062024	1/12/2024	18.00
232401603	KIEFER, TED	REF01062024	1/12/2024	200.00
232401604	KISLOW, JENNIFER	DEC2023 ITEMb	1/12/2024	34.68
232401605	KNESER, JEFFREY	REF01062024	1/12/2024	4.00
232401605	KNESER, JEFFREY	REF01062024	1/12/2024	200.00
232401606	KOELLER, JADEN	REF01022024	1/12/2024	100.00
232401607	KOLODZIEJ, HEIDI	DEC2023 ITEM	1/12/2024	10.88
232401607	KOLODZIEJ, HEIDI	DEC2023 ITEM	1/12/2024	24.99
232401607	KOLODZIEJ, HEIDI	DEC2023 ITEM	1/12/2024	47.48

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232401608	KRUEGER, SAVANNA	DEC2023 MILEAGE	1/12/2024	32.88
232401609	KUKLINSKI, BROCK	REF12192023	1/12/2024	100.00
232401610	KWIK TRIP INC	00054784 DEC2023	1/12/2024	210.28
232401610	KWIK TRIP INC	00054784 DEC2023	1/12/2024	241.90
232401610	KWIK TRIP INC	00054784 DEC2023	1/12/2024	674.95
232401610	KWIK TRIP INC	00054784 DEC2023	1/12/2024	872.68
232401611	LEHMAN, GINA	DEC2023 MILEAGE	1/12/2024	11.14
232401612	LOY, EMILY	DEC2023 MILEAGE	1/12/2024	75.72
232401613	LYON, KAELYN	DEC2023 MILEAGE	1/12/2024	199.84
232401614	M3 INSURANCE SOLU INC	95358	1/12/2024	8,329.61
232401614	M3 INSURANCE SOLU INC	95358	1/12/2024	20,354.83
232401614	M3 INSURANCE SOLU INC	95358	1/12/2024	28,451.80
232401615	MARATHON PEST CONTROL	55037	1/12/2024	31.00
232401615	MARATHON PEST CONTROL	55026	1/12/2024	35.00
232401615	MARATHON PEST CONTROL	55011	1/12/2024	38.00
232401615	MARATHON PEST CONTROL	55057	1/12/2024	40.00
232401616	MARCELLINO, ANTHONY	DEC2023 MILEAGE	1/12/2024	96.48
232401617	MARSHFIELD BOOK AND STATIONERY INC	365213	1/12/2024	1,725.00
232401618	MAZUR, JAMES	REF12212023	1/12/2024	100.00
232401619	MCMILLAN-HEHIR, HEATHER	DEC2023 MILEAGE	1/12/2024	58.82
232401620	MEADEN, JAMES	WOR01042024	1/12/2024	45.00
232401620	MEADEN, JAMES	WOR12192023	1/12/2024	80.00
232401620	MEADEN, JAMES	WOR12212023	1/12/2024	80.00
232401621	MID WISCONSIN BEVERAGE	2955959 960	1/12/2024	2,110.90
232401622	MONK, DAVID	REF01062024	1/12/2024	9.00
232401622	MONK, DAVID	REF01062024	1/12/2024	200.00
232401623	MOSEY, PAT	REF12212023	1/12/2024	60.00
232401624	MURPHY, MICHAEL	REF01022024	1/12/2024	100.00
232401625	NASSCO INC - CUSTODIAL	6378739	1/12/2024	(91.86)
232401625	NASSCO INC - CUSTODIAL	6375934	1/12/2024	0.87
232401625	NASSCO INC - CUSTODIAL	6375934	1/12/2024	0.87
232401625	NASSCO INC - CUSTODIAL	6375934	1/12/2024	2.62
232401625	NASSCO INC - CUSTODIAL	6375934	1/12/2024	7.85
232401625	NASSCO INC - CUSTODIAL	6377372	1/12/2024	8.55
232401625	NASSCO INC - CUSTODIAL	6377372	1/12/2024	8.56
232401625	NASSCO INC - CUSTODIAL	6364624	1/12/2024	9.30
232401625	NASSCO INC - CUSTODIAL	6364624	1/12/2024	9.31
232401625	NASSCO INC - CUSTODIAL	6377372	1/12/2024	25.67
232401625	NASSCO INC - CUSTODIAL	6364624	1/12/2024	27.92
232401625	NASSCO INC - CUSTODIAL	6375934	1/12/2024	74.99
232401625	NASSCO INC - CUSTODIAL	6377372	1/12/2024	77.00

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232401625	NASSCO INC - CUSTODIAL	6364624	1/12/2024	83.76
232401625	NASSCO INC - CUSTODIAL	6376038	1/12/2024	198.80
232401625	NASSCO INC - CUSTODIAL	6378276	1/12/2024	209.90
232401625	NASSCO INC - CUSTODIAL	6377372	1/12/2024	735.82
232401625	NASSCO INC - CUSTODIAL	6364624	1/12/2024	800.38
232401625	NASSCO INC - CUSTODIAL	6374426	1/12/2024	2,526.10
232401625	NASSCO INC - CUSTODIAL	6377862	1/12/2024	3,634.94
232401625	NASSCO INC - CUSTODIAL	6378103	1/12/2024	3,894.40
232401626	NATL ELEVATOR INSPECTION SERVICES, INC.	RI23035370	1/12/2024	164.00
232401627	NITKA, ROXANNE	DCE0824	1/12/2024	200.00
232401627	NITKA, ROXANNE	DCE0124	1/12/2024	300.00
232401628	NORTHERN VALLEY INDUSTRIES, INC.	126	1/12/2024	2,550.24
232401629	NORTHWAY COMMUNICATIONS INC	182614	1/12/2024	264.78
232401630	NOWINSKY, MIKAYLA	DEC2023 MILEAGE	1/12/2024	30.85
232401631	NYE, CASEY	DEC2023 MILEAGE	1/12/2024	58.95
232401632	OBOIKOVITZ, MALLORY	DEC2023 ITEMa	1/12/2024	16.40
232401633	PAGENKOPF, CHAD	JAN2024 ITEM	1/12/2024	18.13
232401634	PAN O GOLD BAKING CO ST CLOUD	2881867	1/12/2024	378.04
232401634	PAN O GOLD BAKING CO ST CLOUD	2881867	1/12/2024	3,402.43
232401635	PAULSON, JOHN	DEC2023 ITEM	1/12/2024	87.73
232401636	PELOQUIN, CHRISTOPHER	REF01042024	1/12/2024	60.00
232401636	PELOQUIN, CHRISTOPHER	REF01042024	1/12/2024	100.00
232401637	PER MAR SECURITY SERVICES, INC.	3183657	1/12/2024	273.00
232401638	PERFORMANCE FOODSERVICE	387132	1/12/2024	134.68
232401638	PERFORMANCE FOODSERVICE	387132	1/12/2024	154.70
232401638	PERFORMANCE FOODSERVICE	387132	1/12/2024	206.15
232401638	PERFORMANCE FOODSERVICE	344523	1/12/2024	1,632.32
232401638	PERFORMANCE FOODSERVICE	365017	1/12/2024	1,800.30
232401639	PETERS, JASON	REF12192023	1/12/2024	60.00
232401639	PETERS, JASON	REF01042024	1/12/2024	100.00
232401640	PETERS, JUSTIN	REF12192023	1/12/2024	60.00
232401640	PETERS, JUSTIN	REF01042024	1/12/2024	100.00
232401641	PINSONNEAULT, SARA	Pinsonneault-December	1/12/2024	29.00
232401642	PISCA, SARAH	SarahPisca40	1/12/2024	40.00
232401642	PISCA, SARAH	Pisca-December	1/12/2024	1,078.50
232401643	POPHAL, STEVEN	Jan-24	1/12/2024	60.00
232401643	POPHAL, STEVEN	JAN2024a	1/12/2024	120.00
232401643	POPHAL, STEVEN	Jan-24	1/12/2024	625.00
232401644	PRAIRIE FARMS-WOODBURY, MN	Dec-23	1/12/2024	24,001.29
232401645	PRIES, DARYL	REF01022024	1/12/2024	100.00
232401646	RESCH, SAVANAH	JAN2024 ITEM	1/12/2024	225.00

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232401647	RICE, JULIE	DEC2023 ITEM	1/12/2024	225.00
232401648	SAARI, ABIGAIL	WOR01042024	1/12/2024	80.00
232401648	SAARI, ABIGAIL	WOR01062024	1/12/2024	125.00
232401649	SCHOOL SPECIALTY, LLC.	2.08133E+11	1/12/2024	56.35
232401649	SCHOOL SPECIALTY, LLC.	3.08104E+11	1/12/2024	282.27
232401650	SCHROEDER, DAWN	DEC2023 MILEAGE	1/12/2024	7.07
232401651	SECURIAN FINANCIAL GROUP, INC.	Feb-24	1/12/2024	897.60
232401651	SECURIAN FINANCIAL GROUP, INC.	Feb-24	1/12/2024	3,486.40
232401651	SECURIAN FINANCIAL GROUP, INC.	Feb-24	1/12/2024	7,846.84
232401651	SECURIAN FINANCIAL GROUP, INC.	Feb-24	1/12/2024	8,028.88
232401652	SECURITY HEALTH PLAN	Feb-24	1/12/2024	846,218.33
232401652	SECURITY HEALTH PLAN	Jan-24	1/12/2024	856,961.18
232401653	SEEHAFER, DAWN	DEC2023 ITEM	1/12/2024	17.50
232401653	SEEHAFER, DAWN	DEC2023 ITEM	1/12/2024	67.50
232401654	SEELEY, BRAD	JAN2024 ITEM	1/12/2024	66.25
232401655	SELLE, SUZANNE	JAN2024 ITEM	1/12/2024	225.00
232401656	SEPNAFSKI, BRITTANY	DEC2023 ITEM	1/12/2024	75.00
232401657	SHULFER, KATIE	DEC2023 MILEAGE	1/12/2024	75.98
232401658	SOLUM, NICK	REF01022024	1/12/2024	80.00
232401659	SPETS, MATTHEW	1062024	1/12/2024	76.50
232401660	STEVEN A BENSON PHD LLC	1/5/2024	1/12/2024	4,216.00
232401661	STOSKOPF, JACK	Jan-24	1/12/2024	300.00
232401662	TARRAS, STEPHEN	REF12192023	1/12/2024	60.00
232401663	TESKE, STEFANIE	DEC2023 MILEAGE	1/12/2024	22.14
232401664	THAO, PANYIA	DEC2023 MILEAGE	1/12/2024	20.17
232401665	THELEN, ABIGAIL	DEC2023 ITEM	1/12/2024	74.12
232401666	TIENOR, JENNA	DEC2023 ITEM	1/12/2024	10.66
232401666	TIENOR, JENNA	DEC2023 MILEAGE	1/12/2024	34.19
232401667	TREANKLER, STEVEN	JAN2024 ITEM	1/12/2024	72.97
232401668	TRETTER, TODD	REF01042024	1/12/2024	60.00
232401668	TRETTER, TODD	REF01042024	1/12/2024	100.00
232401669	TROTZER, WILLIAM	WOR01062024	1/12/2024	125.00
232401670	TRZEBIATOWSKI, TAMMY	DEC2023 MILEAGE	1/12/2024	146.52
232401671	USIC RECEIVABLES, LLC	631952	1/12/2024	1,887.03
232401672	VAN ERT ELECTRIC COMPANY INC.	001-015723	1/12/2024	1,494.48
232401672	VAN ERT ELECTRIC COMPANY INC.	001-015722	1/12/2024	4,918.06
232401673	VAN GALDER, MARK	WOR01062024	1/12/2024	125.00
232401674	VANGALDER, JASON	WOR01062023	1/12/2024	125.00
232401675	VIKING ELECTRIC SUPPLY	S007644056.001	1/12/2024	61.82
232401675	VIKING ELECTRIC SUPPLY	S007662995.001	1/12/2024	127.52
232401675	VIKING ELECTRIC SUPPLY	S007637063.001	1/12/2024	131.76

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232401675	VIKING ELECTRIC SUPPLY	S007660066.001	1/12/2024	283.41
232401676	VLIETSTRA, ALISON	DEC2023 MILEAGE	1/12/2024	223.88
232401677	WEGGE, KAREN	JAN2024 ITEM	1/12/2024	33.85
232401677	WEGGE, KAREN	NOV/DEC2023 MILEAGE	1/12/2024	41.13
232401678	WELLER, RANDY	WOR01062024	1/12/2024	125.00
232401679	WELSH, JOHN	WOR01042024	1/12/2024	45.00
232401679	WELSH, JOHN	WOR12192023	1/12/2024	80.00
232401679	WELSH, JOHN	WOR12212023	1/12/2024	80.00
232401680	WELSH, SARA	DEC2023 MILEAGE	1/12/2024	31.77
232401680	WELSH, SARA	DEC2023 MILEAGE	1/12/2024	86.20
232401681	WESOLOWSKI, ALLEN	REF-01052024	1/12/2024	60.00
232401682	WOOLDRIDGE, REBECCA	Wooldridge-November	1/12/2024	112.50
232401682	WOOLDRIDGE, REBECCA	Wooldridge-December	1/12/2024	114.00
232401683	ZANDER, DALE	REF-01022024-1	1/12/2024	60.00
232401686	DC EVEREST EDUCATION FOUNDATION, INC.	20240112ADGTCC	1/12/2024	309.00
				3,590,067.93

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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4200028	SOMERVILLE ARCHITECTS	39197	12/14/2023	3,381.18
232401274	THE BOLDT COMPANY	103990-0012	12/14/2023	1,819,182.66
232401533	REI ENGINEERING, INC	46775	12/29/2023	10,302.19
232401534	THE BOLDT COMPANY	103990-0011	12/29/2023	27,244.30
232401535	VAN ERT ELECTRIC COMPANY INC.	001-015589	12/29/2023	7,137.35
232401684	OFFICE ENTERPRISES INC	547088	1/12/2024	34,209.14
				1,901,456.82

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 FUND 46 BOARD CHECK REGISTER
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4600032	AUTOMATION ARTS	13971	12/15/2023	13,598.58
4600032	AUTOMATION ARTS	14981	12/15/2023	5,490.99
4600033	WORDEN ENTERPRISES LLC	INV-103378	1/12/2024	1,533.71
4600033	WORDEN ENTERPRISES LLC	8424	1/12/2024	5,435.64
232401536	PGA, INC.	534811	12/29/2023	10,386.60
232401685	HEAT & POWER PRODUCTS INC.	46338	1/12/2024	15,570.00
				52,015.52

DC EVEREST AREA SCHOOL DISTRICT
FUND 47/49 BOARD CHECK REGISTER
(12/12/2023-1/16/2024)

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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
232401537	AUGUST WINTER & SONS INC	55364	12/29/2023	13,112.00
232401537	AUGUST WINTER & SONS INC	55364	12/29/2023	26,651.00
				39,763.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 A 000 000 711000 000 000 000	GENERAL FUND/CL Cash	-3,455,410.54	73,107,048.00	68,401,599.61	1,250,037.85
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	18,864,402.85	18,864,402.85	0.00
10 A 000 000 711105 000 000 000	GENERAL FUND/A/ A/P ACH Cash Clearing Account	0.00	0.00	0.00	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PE PETTY CASH	655.00	3,200.00	300.00	3,555.00
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	11,166,396.32	68,104,682.71	68,747,100.00	10,523,979.03
10 A 000 000 712001 000 000 000	GENERAL FUND/CD E-COMMERCE CASH ACCOUNT	8.79	434.53	443.32	0.00
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	13,059,729.26	2,239,958.82	12,500,000.00	2,799,688.08
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,450,981.87	13,867,237.00	7,450,981.87	13,867,237.00
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	12,900.40	131,666.82	144,567.22	0.00
10 A 000 000 713207 000 000 000	GENERAL FUND/SC SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713208 000 000 000	GENERAL FUND/FO FOUNDATION RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713210 000 000 000	GENERAL FUND/TR TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10 A 000 000 714100 000 000 000	GENERAL FUND/DU Due From Other Funds	0.00	0.00	0.00	0.00
10 A 000 000 715100 000 000 000	GENERAL FUND/DU DUE FROM LOCAL GOVERNMENTS	0.00	0.00	0.00	0.00
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	0.00	0.00	0.00	0.00
10 A 000 000 715420 000 000 000	GENERAL FUND/CE RECEIVABLE FROM CESA	7,819.03	0.00	7,819.03	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	200,460.99	0.00	200,460.99	0.00
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	174,628.55	0.00	174,628.55	0.00
10 A 000 000 716100 000 000 000	GENERAL FUND/IN INVENTORY	0.00	0.00	0.00	0.00
10 A 000 000 717000 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	119,883.08	0.00	92,181.41	27,701.67
10 A 000 000 717001 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	0.00	0.00	0.00	0.00
10 A 000 000 751000 000 000 000	GENERAL FUND/FI FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10 A 000 000 753000 000 000 000	GENERAL FUND/FI FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10 A 000 000 754000 000 000 000	GENERAL FUND/FI FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10 A 000 000 754100 000 000 000	GENERAL FUND/EQ FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10 L 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 L 000 000 811100 000 000 000	GENERAL FUND/TE TEMPORARY NOTES PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-232,318.56	13,374,616.05	13,142,297.49	0.00
10 L 000 000 811555 000 000 000	GENERAL FUND/AP AP P-CARD	0.00	0.00	0.00	0.00
10 L 000 000 811558 000 000 000	GENERAL FUND/AP AP STAPLES	0.00	0.00	0.00	0.00
10 L 000 000 811610 000 000 000	GENERAL FUND/ME MEDICARE TAX	-48,751.14	736,811.73	688,060.59	0.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-208,974.80	3,146,157.02	2,937,182.22	0.00
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	1,628,229.86	1,628,229.86	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-138,042.56	991,651.64	853,609.08	0.00
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-928,544.73	3,100,853.65	3,125,285.00	-952,976.08
10 L 000 000 811622 000 000 000	GENERAL FUND/HD HDHP - 4K / 8K	0.00	0.00	0.00	0.00
10 L 000 000 811624 000 000 000	GENERAL FUND/HD HDHP - 40 PLAN	0.00	0.00	0.00	0.00
10 L 000 000 811626 000 000 000	GENERAL FUND/HS HSA - EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811628 000 000 000	GENERAL FUND/HS HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811630 000 000 000	GENERAL FUND/DE DENTAL - PPO CONTRIBUTIONS	0.00	0.00	0.00	0.00

Fd T Loc		Obj Func		Prj DeptJob		Account Level		Beginning	2023-24		2023-24	Ending
Fd T Loc		Obj Fu		Description		Balance	FYTD Debits	FYTD Credits	Balance			
10	L	000	000	811631	000 000 000	GENERAL FUND/HE	HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00	0.00
10	L	000	000	811632	000 000 000	GENERAL FUND/DE	DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00	0.00
10	L	000	000	811633	000 000 000	GENERAL FUND/DI	DISABILITY INS DEDUCTION	-12,941.86	78,540.61	74,854.82	-9,256.07	
10	L	000	000	811634	000 000 000	GENERAL FUND/SP	SPOUSE/DEP'T LIFE INSURANCE	-2,556.26	6,213.00	5,675.95	-2,019.21	
10	L	000	000	811635	000 000 000	GENERAL FUND/DE	DEPENDENT CARE - CHPT125	-11,743.34	47,045.57	40,160.53	-4,858.30	
10	L	000	000	811636	000 000 000	GENERAL FUND/DE	DENTAL-PPO CHAPTER 125	0.00	0.00	0.00	0.00	
10	L	000	000	811637	000 000 000	GENERAL FUND/HE	HEALTH-CHAPTER 125	0.00	0.00	0.00	0.00	
10	L	000	000	811638	000 000 000	GENERAL FUND/DE	DENTAL-CHAPTER 125	0.00	0.00	0.00	0.00	
10	L	000	000	811639	000 000 000	GENERAL FUND/AD	ADDITIONAL LIFE INSURANCE	-1,609.54	55,998.91	50,918.67	3,470.70	
10	L	000	000	811640	000 000 000	GENERAL FUND/UN	UNITED WAY	0.00	9,153.77	9,153.77	0.00	
10	L	000	000	811641	000 000 000	GENERAL FUND/OT	OTHER MEDICAL - CHPT 125	0.00	0.00	0.00	0.00	
10	L	000	000	811642	000 000 000	GENERAL FUND/EB	EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00	
10	L	000	000	811643	000 000 000	GENERAL FUND/HE	HEALTH INS. - SELF PAY - COBRA	0.00	0.00	47,648.72	-47,648.72	
10	L	000	000	811644	000 000 000	GENERAL FUND/DE	DENTAL INS. - SELF PAY - COBRA	0.00	0.00	7,038.72	-7,038.72	
10	L	000	000	811645	000 000 000	GENERAL FUND/LI	LIFE INS - EMPLOYER CONTRIBUTI	-24,464.02	61,489.27	49,822.68	-12,797.43	
10	L	000	000	811647	000 000 000	GENERAL FUND/LI	LIMITED FLEX PLAN-CHAPTER 125	0.00	0.00	0.00	0.00	
10	L	000	000	811648	000 000 000	GENERAL FUND/SU	SUPPLEMENTAL LIFE INSURANCE	-4,869.77	24,179.47	22,501.77	-3,192.07	
10	L	000	000	811650	000 000 000	GENERAL FUND/UN	UNION DUES DEDUCTION	0.00	0.00	0.00	0.00	
10	L	000	000	811652	000 000 000	GENERAL FUND/GR	GREENHECK FIELDHOUSE MEMBERSHP	0.00	32.00	32.00	0.00	
10	L	000	000	811654	000 000 000	GENERAL FUND/GT	GREENHECK TURNER CTR DONATIONS	0.00	309.00	309.00	0.00	
10	L	000	000	811655	000 000 000	GENERAL FUND/V	V VISION PLAN (DELTA)	-446.54	27,414.21	23,887.78	3,079.89	
10	L	000	000	811656	000 000 000	GENERAL FUND/V	V SHORT TERM DISABILITY	5,954.48	40,420.85	41,084.46	5,290.87	
10	L	000	000	811665	000 000 000	GENERAL FUND/RO	ROTH 403(B)	0.00	34,611.50	34,611.50	0.00	
10	L	000	000	811670	000 000 000	GENERAL FUND/TS	TSA'S	0.00	488,688.70	488,688.70	0.00	
10	L	000	000	811673	000 000 000	GENERAL FUND/RE	RETIREE HEALTH	0.00	0.00	0.00	0.00	
10	L	000	000	811674	000 000 000	GENERAL FUND/RE	RETIREE DENTAL	0.00	0.00	0.00	0.00	
10	L	000	000	811675	000 000 000	GENERAL FUND/RE	RETIREE LIFE	0.00	0.00	0.00	0.00	
10	L	000	000	811697	000 000 000	GENERAL FUND/CH	CHAMBER GIFT CERTIFICATES	0.00	11,110.00	11,110.00	0.00	
10	L	000	000	811699	000 000 000	GENERAL FUND/MI	MISCELLANEOUS DEDUCTION	0.00	39,717.06	39,717.06	0.00	
10	L	000	000	811700	000 000 000	GENERAL FUND/IN	INTEREST PAYABLE	0.00	0.00	0.00	0.00	
10	L	000	000	811810	000 000 000	GENERAL FUND/NE	NET PAYROLL PAYABLE (CHECKS)	0.00	0.00	0.00	0.00	
10	L	000	000	811815	000 000 000	GENERAL FUND/NE	NET EFT PAYABLE	0.00	33,907,099.48	33,907,099.48	0.00	
10	L	000	000	811820	000 000 000	GENERAL FUND/VO	VOUCHERS PAYABLE	-3,416,666.02	3,424,666.02	8,000.00	0.00	
10	L	000	000	812000	000 000 000	GENERAL FUND/DU	Due To Other Funds	-1,935,000.00	1,935,000.00	0.00	0.00	
10	L	000	000	815100	000 000 000	GENERAL FUND/SE	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00	
10	L	000	000	815110	000 000 000	GENERAL FUND/DI	SF DENTAL PREMIUMS - DISTRICT	0.00	67,867.17	67,867.17	0.00	
10	L	000	000	815120	000 000 000	GENERAL FUND/EM	SF DENTAL PREMIUMS - EMPLOYEE	0.00	0.00	0.00	0.00	
10	L	000	000	815901	000 000 000	GENERAL FUND/OP	OPEB 73	0.00	0.00	0.00	0.00	
10	L	000	000	816000	000 000 000	GENERAL FUND/DE	DEFERRED REVENUES	0.00	0.00	0.00	0.00	
10	L	000	000	816200	000 000 000	GENERAL FUND/DE	DEFERRED REVENUE STATE AID	0.00	0.00	0.00	0.00	

		Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance	
10 L 000 000 816903 000 000 000	GENERAL FUND/DE	DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00	
10 L 000 000 816905 000 000 000	GENERAL FUND/DE	DEFERRED REVENUE-MISC. ICE USE	0.00	0.00	0.00	0.00	
10 L 000 000 816909 000 000 000	GENERAL FUND/DE	DEFERRED REVENUE H.S. HOCKEY	0.00	0.00	0.00	0.00	
10 L 000 000 816910 000 000 000	GENERAL FUND/DE	DEF. REV. - IN TECH	0.00	0.00	0.00	0.00	
10 L 000 000 816999 000 000 000	GENERAL FUND/OT	DEFERRED REVENUE- OTHER GRANTS	0.00	0.00	0.00	0.00	
10 L 000 000 817100 000 000 000	GENERAL FUND/HE	HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00	
10 L 000 000 817101 000 000 000	GENERAL FUND/SE	HEALTH INS. PREMIUM PAYABLE	-1,168,865.81	6,517,792.99	5,400,217.60	-51,290.42	
10 L 000 000 817150 000 000 000	GENERAL FUND/HR	HRA PAYABLE	0.00	0.00	0.00	0.00	
10 L 000 000 817200 000 000 000	GENERAL FUND/DE	DENTAL-CLAIMS PAYABLE	-179,954.02	590,119.09	572,657.10	-162,492.03	
10 L 000 000 819107 000 000 000	GENERAL FUND/CO	CONF ROOM A - ED IMPROVEMENT	0.00	0.00	0.00	0.00	
10 L 000 000 842300 000 000 000	GENERAL FUND/LO	LONG TERM BONDS PAYABLE	0.00	0.00	0.00	0.00	
10 L 000 000 842350 000 000 000	GENERAL FUND/38	38 FUND TAXABLE BONDS	0.00	0.00	0.00	0.00	
10 Q 000 000 000000 000 000 000	GENERAL FUND/N/		0.00	0.00	0.00	0.00	
10 Q 000 000 911000 000 000 000	GENERAL FUND/FI	FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00	
10 Q 000 000 912000 000 000 000	GENERAL FUND/FI	FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00	
10 Q 000 000 914000 000 000 000	GENERAL FUND/FI	FIXED ASSETS-ACCUM DEPRECIATIO	0.00	0.00	0.00	0.00	
10 Q 000 000 916000 000 000 000	GENERAL FUND/FI	FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00	
10 Q 000 000 931000 000 000 000	GENERAL FUND/FU	FUND BALANCE-RESERVED	0.00	74,175,198.38	74,670,635.17	-495,436.79	
10 Q 000 000 931700 000 000 000	GENERAL FUND/FU	FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00	
10 Q 000 000 932000 000 000 000	GENERAL FUND/FU	FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00	
10 Q 000 000 936110 000 000 000	GENERAL FUND/SE	FUND BALANCE - SELF INSURANCE	0.00	0.00	0.00	0.00	
10 Q 000 000 936120 000 000 000	GENERAL FUND/Co	CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00	
10 Q 000 000 936130 000 000 000	GENERAL FUND/UN	UNSPENT COMMON SCHOOL LIBRARY	-23,907.88	318,659.19	148,109.93	146,641.38	
10 Q 000 000 936320 000 000 000	GENERAL FUND/De	DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00	
10 Q 000 000 936500 000 000 000	GENERAL FUND/Fo	FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00	
10 Q 000 000 936900 000 000 000	GENERAL FUND/FD	FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00	
10 Q 000 000 938900 000 000 000	GENERAL FUND/As	ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00	
10 Q 000 000 939200 000 000 000	GENERAL FUND/CA	WORKING CAPITAL (CASH FLOW)	-20,404,350.38	108,517,379.45	114,994,704.70	-26,881,675.63	
10 Q 000 000 939900 000 000 000	GENERAL FUND/Un	UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00	
10 - - - - -			0.00	429,675,656.37	429,675,656.37	0.00	

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Beginning	2023-24		Ending	
								Description	Balance	FYTD Debits	FYTD Credits	Balance	
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI	CASH	484,726.96	1,652,866.74	6,323,348.95	-4,185,755.25
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI	PAYROLL CLEARANCE ACCOUNT	0.00	5,765,206.48	5,765,206.48	0.00
27	A	000	000	711105	000	000	000	SPECIAL EDUCATI	A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
27	A	000	000	712000	000	000	000	SPECIAL EDUCATI	INVESTMENTS	0.00	1,473,716.93	1,473,716.93	0.00
27	A	000	000	713200	000	000	000	SPECIAL EDUCATI	ACCOUNTS RECEIVABLE	19,132.98	0.00	19,132.98	0.00
27	A	000	000	714100	000	000	000	SPECIAL EDUCATI	Due From Other Funds	0.00	0.00	0.00	0.00
27	A	000	000	715420	000	000	000	SPECIAL EDUCATI	DUE FROM CESA	0.00	0.00	0.00	0.00
27	A	000	000	715500	000	000	000	SPECIAL EDUCATI	DUE FROM STATE GOVERNMENT	0.00	2,301.25	2,301.25	0.00
27	A	000	000	715600	000	000	000	SPECIAL EDUCATI	DUE FROM FED GOVERNMENT	505,625.34	0.00	505,625.34	0.00
27	L	000	000	000000	000	000	000	SPECIAL EDUCATI		0.00	0.00	0.00	0.00
27	L	000	000	811200	000	000	000	SPECIAL EDUCATI	ACCOUNTS PAYABLE	-3,149.95	516,437.57	513,287.62	0.00
27	L	000	000	811558	000	000	000	SPECIAL EDUCATI	AP STAPLES	0.00	0.00	0.00	0.00
27	L	000	000	811610	000	000	000	SPECIAL EDUCATI	MEDICARE TAX	-9,898.77	9,898.77	0.00	0.00
27	L	000	000	811611	000	000	000	SPECIAL EDUCATI	SOCIAL SECURITY TAX	-42,324.50	42,324.50	0.00	0.00
27	L	000	000	811620	000	000	000	SPECIAL EDUCATI	RETIREMENT DEDUCTION	-47,187.95	47,187.95	0.00	0.00
27	L	000	000	811628	000	000	000	SPECIAL EDUCATI	HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
27	L	000	000	811630	000	000	000	SPECIAL EDUCATI	DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
27	L	000	000	811633	000	000	000	SPECIAL EDUCATI	DISABILITY INS DEDUCTION	-2,163.39	2,163.39	0.00	0.00
27	L	000	000	811645	000	000	000	SPECIAL EDUCATI	LIFE INS - EMPLOYER CONTRIBUTI	-1,191.59	1,191.63	0.04	0.00
27	L	000	000	811815	000	000	000	SPECIAL EDUCATI	NET EFT PAYABLE	0.00	7,462,704.07	7,462,704.07	0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATI	VOUCHERS PAYABLE	-693,944.20	693,944.20	0.00	0.00
27	L	000	000	812000	000	000	000	SPECIAL EDUCATI	Due To Other Funds	0.00	0.00	0.00	0.00
27	L	000	000	813500	000	000	000	SPECIAL EDUCATI	DUE TO STATE GOVERNMENT	-5,128.00	5,128.00	0.00	0.00
27	L	000	000	815100	000	000	000	SPECIAL EDUCATI	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
27	L	000	000	815110	000	000	000	SPECIAL EDUCATI	S/F DENTAL PREMIUMS - DISTRICT	0.00	16,950.73	16,950.73	0.00
27	L	000	000	817101	000	000	000	SPECIAL EDUCATI	SECURITY PREMIUM PAYABLE	-187,546.20	187,546.20	0.00	0.00
27	L	000	000	817150	000	000	000	SPECIAL EDUCATI	HRA PAYABLE	0.00	0.00	0.00	0.00
27	L	000	000	817200	000	000	000	SPECIAL EDUCATI	DENTAL - CLAIMS PAYABLE	-16,950.73	16,950.73	0.00	0.00
27	Q	000	000	000000	000	000	000	SPECIAL EDUCATI		0.00	0.00	0.00	0.00
27	Q	000	000	931000	000	000	000	SPECIAL EDUCATI	FUND BALANCE - RESERVED	0.00	15,917,972.41	15,938,951.80	-20,979.39
27	Q	000	000	932000	000	000	000	SPECIAL EDUCATI	FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
27	Q	000	000	936120	000	000	000	SPECIAL EDUCATI	CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
27	Q	000	000	936320	000	000	000	SPECIAL EDUCATI	DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
27	Q	000	000	936500	000	000	000	SPECIAL EDUCATI	FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	936900	000	000	000	SPECIAL EDUCATI	FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
27	Q	000	000	938900	000	000	000	SPECIAL EDUCATI	ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	939200	000	000	000	SPECIAL EDUCATI	WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
27	Q	000	000	939900	000	000	000	SPECIAL EDUCATI	UNASSIGNED FUND BALANCE	0.00	22,279,252.41	18,072,517.77	4,206,734.64
27	-	---	---	-----	---	---	---			0.00	56,093,743.96	56,093,743.96	0.00

		Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance	
50 A 000 000 711000 000 000 000	FOOD SERVICE FU	CASH	1,789,365.84	1,597,339.05	2,053,077.08	1,333,627.81	
50 A 000 000 711100 000 000 000	FOOD SERVICE FU	PAYROLL CLEARANCE ACCOUNT	0.00	870,634.75	870,634.75	0.00	
50 A 000 000 711105 000 000 000	FOOD SERVICE FU	A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00	
50 A 000 000 711200 000 000 000	FOOD SERVICE FU	PETTY CASH	110.10	568.00	0.00	678.10	
50 A 000 000 712000 000 000 000	FOOD SERVICE FU	INVESTMENTS	0.00	822,882.15	822,882.15	0.00	
50 A 000 000 712001 000 000 000	FOOD SERVICE FU	FS INTERNET CASH ACCOUNT	0.39	622,455.86	620,303.64	2,152.61	
50 A 000 000 713200 000 000 000	FOOD SERVICE FU	ACCOUNTS RECEIVABLE	1,229.08	0.00	1,229.08	0.00	
50 A 000 000 713300 000 000 000	FOOD SERVICE FU	INTEREST RECEIVABLE	0.00	0.00	0.00	0.00	
50 A 000 000 714100 000 000 000	FOOD SERVICE FU	Due From Other Funds	0.00	0.00	0.00	0.00	
50 A 000 000 715500 000 000 000	FOOD SERVICE FU	DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00	
50 A 000 000 715600 000 000 000	FOOD SERVICE FU	DUE FROM FEDERAL FUNDS	71,659.81	0.00	71,659.81	0.00	
50 L 000 000 000000 000 000 000	FOOD SERVICE FU		0.00	0.00	0.00	0.00	
50 L 000 000 811200 000 000 000	FOOD SERVICE FU	ACCOUNTS PAYABLE	-9,043.27	1,173,798.74	1,164,755.47	0.00	
50 L 000 000 811558 000 000 000	FOOD SERVICE FU	AP STAPLES	0.00	0.00	0.00	0.00	
50 L 000 000 811610 000 000 000	FOOD SERVICE FU	MEDICARE TAX	-218.35	218.35	0.00	0.00	
50 L 000 000 811611 000 000 000	FOOD SERVICE FU	SOCIAL SECURITY TAX	-933.63	933.63	0.00	0.00	
50 L 000 000 811620 000 000 000	FOOD SERVICE FU	RETIREMENT DEDUCTION	-1,023.92	1,023.92	0.00	0.00	
50 L 000 000 811628 000 000 000	FOOD SERVICE FU	HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00	
50 L 000 000 811630 000 000 000	FOOD SERVICE FU	DENTAL PPO PLAN	0.00	0.00	0.00	0.00	
50 L 000 000 811633 000 000 000	FOOD SERVICE FU	DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00	
50 L 000 000 811645 000 000 000	FOOD SERVICE FU	LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00	
50 L 000 000 811815 000 000 000	FOOD SERVICE FU	NET EFT PAYABLE	0.00	902,929.95	902,929.95	0.00	
50 L 000 000 811820 000 000 000	FOOD SERVICE FU	VOUCHERS PAYABLE	-15,058.00	15,058.00	0.00	0.00	
50 L 000 000 812000 000 000 000	FOOD SERVICE FU	Due To Other Funds	0.00	0.00	0.00	0.00	
50 L 000 000 815000 000 000 000	FOOD SERVICE FU	DEPOSITS PAYABLE-FAMILY BALANC	0.00	0.00	0.00	0.00	
50 L 000 000 815100 000 000 000	FOOD SERVICE FU	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00	
50 L 000 000 815300 000 000 000	FOOD SERVICE FU	DUE TO STATE	0.00	0.00	0.00	0.00	
50 L 000 000 815900 000 000 000	FOOD SERVICE FU	Other Deposits Payable	-102,219.84	0.00	0.00	-102,219.84	
50 L 000 000 817101 000 000 000	FOOD SERVICE FU	SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00	
50 L 000 000 817150 000 000 000	FOOD SERVICE FU	HRA PAYABLE	0.00	0.00	0.00	0.00	
50 L 000 000 817200 000 000 000	FOOD SERVICE FU	DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00	
50 Q 000 000 000000 000 000 000	FOOD SERVICE FU		0.00	0.00	0.00	0.00	
50 Q 000 000 931000 000 000 000	FOOD SERVICE FU	FUND BALANCE - RESERVED	0.00	320,869.35	320,869.35	0.00	
50 Q 000 000 932000 000 000 000	FOOD SERVICE FU	FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00	
50 Q 000 000 936120 000 000 000	FOOD SERVICE FU	CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00	
50 Q 000 000 936320 000 000 000	FOOD SERVICE FU	DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00	
50 Q 000 000 936500 000 000 000	FOOD SERVICE FU	FOOD SERVICE FUND BALANCE	-1,733,868.21	2,595,090.73	2,095,461.20	-1,234,238.68	
50 Q 000 000 936900 000 000 000	FOOD SERVICE FU	FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00	
50 Q 000 000 938900 000 000 000	FOOD SERVICE FU	ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00	
50 Q 000 000 939200 000 000 000	FOOD SERVICE FU	WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00	

		Account Level		Beginning	2023-24	2023-24	Ending										
<u>Fd</u>	<u>T</u>	<u>Loc</u>	<u>Obj</u>	<u>Func</u>	<u>Prj</u>	<u>Dept</u>	<u>Job</u>	<u>Fd</u>	<u>T</u>	<u>Loc</u>	<u>Obj</u>	<u>Fu</u>	<u>Description</u>	<u>Balance</u>	<u>FYTD Debits</u>	<u>FYTD Credits</u>	<u>Balance</u>
50	Q	000	000	939900	000	000	000	FOOD SERVICE FU					UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50	-	---	---	-----	---	---	---							0.00	8,923,802.48	8,923,802.48	0.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
80 A 000 000 711000 000 000 000	COMMUNITY SERVI CASH	114,246.69	768,208.98	1,159,367.50	-276,911.83
80 A 000 000 711001 000 000 000	COMMUNITY SERVI COMM. SERV. MINIMUM BALANCE RQ	250.00	0.00	0.00	250.00
80 A 000 000 711100 000 000 000	COMMUNITY SERVI PAYROLL CLEARANCE ACCOUNT	0.00	615,317.09	615,317.09	0.00
80 A 000 000 711105 000 000 000	COMMUNITY SERVI A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
80 A 000 000 711200 000 000 000	COMMUNITY SERVI PETTY CASH	1,030.00	0.00	0.00	1,030.00
80 A 000 000 711300 000 000 000	COMMUNITY SERVI HOLDING ACCOUNT - CASH	0.00	0.00	0.00	0.00
80 A 000 000 712000 000 000 000	COMMUNITY SERVI INVESTMENTS	0.00	41,132.55	0.00	41,132.55
80 A 000 000 712001 000 000 000	COMMUNITY SERVI ECOMMERCE - COMMUNITY SERVICE	0.00	23,942.16	23,942.16	0.00
80 A 000 000 713100 000 000 000	COMMUNITY SERVI TAXES RECEIVABLE	0.00	450,000.00	0.00	450,000.00
80 A 000 000 713200 000 000 000	COMMUNITY SERVI ACCOUNTS RECEIVABLE	169,377.12	0.00	169,377.12	0.00
80 A 000 000 713205 000 000 000	COMMUNITY SERVI RECEIVABLES - UNCOLLECTED GHF	5,557.14	0.00	5,557.14	0.00
80 A 000 000 714100 000 000 000	COMMUNITY SERVI Due From Other Funds	0.00	0.00	0.00	0.00
80 A 000 000 715600 000 000 000	COMMUNITY SERVI DUE FROM FEDERAL GOVERNMENT	0.00	0.00	0.00	0.00
80 L 000 000 000000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 L 000 000 811200 000 000 000	COMMUNITY SERVI ACCOUNTS PAYABLE	-154,735.59	419,912.20	265,176.61	0.00
80 L 000 000 811225 000 000 000	COMMUNITY SERVI CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00
80 L 000 000 811558 000 000 000	COMMUNITY SERVI AP STAPLES	0.00	0.00	0.00	0.00
80 L 000 000 811610 000 000 000	COMMUNITY SERVI MEDICARE TAX	-525.82	525.82	0.00	0.00
80 L 000 000 811611 000 000 000	COMMUNITY SERVI SOCIAL SECURITY TAX	-2,248.34	2,248.34	0.00	0.00
80 L 000 000 811620 000 000 000	COMMUNITY SERVI RETIREMENT DEDUCTION	-657.93	657.93	0.00	0.00
80 L 000 000 811628 000 000 000	COMMUNITY SERVI HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
80 L 000 000 811630 000 000 000	COMMUNITY SERVI DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
80 L 000 000 811633 000 000 000	COMMUNITY SERVI DISABILITY INSURANCE	0.00	0.00	0.00	0.00
80 L 000 000 811645 000 000 000	COMMUNITY SERVI LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00
80 L 000 000 811815 000 000 000	COMMUNITY SERVI NET EFT PAYABLE	0.00	641,316.68	641,316.68	0.00
80 L 000 000 811820 000 000 000	COMMUNITY SERVI VOUCHERS PAYABLE	-36,263.26	36,263.26	0.00	0.00
80 L 000 000 812000 000 000 000	COMMUNITY SERVI Due To Other Funds	0.00	0.00	0.00	0.00
80 L 000 000 816000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 L 000 000 816900 000 000 000	COMMUNITY SERVI DEFER.REV.-SCHL.AGE CARE	0.00	0.00	0.00	0.00
80 L 000 000 816901 000 000 000	COMMUNITY SERVI DEFERRED REV.-YOUTH ACTIV.FEES	-55,654.22	55,654.22	0.00	0.00
80 L 000 000 816902 000 000 000	COMMUNITY SERVI DEFER.REV.-ADULT & FAMILY FEES	0.00	0.00	0.00	0.00
80 L 000 000 816903 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00
80 L 000 000 816904 000 000 000	COMMUNITY SERVI DEFERRED REVENUE PRESCHOOL FEE	0.00	0.00	0.00	0.00
80 L 000 000 816905 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-OTHER ICE USE	-870.00	870.00	0.00	0.00
80 L 000 000 816906 000 000 000	COMMUNITY SERVI DEFERRED REVENUE - CARE CORNER	0.00	0.00	0.00	0.00
80 L 000 000 816907 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-POOL ACTIVITY	0.00	0.00	0.00	0.00
80 L 000 000 816908 000 000 000	COMMUNITY SERVI DEF.REV.-GFH BUILDING RENTAL	-2,764.00	12,385.96	9,796.96	-175.00
80 L 000 000 816909 000 000 000	COMMUNITY SERVI DEF.REV.- H.S. HOCKEY	-2,895.00	2,895.00	0.00	0.00
80 L 000 000 816911 000 000 000	COMMUNITY SERVI DEF.REV.-MEMBERSHIPS	0.00	0.00	0.00	0.00
80 L 000 000 816913 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-GHF CONCESSIO	0.00	0.00	0.00	0.00

		Account Level		Beginning	2023-24		2023-24	Ending											
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD	Debits	FYTD	Credits	Balance
80	L	000	000	817101	000	000	000	COMMUNITY SERVI					SECURITY PREMIUM PAYABLE	0.00		0.00		0.00	0.00
80	L	000	000	817200	000	000	000	COMMUNITY SERVI					DENTAL CLAIMS PAYABLE	0.00		0.00		0.00	0.00
80	Q	000	000	000000	000	000	000	COMMUNITY SERVI						0.00		0.00		0.00	0.00
80	Q	000	000	931000	000	000	000	COMMUNITY SERVI					FUND BALANCE - RESERVED	0.00	666,011.48		666,011.48		0.00
80	Q	000	000	931896	000	000	000	COMMUNITY SERVI					TOURNAMENT ACTIVITY	0.00		0.00		0.00	0.00
80	Q	000	000	932000	000	000	000	COMMUNITY SERVI					FUND BALANCE - CASH FLOW	0.00		0.00		0.00	0.00
80	Q	000	000	936120	000	000	000	COMMUNITY SERVI					CONT OBLIG-RESTRICTED FUND BAL	0.00		0.00		0.00	0.00
80	Q	000	000	936320	000	000	000	COMMUNITY SERVI					DEBT SERVICE RETIREMENT	0.00		0.00		0.00	0.00
80	Q	000	000	936500	000	000	000	COMMUNITY SERVI					FOOD SERVICE FUND BALANCE	0.00		0.00		0.00	0.00
80	Q	000	000	936900	000	000	000	COMMUNITY SERVI					FUND BALANCE-RESTRICTED OTHER	-15,546.49	1,655,553.46		1,863,777.57		-223,770.60
80	Q	000	000	938900	000	000	000	COMMUNITY SERVI					ASSIGNED FUND BALANCE	0.00		0.00		0.00	0.00
80	Q	000	000	939200	000	000	000	COMMUNITY SERVI					WORKING CAPITAL (CASH FLOW)	0.00		0.00		0.00	0.00
80	Q	000	000	939900	000	000	000	COMMUNITY SERVI					UNASSIGNED FUND BALANCE	0.00		0.00		0.00	0.00
80	Q	862	000	936900	000	120	000	COMMUNITY SERVI					3K PROGRAM EQUITY ACCOUNT	-18,300.30	26,755.18		10.00		8,444.88
80	-	---	---	-----	---	---	---							0.00	5,419,650.31		5,419,650.31		0.00

Account Level		Beginning	2023-24	2023-24	Ending
Fd T Loc Obj Func	Prj DeptJob Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
Grand Asset Totals		31,900,364.20	191,025,202.72	197,087,164.30	25,838,402.62
Grand Liability Totals		-9,704,390.94	82,614,908.36	74,254,639.85	-1,344,122.43
Grand Equity Totals		-22,195,973.26	226,472,742.04	228,771,048.97	-24,494,280.19
Grand Totals		0.00	500,112,853.12	500,112,853.12	0.00

Number of Accounts: 242

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00181	to cover parking ramp for conference Joe F	2023-2024	01/16/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover parking ramp for conference Joe F	10 E 400 411 125002 000 125 000		01/16/2024	0.00	57.00
2		to cover parking ramp for conference Joe F	10 E 400 342 125002 000 125 000		01/16/2024	57.00	0.00
TOTALS						57.00	57.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00180	transfer to purchase books for book studies	2023-2024	01/16/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to purchase books for book studies	10 E 825 310 221300 000 210 000		01/15/2024	0.00	1,000.00
2		transfer to purchase books for book studies	10 E 825 490 221100 000 210 000		01/15/2024	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00179	Funds Transfer for DPI grant compliance	2023-2024	01/15/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds to cover additional projects	10 E 809 362 120000 168 809 000		01/15/2024	0.00	12,000.00
2		Funds to cover additional projects	10 E 809 100 212200 168 809 205		01/15/2024	2,000.00	0.00
3		Funds to cover additional projects	10 E 809 212 212200 168 809 205		01/15/2024	140.00	0.00
4		Funds to cover additional projects	10 E 809 100 219000 168 809 205		01/15/2024	7,000.00	0.00
5		Funds to cover additional projects	10 E 809 212 219000 168 809 205		01/15/2024	490.00	0.00
6		Funds to cover additional projects	10 E 809 100 219000 168 809 413		01/15/2024	2,000.00	0.00
7		Funds to cover additional projects	10 E 809 212 219000 168 809 413		01/15/2024	140.00	0.00
8		Funds to cover additional projects	10 E 809 310 219000 168 809 000		01/15/2024	230.00	0.00
TOTALS						12,000.00	12,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00178	Funds transfer for DPI compliance	2023-2024	01/15/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI want funds for DCE Culinary Coupons for mentoring meetings moved from a 310 to a 415.	10 E 809 310 145000 168 809 000		01/15/2024	0.00	950.00
2		DPI want funds for DCE Culinary Coupons for mentoring meetings moved from a 310 to a 415.	10 E 809 415 219000 168 809 000		01/15/2024	950.00	0.00
TOTALS						950.00	950.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00177	Technology supplies to Office budget	2023-2024	01/15/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		technology not needed / transfer to office budget	10 E 104 481 110000 000 241 000		01/15/2024	0.00	1,500.00
2		transfer from technology budget to office budget	10 E 104 411 110000 000 241 000		01/15/2024	1,500.00	0.00
TOTALS						1,500.00	1,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00176	dual enrollment class fee	2023-2024	01/12/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		money used for Mock Trial, Forensics, NASSP StuCo, NASSP NHS, etc. that is not needed	10 E 400 940 120000 000 241 000		01/12/2024	0.00	135.00
2		new class going dual enrollment "Music Theory" yearly fee	10 E 400 940 125002 000 125 000		01/12/2024	135.00	0.00
TOTALS						135.00	135.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00175	to cover Michael's order for Melissa Clay	2023-2024	01/11/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Michael's order for Melissa Clay	10 E 400 417 121000 000 121 000		01/11/2024	0.00	18.87
2		to cover Michael's order for Melissa Clay	10 E 400 411 121000 000 121 000		01/11/2024	18.87	0.00
TOTALS						18.87	18.87

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00174	to cover TPT accounting simulation for Jenni	2023-2024	01/11/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover TPT accounting simulation for Jennifer Gipp	10 E 400 411 132000 000 132 000		01/11/2024	0.00	15.83
2		to cover TPT accounting simulation for Jennifer Gipp	10 E 400 360 132000 000 132 000		01/11/2024	15.83	0.00
TOTALS						15.83	15.83

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00173	to cover self park at clinic in Chicago for J	2023-2024	01/10/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover self park at clinic in Chicago for Joe F	10 E 400 310 125002 000 125 000		01/10/2024	0.00	21.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00173	to cover self park at clinic in Chicago for J	2023-2024	01/10/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		to cover self park at clinic in Chicago for Joe F	10 E 400 342 125002 000 125 000		01/10/2024	21.00	0.00
TOTALS						21.00	21.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00172	to cover Hyatt regency bill for Joe F	2023-2024	01/10/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Hyatt regency bill for Joe F	10 E 400 310 125002 000 125 000		01/10/2024	0.00	113.52
2		to cover Hyatt regency bill for Joe F	10 E 400 342 125002 000 125 000		01/10/2024	113.52	0.00
TOTALS						113.52	113.52

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00171	to cover Lamers invoice	2023-2024	01/09/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Lamers invoice	10 E 200 473 125002 000 125 000		01/09/2024	0.00	88.58
2		to cover Lamers invoice	10 E 200 341 256742 000 125 000		01/09/2024	88.58	0.00
TOTALS						88.58	88.58

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00170	to cover transfer for Identifix invoice	2023-2024	01/09/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover transfer for Identifix invoice	10 E 809 440 132000 400 809 000		01/09/2024	0.00	788.00
2		to cover transfer for Identifix invoice	10 E 809 430 136000 400 809 000		01/09/2024	788.00	0.00
TOTALS						788.00	788.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00169	to cover the negative balance for Choppy Perc	2023-2024	01/08/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover the negative balance for Choppy Percussion for Ben Burish	10 E 300 473 125002 000 125 000		01/08/2024	0.00	17.77
2		to cover the negative balance for Choppy Percussion for Ben Burish	10 E 300 440 125002 000 125 000		01/08/2024	17.77	0.00
TOTALS						17.77	17.77

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00168	to cover fleet farm receipt for Scot Abel	2023-2024	01/08/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover fleet farm receipt for Scot Abel	10 E 823 411 126241 000 210 000		01/08/2024	0.00	22.54
2		to cover fleet farm receipt for Scot Abel	10 E 823 415 126241 000 210 000		01/08/2024	22.54	0.00
TOTALS						22.54	22.54

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00167	Cover cost of unexpected independent evaluati	2023-2024	01/08/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Cover cost of unexpected independent evaluation of student	27 E 809 310 221300 341 809 000		01/08/2024	0.00	4,216.00
2		Cover cost of unexpected independent evaluation of student	27 E 809 310 223390 341 809 000		01/08/2024	4,216.00	0.00
TOTALS						4,216.00	4,216.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00166	to cover reimbursement for Heidi Kolodziej	2023-2024	01/05/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Heidi Kolodziej	10 E 300 342 123000 000 123 000		01/05/2024	0.00	21.93
2		to cover reimbursement for Heidi Kolodziej	10 E 300 411 123000 000 123 000		01/05/2024	21.93	0.00
TOTALS						21.93	21.93

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00139	Tr to new acct for software to purchase Class	2023-2024	01/05/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from 440 to 362	10 E 108 440 241000 000 241 000		01/05/2024	0.00	608.00
2		Tr from 440 to 362	10 E 108 362 241000 000 241 000		01/05/2024	608.00	0.00
TOTALS						608.00	608.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00165	to cover the purchase of AP curriculum bundle	2023-2024	01/04/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover the purchase of AP curriculum bundles for Brad and Denise	10 E 400 940 127000 000 127 000		01/04/2024	0.00	332.33
2		to cover the purchase of AP curriculum bundles for Brad and Denise	10 E 400 480 127000 000 127 000		01/04/2024	332.33	0.00
TOTALS						332.33	332.33

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00164	to cover book order for Kleinschmidt	2023-2024	01/04/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover book order for Kleinschmidt	10 E 400 940 127000 000 127 000		01/04/2024	0.00	121.24
2		to cover book order for Kleinschmidt	10 E 400 479 127000 000 127 000		01/04/2024	121.24	0.00
TOTALS						121.24	121.24

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00163	to cover amazon order for Lori Laporte	2023-2024	01/03/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover amazon order for Lori Laporte	10 E 200 413 122000 000 122 000		01/03/2024	0.00	1,333.44
2		to cover amazon order for Lori Laporte	10 E 200 411 122000 000 122 000		01/03/2024	1,333.44	0.00
TOTALS						1,333.44	1,333.44

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00162	to cover heid invoice for Ben Burish	2023-2024	01/03/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover heid invoice for Ben Burish	10 E 300 440 125002 000 125 000		01/03/2024	0.00	22.77
2		to cover heid invoice for Ben Burish	10 E 300 411 125002 000 125 000		01/03/2024	22.77	0.00
TOTALS						22.77	22.77

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00161	Reallocation of funds for Steam Initiative	2023-2024	01/02/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Software as a Service	10 E 814 362 295000 000 232 000		01/02/2024	0.00	9,200.00
2		Instructional Tech Supplies	10 E 814 481 221500 000 232 000		01/02/2024	9,200.00	0.00
TOTALS						9,200.00	9,200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00160	Cover Art Glaze	2023-2024	01/02/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Cover Art Glaze	10 E 101 411 241000 000 241 000		01/02/2024	0.00	10.00
2		Cover Art Glaze	10 E 101 411 121000 000 121 000		01/02/2024	10.00	0.00
TOTALS						10.00	10.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00159	Transfer funds per Aaron	2023-2024	12/28/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer per Aaron	80 E 861 460 254300 000 300 000		12/27/2023	0.00	2,000.00
2		Transfer per Aaron	80 E 861 420 393000 000 300 000		12/27/2023	2,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00158	Transfer to correct account - Repairs for sen	2023-2024	12/27/2023	Web Clone	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to correct account - repairs for sensory bus	27 E 809 324 256500 347 809 000		12/27/2023	3,000.00	0.00
2		Transfer to correct account -repairs for sensory bus	27 E 809 324 256600 347 809 000		12/27/2023	0.00	3,000.00
TOTALS						3,000.00	3,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00157	Transfer to correct account - OT Contracted S	2023-2024	12/27/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to correct account - OT Contracted Services	27 E 809 386 436000 347 809 000		12/27/2023	0.00	2,800.00
2		Transfer to correct account - OT Contracted Services	27 E 809 386 218100 347 809 000		12/27/2023	2,800.00	0.00
TOTALS						2,800.00	2,800.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00156	Transfer to correct account - Repairs for sen	2023-2024	12/27/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to correct account - repairs for sensory bus	27 E 809 324 256600 347 809 000		12/27/2023	3,000.00	0.00
2		Transfer to correct account -repairs for sensory bus	27 E 809 348 256250 347 809 000		12/27/2023	0.00	3,000.00
TOTALS						3,000.00	3,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00155	Tr to new acct for misc expenses for bowling	2023-2024	12/26/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from 440 to 999	10 E 108 440 241000 000 241 000		12/26/2023	0.00	134.94
2		Tr from 440 to 999	10 E 108 999 241000 000 241 000		12/26/2023	134.94	0.00
TOTALS						134.94	134.94

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00154	Transfer to cover higher than anticipated cos	2023-2024	12/26/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated cost of digital license renewals and purchases	27 E 809 310 158000 341 809 000		12/21/2023	0.00	2,000.00
2		Transfer to cover higher than anticipated cost of digital license renewals and purchases	27 E 809 362 158000 341 809 000		12/21/2023	2,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00153	Gift for Mrs. Bates	2023-2024	12/21/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Gift for Mrs. Bates	10 E 101 411 241000 000 241 000		12/21/2023	0.00	40.00
2		Gift for Mrs. Bates	10 E 101 310 241000 000 241 000		12/21/2023	40.00	0.00
TOTALS						40.00	40.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00152	COMMON SCHOOL FUNDS	2023-2024	12/20/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		COMMON SCHOOL FUNDS	10 E 101 432 222200 031 220 000		12/20/2023	3,000.00	0.00
2		COMMON SCHOOL FUNDS	10 E 101 482 222200 031 220 000		12/20/2023	1,000.00	0.00
3		COMMON SCHOOL FUNDS	10 E 102 432 222200 031 220 000		12/20/2023	6,000.00	0.00
4		COMMON SCHOOL FUNDS	10 E 102 482 222200 031 220 000		12/20/2023	4,000.00	0.00
5		COMMON SCHOOL FUNDS	10 E 103 432 222200 031 220 000		12/20/2023	5,500.00	0.00
6		COMMON SCHOOL FUNDS	10 E 103 482 222200 031 220 000		12/20/2023	4,500.00	0.00
7		COMMON SCHOOL FUNDS	10 E 104 432 222200 031 220 000		12/20/2023	6,000.00	0.00
8		COMMON SCHOOL FUNDS	10 E 104 482 222200 031 220 000		12/20/2023	4,000.00	0.00
9		COMMON SCHOOL FUNDS	10 E 105 432 222200 031 220 000		12/20/2023	1,245.00	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00152	COMMON SCHOOL FUNDS	2023-2024	12/20/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
10		COMMON SCHOOL FUNDS	10 E 105 482 222200 031 220 000		12/20/2023	755.00	0.00
		COMMON SCHOOL FUNDS					
11		COMMON SCHOOL FUNDS	10 E 106 432 222200 031 220 000		12/20/2023	2,000.00	0.00
		COMMON SCHOOL FUNDS					
12		COMMON SCHOOL FUNDS	10 E 106 482 222200 031 220 000		12/20/2023	8,000.00	0.00
		COMMON SCHOOL FUNDS					
13		COMMON SCHOOL FUNDS	10 E 108 432 222200 031 220 000		12/20/2023	6,800.00	0.00
		COMMON SCHOOL FUNDS					
14		COMMON SCHOOL FUNDS	10 E 108 482 222200 031 220 000		12/20/2023	3,200.00	0.00
		COMMON SCHOOL FUNDS					
15		COMMON SCHOOL FUNDS	10 E 814 360 222200 031 232 000		12/20/2023	0.00	56,000.00
		COMMON SCHOOL FUNDS					
TOTALS						56,000.00	56,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00151	Payroll Overtime Accounts Budget Transfer	2023-2024	12/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Payroll Overtime Accounts Budget Transfer	10 E 809 114 264101 000 809 101		12/20/2023	0.00	5,379.41
2		Payroll Overtime Accounts Budget Transfer	10 E 809 114 252401 000 809 101		12/20/2023	5,379.41	0.00
3		Payroll Overtime Accounts Budget Transfer	10 E 809 222 264101 000 809 101		12/20/2023	0.00	411.52
4		Payroll Overtime Accounts Budget Transfer	10 E 809 222 252401 000 809 101		12/20/2023	411.52	0.00
5		Payroll Overtime Accounts Budget Transfer	10 E 809 212 264101 000 809 101		12/20/2023	0.00	365.80
6		Payroll Overtime Accounts Budget Transfer	10 E 809 212 252401 000 809 101		12/20/2023	365.80	0.00
TOTALS						6,156.73	6,156.73

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00150	Cover cost of replacement AED pads for Sr. Hi	2023-2024	12/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Cover cost of replacement AED pads for Sr. High	10 E 824 342 213200 000 212 000		12/20/2023	0.00	194.72
2		Cover cost of replacement AED pads for Sr. High	10 E 824 440 214200 000 212 000		12/20/2023	194.72	0.00
TOTALS						194.72	194.72

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00149	to cover Heid Invoice for Joe F	2023-2024	12/20/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heid Invoice for Joe F	10 E 400 411 125002 000	125 000	12/20/2023	0.00	10.00
2		to cover Heid Invoice for Joe F	10 E 400 473 125002 000	125 000	12/20/2023	10.00	0.00
TOTALS						10.00	10.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00148	Transfer to cover higher than anticipated gen	2023-2024	12/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated general supply purchases	27 E 809 411 158000 341	809 000	12/19/2023	11,000.00	0.00
2		Transfer to cover higher than anticipated general supply purchases	27 E 809 310 158000 341	809 000	12/19/2023	0.00	11,000.00
TOTALS						11,000.00	11,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00147	Transfer correction - wrong account used for	2023-2024	12/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer correction - wrong account used for additional cost speaker	10 E 300 310 121000 000	121 000	12/19/2023	0.00	800.00
2		transfer correction - wrong account used for additional cost of speaker	10 E 300 310 120000 000	241 000	12/19/2023	800.00	0.00
TOTALS						800.00	800.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00146	to cover Heid invoice for Lisa Phalen	2023-2024	12/19/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heid invoice for Lisa Phalen	10 E 200 411 125002 000	125 000	12/19/2023	0.00	40.50
2		to cover Heid invoice for Lisa Phalen	10 E 200 310 125002 000	125 000	12/19/2023	40.50	0.00
TOTALS						40.50	40.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00145	Purchase green screen items	2023-2024	12/18/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Purchase green screen items	10 E 300 432 222200 031	220 000	12/18/2023	0.00	327.99
2		Purchase green screen items	10 E 300 482 222200 031	220 000	12/18/2023	327.99	0.00
TOTALS						327.99	327.99

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00144	TB-TRANSFER TO PURCHASE MORE CHARGING BLOCKS	2023-2024	12/15/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER TO PURCHASE MORE CHARGING BLOCKS FOR TEACHERS	10 E 106 481 110000 000 241 000		12/15/2023	600.00	0.00
2		TB-TRANSFER TO PURCHASE MORE CHARGING BLOCKS FOR TEACHERS	10 E 106 411 110000 000 241 000		12/15/2023	0.00	600.00
TOTALS						600.00	600.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00143	to cover lamer invoice for John Glynn	2023-2024	12/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover lamer invoice for John Glynn	10 E 400 411 136230 000 136 000		12/14/2023	0.00	128.85
2		to cover lamer invoice for John Glynn	10 E 400 341 256770 000 136 000		12/14/2023	128.85	0.00
TOTALS						128.85	128.85

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00142	Transfer requests to over Big Universe Subscr	2023-2024	12/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		439 to 360 to cover overage	10 E 108 439 222200 031 220 000		12/14/2023	0.00	1,000.00
2		From 439 to 360 to cover overage	10 E 108 360 222200 031 220 000		12/14/2023	1,000.00	0.00
3		482 to 360 to cover overage	10 E 108 482 222200 031 220 000		12/14/2023	0.00	535.00
4		482 to 360 to cover overage	10 E 108 360 222200 031 220 000		12/14/2023	535.00	0.00
TOTALS						1,535.00	1,535.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00141	cover overage	2023-2024	12/14/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover overage	10 E 809 440 214200 912 809 000		12/14/2023	0.00	137.00
2		cover overage	10 E 809 420 214200 912 809 000		12/14/2023	137.00	0.00
TOTALS						137.00	137.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00138	Carl Perkins - Budget Transfer	2023-2024	12/13/2023	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Carl Perkins - Budget Transfer Carl Perkins - Budget Transfer	10 E 809 341 256740 400 809 000		12/13/2023	0.00	325.06
2		Carl Perkins - Budget Transfer Carl Perkins - Budget Transfer	10 E 809 341 256770 400 809 000		12/13/2023	325.06	0.00
TOTALS						325.06	325.06

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00136	to cover heid invoice for Joe F	2023-2024	12/13/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover heid invoice for Joe F	10 E 400 411 125002 000 125 000		12/13/2023	0.00	10.20
2		to cover heid invoice for Joe F	10 E 400 473 125002 000 125 000		12/13/2023	10.20	0.00
TOTALS						10.20	10.20

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00135	to cover for food reimbursement for Meg Peter	2023-2024	12/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover for food reimbursement for Meg Peterson	10 E 300 411 126000 000 126 000		12/12/2023	0.00	17.10
2		to cover for food reimbursement for Meg Peterson	10 E 300 415 126000 000 126 000		12/12/2023	17.10	0.00
TOTALS						17.10	17.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
23-00134	to cover food reimbursment for Ben Hoenisch	2023-2024	12/12/2023	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover food reimbursement for Ben Hoenisch	10 E 300 411 126000 000 126 000		12/12/2023	0.00	79.91
2		to cover food reimbursement for Ben Hoenisch	10 E 300 415 126000 000 126 000		12/12/2023	79.91	0.00
TOTALS						79.91	79.91

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

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
23-00010	Food Service SCAF (Supply Chain Assistance Fu	2023-2024	01/05/2024	Web Batch Entry	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Food Service SCAF Budget Revision (Supply Chain Assistance Funds)	50 R 834 717 257000 547 722 000		01/05/2024	0.00	73,285.44
2		Food Service SCAF Budget Revision(Supply Chain Assistance Funds)	50 E 834 415 257000 000 722 000		01/05/2024	123,285.44	0.00
TOTALS						123,285.44	73,285.44

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

**OFFICE OF THE SUPERINTENDENT
D.C. EVEREST AREA SCHOOL DISTRICT**

STUDENTS
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Fundraiser/Crowdfunding Request

Name of Group or Organization	Graduation Celebration		
Representative Completing Form	Tami Mlodik		
Individual Responsible for Funds	Tami Mlodik		
Phone Number of Individual Responsible	715-573-8952		
E-Mail of Individual Responsible	tmlodik@dce.k12.wi.us		
Please describe the details of the fundraiser/crowdfunding below.			
Funds, Food and items will be solicited for the graduation event: food, prizes, games, entertainment			
What do you expect your total revenues to be?			\$ 2,500.00
What do you anticipate your total expenses to be?			\$ 2.00
Estimated profit/goal:			\$ 2,498.00
Describe how profits from this fundraiser/crowdfunding will be used this year to enhance the experience of all students in the program.			
the celebration is open to all 2024 grads as an alternative to unhealthy parties			
Fundraiser/Crowdfunding Start Date	2/20/2024	X	
Fundraiser/Crowdfunding End Date	5/28/2024		
<small>For FUNDRAISERS-please check YES or NO below for EACH question. for CROWDFUNDING- please check YES or NO for questions 1, 2, 3.</small>			
1. Will these funds be housed in a district activity account?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Will the fundraiser use the name of D.C. Everest Schools in materials or publicity directly, indirectly, or implied?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
3. If publicizing the fundraiser, please explain how: Publicized through letters, phone calls, visits, Infintie Campus Notices	X		
Will alcohol be served or sold during the activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will you be soliciting local businesses? (Fundraisers that solicit local businesses require school board approval.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will fundraiser include non-exempt food items sold during the day?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Have you been approved for a non-exempt food item fundraiser previously? Two fundraisers of non-exempt food items (food not under the Smart Snack Rules – candy, bake sales, etc.) sold during the school day are allowed for each group per year. Duration of these fundraisers may not exceed two (2) weeks.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Instructions:

- 1) Complete and sign form (teacher, coach, co-curricular supervisor, or designated staff member.)
- 2) Submit to the principal for approval and signature.
- 3) Principal submits all requests to Superintendent/School Board for approval.

Tami Mlodik _____ Date 1-2-2024
Signature of Fundraiser Representative

M. J. Kato _____ Date 1-2-24
Signature of Building Principal

[Signature] _____ Date 1-3-2024
Signature of Superintendent

Signature of School Board Clerk Date

**OFFICE OF THE SUPERINTENDENT
D.C. EVEREST AREA SCHOOL DISTRICT**

PROFESSIONAL STAFF
7230F/page 1 of 1

GIFTS AND/OR BEQUESTS TO THE SCHOOL DISTRICT

Please complete the following information and submit to the Superintendent's Office.

Donor: Emily's Path, Inc.
(Name of individual or organization making donation/gift)

Policy 7230 states the District shall provide written acknowledgement to the donor of any accepted cash donation of \$250 or more and any non-cash donation the value of which is \$250 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation. Please provide either an email or address so we are able to return a copy of this signed form to the donor.

Donor Email: _____

OR

Donor Address: 513 Grant St, Wausau, WI 54403

Description of Gift/Donation: Cash

Estimated Value: \$7,500.00

Given to: Rothschild Elementary
(school, organization of a school, employee, etc.)

Date Received: 12-20-2023

Recipient - District employee we may contact with questions: Rena Sabey

Purpose of Gift/Donation: fulfillment of teachers wishlists & student snacks

Principal Approval of Gift: YES NO

Rena Sabey
(Principal's Signature)

All gifts or bequests having a value of more than \$2500.00 shall be accepted by the Board. The Superintendent may accept for the Board gifts of lesser value.

Superintendent Approval of Gift: YES NO

[Signature]
(Superintendent's Signature)

School Board Approval of Gift: YES NO

(School Board Clerk's Signature)

The D.C. Everest Area School District Federal Tax Number is: 39-6007952.

2/7/2022



Section 121.53(6) of the Wisconsin Statutes reads as follows: "Within 10 days after its occurrence, every accident involving a motor vehicle providing transportation under this subchapter shall be reported to the appropriate school board."

GENERAL INFORMATION			
School: DC Everest Sr High School	School District: DC Everest School District	School Code: 4970	
Bus Owner: Lamers Bus Lines	Address of Owner, Street, City, State, Zip: 3805 Concord Ave, Weston WI		
Chassis Make Blue Bird	Model Year: 2017	Body Make: All American	Student Capacity: 82

DRIVER INFORMATION			
Name of Driver: Robert Rucinski	Sex X Male Female	Age: 68	Years of Experience as Bus Driver: 5 years
Has your driver had the recommended training in first aid? Yes: X No:	When did drivers last attend a state-sponsored bus driver training session? NA		

ACCIDENT DESCRIPTION			
Date of Accident: 01/09/2024	Time: 4:15 pm	Location of Accident: North bound Hwy 51 Lincoln County	
Weather Conditions: Cloudy/snowing/blowing snow		Type of Road and General Conditions – Highway/icy/snow	
Speed of Bus:	Speed of Other Vehicle(s): NA	Was a Citation Issued? No Yes If yes, to whom?	

If no citation was issued, who, in your opinion, was responsible for the accident and why? Our driver should have made sure he had enough room to clear the plow truck before proceeding in the left lane passing the plow truck. The plow truck knew the bus was in the left lane – the plow truck was allowing cars to pass him in the left lane by lifting his plow blade up.

If the driver was not legally responsible, could she/he have prevented the accident by driving defensively? Explain - Snow plow was allowing cars to pass in the left lane as they were traveling north on Hwy 51 by lifting the plow extension up in the left lane. As the bus was passing the plow truck the bus got too close to the plow which caught on the passenger side mirror bracket and broke the mirrors off and bent the bracket. Driver should have moved over in the lane and made sure that he had enough room to proceed past the plow truck.

Describe the cause and results of the accident in detail. Itemize injuries and property damage on reverse – Our driver in bus 2364 driving north on Hwy 51 to Rhinelander with windy, icy roads and blowing snow moved to the left lane to pass a snowplow in the right lane clearing both lanes going north. The snowplow was raising his blade that was clearing the left lane for traffic moving north. The driver proceeded to pass the plow truck in the left lane, misjudged how close he was to the plow, the passenger side mirror hit the plow, taking the mirrors off and bending the bracket.

Were there students on the bus at the time of the accident?

- No—If no, skip next two questions
- Yes—If yes, complete all questions

How did students exit? Check all that apply.

- Front Door
- Rear Door
- Windows
- Did ⁸²Exit:
- Other -

Had the riders been instructed and drilled in bus evacuation/emergency exits?

- Yes
- No

Was a fire extinguisher used?

- Yes
- No

Was a first aid kit used?

- Yes
- No

INJURIES/FATALITIES

Names of Students Injured

Nature of Injuries

Names of Other People Injured

Nature of Injuries

PROPERTY DAMAGE

Describe Damage to School Bus: Passenger side mirrors

Estimated Repair Cost
\$

Describe Damage to Property of Others: none

Estimated Repair Cost
\$ NA

RECOMMENDATIONS

As a result of this accident, what suggestions do you have to offer for the improvement of the following?

Bus Safety Regulations or Laws -

School Bus Standards

Bus Driver Training: Safety meetings, retraining

CERTIFICATION

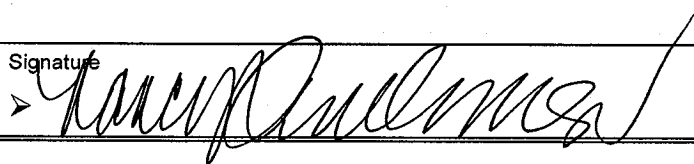
If an accident results in injury to or death of any person or total property damage to an apparent extent of \$200 or more, a report must also be filed with the local or state enforcement officer [Wisconsin Statute 346.70(1)] and the Department of Transportation [Wisconsin Statute 346.70(2)].

I CERTIFY that this accident has been reported to the local or state enforcement officer and to the Department of Transportation, if required by law.

Name of Persons Completing Form: Nancy Aschbrenner

Position: Weston Location Manager

Signature



Date Signed Mo./Day/Yr.
01/10/2024



Book	Policy Manual
Section	Second Reading by Board
Title	INCAPACITY OF THE SUPERINTENDENT
Code	po1260
Status	Second Reading
Adopted	November 18, 2020
Last Revised	June 15, 2022

1260 - INCAPACITY OF THE SUPERINTENDENT

It is the duty of the Board to appoint an interim Superintendent by a majority vote of the Board upon a determination that the Superintendent is incapacitated in such a manner that ~~s/he~~ the Superintendent is unable to perform the duties of ~~his/her~~ the office. **Until such appointment, the Board President shall have the authority to take or delegate necessary administrative actions on behalf of the District.**

The Board shall fix the compensation of the interim Superintendent who shall serve, pending further determination of the Superintendent's ability to perform assigned duties and functions, or until the Superintendent's employment ends and a new Superintendent assumes office. ~~S/He~~ **The interim Superintendent** shall perform all of the duties and functions of the Superintendent, and may be removed at any time using the procedures set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.

The Board will exercise its authority under law to determine the incapacity of the Superintendent and to place ~~him/her~~ the Superintendent on leave for a physical or mental condition that affects the Superintendent's ability to perform assigned duties in conformance with the law. The Board may require that the Superintendent submit to an appropriate examination by a healthcare provider of the Superintendent's choice, a healthcare provider designated and compensated by the District, or both.

The Superintendent will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board and to allow the Board to speak to the health care provider who conducted the medical examination if clarification is needed. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

If the Board determines that the Superintendent is unable to perform the duties of ~~his/her~~ the office, ~~s/he~~ the Superintendent may:

- A. at ~~his/her~~ the Superintendent's request, be placed on PTO. Then when PTO is exhausted, sick leave, with pay, not to exceed the amount of ~~his/her~~ the Superintendent accumulated, but unused, sick leave and any advancement of such PTO which may be authorized by Board policy;
- B. at the request of the Board be placed on PTO. Then when PTO is exhausted, sick leave with such pay to which ~~s/he~~ the Superintendent may be entitled or which may be authorized by Board policy;
- C. at ~~his/her~~ the Superintendent's request, be placed on leave without pay with Board approval.

As required by Federal law and regulation and Board Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee, the Board shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical

examination.

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Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the Superintendent is found to be unable to perform assigned duties, the Superintendent may be placed on a leave of absence with or without pay until such time as the Superintendent is able to return to the performance of the position or other action is taken.

Should the Superintendent refuse to submit to an examination such action constitutes insubordination.

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 1630.01 as provided by law.

The foregoing leave shall not extend beyond the contract of the Superintendent.

The Superintendent shall, upon request to the President of the Board, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that s/he the Superintendent is capable of resuming such duties on a full-time basis.

The Board may demand that the Superintendent return to active service, and upon medical documentation that the Superintendent is able to resume his/her the position's duties.

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Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT
Code	po1421
Status	Second Reading
Adopted	March 16, 2022
Last Revised	October 25, 2022

1421 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's administrative staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The Superintendent shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the Superintendent as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The Superintendent, as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall notify the Board President for any criminal or municipal offense.

~~The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.~~

The requirement to report a conviction or deferred adjudication applies to major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported.

However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets). 86

Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po1623
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 19, 2023

~~1623~~ **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT consolidated to new policy 8913**

~~The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.~~

~~Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.~~

Definitions

~~Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.~~

~~**Complainant:** is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.~~

~~**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday — Friday, excluding State recognized holidays).~~

~~**Respondent:** is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.~~

~~**District community:** means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.~~

~~**Third Parties:** include but are not limited to guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the District community at school related events/activities (whether on or off District property).~~

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

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Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or 'auxiliary aids or services,' learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the 'COs').

Sarah Trimmer
 Director of Talent and Culture
 6100 Alderson Street
 Weston, WI 54476
 715-359-4221 ext. 1225
 strimmer@dce.k12.wi.us

Jack Stoskopf, Interim Assistant Superintendent
 Operations
 6100 Alderson Street
 Weston, WI 54476

715-359-4221 ext. 1243
jstoskopf@dce.k12.wi.us

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The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ('Section 504'), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) days of the hearing.

- E. The employee may be represented, at his/her own cost, at any of the above described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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If it is determined that the Complainant was subjected to discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ('OCR'). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination, in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after the fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy including, but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the District's records retention schedule.

T.C. 6/22/20
Revised 11/17/21
Revised 6/15/22

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Legal

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1630

34 C.F.R. Part 104

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po1630.01
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Adopted	May 25, 2016
Last Revised	June 19, 2023

1630.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ('FMLA')

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to administrative staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ('FMLA') and the Wisconsin Family and Medical Leave Act ('WFMLA'). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA, and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to a staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a 'serious health condition'

The term 'child' generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for

himself/herselfthemselves due to a physical or mental disability or, for leave under State law only, unable to care for himself/herselfthemselves due to a serious health condition. 94

'Parent' includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

'Spouse' includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her the staff member's position

E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her the staff member's own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent or designee will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he the staff member is entitled to a total of twelve (12) work weeks of leave in a rolling twelve (12) month period measured backward from the date of usage for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care. 95

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, ~~she~~ **the staff member** is entitled to ten (10) work weeks of leave in a calendar year (January 1 to December 31) as follows:

- A. a total of six (6) weeks of leave for the birth of ~~his/her~~ **the staff member's** natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a 'serious health condition' under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- 1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
- 2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a 'serious health condition' of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

- 1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
- 2. continues over an extended period of time (including recurring episodes of a single underlying condition);
and
- 3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or staff member's family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months. 96

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent or designee with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as the definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Staff members must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting an FMLA leave request form via the online system.

When planning medical treatment, the staff member should consult with his/her/their supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her/their supervisor in order to work out a treatment schedule which best suits his/her/their the staff member's needs, as well as the District's.

If a staff member must take more leave than originally anticipated, the staff member must notify the Superintendent or designee within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her/their own serious health condition or the serious health condition of his/her/their spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent or designee within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent or designee as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent or designee will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent or designee doubts the validity of a certification, it may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent or designee may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent or designee to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her/their rights and responsibilities under this policy.

The Superintendent or designee will give the staff member the notice on each occasion that s/he/the staff member notifies his/her/their supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent or designee will provide the employee with a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the Superintendent or designee sufficient to enable the Superintendent or designee to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent or designee will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her/their supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.

When leave is governed only by the FMLA, the Superintendent or designee may offer a staff member a temporary transfer to another position for which s/he/the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent or designee for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent or designee may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

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- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid.

For leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

For leave governed exclusively by the FMLA, staff members cannot substitute Sick Leave to care for the staff member's child over the age of eighteen (18).

After Paid Time Off (PTO) is exhausted, leave for family leaves indicated above would be unpaid unless the staff member substitutes Vacation Leave, if available.

For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned or accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

If the staff member elects to substitute accrued paid or unpaid leave under WFMLA, leave must be substituted in the following order pursuant to the Employee Handbook:

- A. if available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, Leave without Pay.

If available, Vacation Leave may be substituted during any portion of leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her/their portion of health insurance premiums regardless of whether his/her/the family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent or designee for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position ~~s/he~~they held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans with Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if ~~s/he~~the staff member had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, ~~s/he~~the staff member is not entitled to be reinstated.

A staff member who exceeds ~~his/her~~the FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify ~~his/her~~their supervisor immediately. Upon such notice, the Superintendent or designee will promptly reinstate the staff member to active employment, provided ~~s/he~~the staff member has the present skill and ability to perform the essential functions of ~~his/her~~their job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of ~~his/her~~their ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, ~~s/he~~the staff member must present certification to return to work to ~~his/her~~their supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an 'individual with a disability' within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, ~~s/he~~the staff member may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files. 900

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her/their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy’s job restoration or maintenance of health benefits provisions.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

Revised 8/16/17
Revised 6/15/22
DCE May 2023

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Legal 29 U.S.C. 2601 et seq.
 29 C.F.R. Part 825
 103.10, Wis. Stats.
 Wis. Admin. Department of Workforce Development (DWD) 225
 National Defense Authorization Act of 2010

Cross References [ag1630.01B - FMLA RECORDKEEPING REQUIREMENTS](#)

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	PROGRAM OR CURRICULUM MODIFICATIONS
Code	po2451
Status	Second Reading
Adopted	May 25, 2016
Last Revised	November 20, 2019

2451 - **PROGRAM OR CURRICULUM MODIFICATIONS**

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need a program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461 - Children At-Risk of Not Graduating from High School)

Any student's parent, or the student, if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications including, but not limited to:

- A. modifications within the student's current academic program;
- B. a school work training or work-study program;
- C. enrollment in an alternative public school or program located in the School District in which the student resides;
- D. enrollment in any non-sectarian private school or program, or tribal school, located in the school district in which the student resides, which complies with the requirements of State and Federal law;
- E. homebound study, including non-sectarian correspondence courses or other courses of study approved by the Board or non-sectarian tutoring provided by the school in which the child is enrolled;
- F. enrollment in any educational program located outside the School, as per Policy 2412, in which the student resides, pursuant to a contractual agreement between school districts.

The **written request shall be provided to the (X) building principal who will provide it to the** Board or an administrator who is designated to ~~do so must~~ **handle such requests. The Board or appropriate staff member shall** render ~~its~~ a decision, in writing, within ninety (90) days of a request, except if the request is related to a student who has been evaluated by an Individualized Education Program team and has not been recommended for special education, the decision must be made within (30) thirty days of the request. If the request is denied, the reasons for the denial must be included. A parent may request reconsideration of any decision made by the Board or the designated administrator in response to a request for program or curriculum modifications and such request must be reviewed by the Board. The Board is required to render its determination upon review in writing.

Annually, the District shall notify students and parents of the provisions of this policy. Inclusion of such notification in the student handbook shall satisfy this requirement.

Revised 1/25/17

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Legal 118.15, Wis. Stats.

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT
Code	po2521
Status	Second Reading
Adopted	May 25, 2016

2521 - SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

The ~~School~~ Board shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

For purposes of this policy, the term "instructional materials" is defined as supplemental books, readings, activities, online resources, and media distributed by a classroom teacher to students for the purpose of teaching the course content in accordance with the Board-approved course of study (see Policy 2220 - Adoption of Courses of Study). Textbooks, as defined in Policy 2510 - Adoption of Textbooks, are not included in this definition or policy. Learning assessment materials designed or selected by the teacher, such as quizzes, tests, exams, worksheets, lesson plans, homework assignments, and the like, are not selected by the Board and therefore not considered instructional materials for purposes of this policy.

The term "instructional equipment" is defined as tools and apparatus used by a classroom teacher for the purpose of conveying the course content or by a student for the purpose of learning the course content. Examples of instructional equipment include, but are not limited to, computing devices, projectors, screens, smartboards, chalkboards/whiteboards, televisions, DVD/video players, overhead projectors, calculators, maps, microscopes, scientific laboratory items, balls, physical activity equipment, musical equipment, career and technical education tools and appliances, art apparatus such as kilns and easels, and the like. Expendable supplies with an expected lifespan of a school year or less, and purchased with a corresponding WUFAR accounting code in accordance with DPI regulations, are not considered instructional equipment.

Any concerns by the public regarding instructional materials and equipment shall be reviewed in accordance with Policy 9130 - Public Requests, Suggestions, or Complaints.

The District does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity) or physical, mental, emotional, or learning disability ("Protected Classes") in its selection of instructional materials and equipment.

The Superintendent shall periodically, provide for a systematic review by the Board of the District's ~~educational~~ instructional resources materials and equipment in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

Students shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence.

The cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in shop and art activities where the product becomes the property of the student.

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Legal

118.13, 120.13(5), 121.02(1)(h) Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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Cross References

[ag2521C - RESOURCE SPEAKERS](#)

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYMENT OF OCCASIONAL RESOURCE PERSONNEL
Code	po3120.07
Status	Second Reading
Adopted	May 25, 2016

RESCIND-not reflective of current practice or verbiage.3120.07 — EMPLOYMENT OF OCCASIONAL RESOURCE PERSONNEL

~~It is the purpose of this policy to allow the casual employment of personnel in a consulting capacity for administration, in service, or instruction.~~

~~In the general fund of the School Board, money is appropriated annually for special services. This might include resource persons in specialized fields of education that could offer consulting advice on the administration or instructional processes. The Superintendent shall negotiate a reasonable payment with the resource person.~~

~~Specialists from industry, business, agriculture, or health occupation fields may be employed in a consulting capacity to assist with program planning, in services, or directly in the instructional program. Professional staff members employed by the District may be used as casual resource personnel, outside of their regular assignment, at the discretion of the Superintendent.~~

~~The Superintendent shall prepare administrative guidelines to ensure proper implementation of this policy.~~

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Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po3121
Status	Second Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

3121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The Superintendent shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the Superintendent as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication applies to major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported.

However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets).

Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

T.C. 8/31/20
Revised 3/16/22

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Legal

111.335, Wis. Stats.

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Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	Rescind SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po3123
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 19, 2023

3123 — SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT consolidated into po8913

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday — Friday, excluding State recognized holidays).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include but are not limited to guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the District community at school related events/activities (whether on or off District property).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

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Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or 'auxiliary aids or services,' learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the 'COs').

Sarah Trimmer
 Director of Talent and Culture
 6100 Alderson Street
 Weston, WI 54476
 715-359-4221 ext. 1225
 strimmer@dce.k12.wi.us

Jack Stoskopf, Interim Assistant Superintendent
 Operations
 6100 Alderson Street
 Weston, WI 54476

715-359-4221 ext. 1243
jstoskopf@dce.k12.wi.us

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The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ('Section 504'), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) days of the hearing.

- E. The employee may be represented, at his/her own cost, at any of the above described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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If it is determined that the Complainant was subjected to discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ('OCR'). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination, in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after the fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy including, but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the District's records retention schedule.

~~F.C. 6/22/20~~
~~Revised 11/17/21~~
~~Revised 6/15/22~~

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Legal 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1630
 34 C.F.R. Part 104

Cross References [ag3123 - SECTION 504/ADA - PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT](#)

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	STAFF DISCIPLINE
Code	po3139
Status	Second Reading
Adopted	May 25, 2016
Last Revised	February 27, 2019

3139 - **STAFF DISCIPLINE**

The Board retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The Superintendent or designee may issue discipline when ~~she/he deems~~ deemed appropriate; however student performance on examinations may not form the basis for staff discipline. This policy does not cover decisions to terminate or nonrenew a staff member's employment ~~or accepting a staff member's resignation~~ (see Policy 3140 - **Non-Renewal, Resignation, and Termination**).

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees, ~~and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigation.~~ Such investigations ~~may still~~ require that the employee truthfully answer questions relating to the activity, and refusal to answer may result in discipline up to and including termination. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional rights against self-incrimination that may apply during the course of a criminal investigation. As appropriate, employees will be informed of this right, through what is often referred to as a "Garrity Warning". ~~Employees may be required to answer such questions. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform the employee that~~ The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. ~~Employees must also be informed that refusal to answer questions may be considered in determining discipline.~~ (see Form 3139 F1 - "Garrity" Warning)

Staff may be disciplined for violations of Board policy or for other failures to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law ~~or public policy~~.

The Superintendent may issue discipline to staff members when ~~she/he deems~~ deemed appropriate. The level of discipline may range from oral reprimands to suspension ~~or termination~~ and may lead to termination consistent with Policy 3140 - **Non-Renewal, Resignation, and Termination**. ~~consistent with Policy 3140.~~ The level of discipline shall be consistent with the seriousness of the offense as determined by the Superintendent.

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 3340 - Grievance Procedure.

Reviewed 2/27/19

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Legal

Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)

Garrity v. New Jersey, 385 U.S. 493 (1967)

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT
Code	po4121
Status	Second Reading
Adopted	May 25, 2016
Last Revised	October 25, 2022

4121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's support staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The Superintendent or designee shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

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All District employees shall notify the Superintendent as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

~~The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.~~

The requirement to report a conviction or deferred adjudication applies to major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported.

However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets).

Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law. 118

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Legal 111.335, Wis. Stats.

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po4123
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 19, 2023

4123 — SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT consolidated into po8913

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

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Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday — Friday, excluding State recognized holidays).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include but are not limited to guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the District community at school related events/activities (whether on or off District property).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

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Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or 'auxiliary aids or services,' learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the 'COs').

Sarah Trimmer
 Director of Talent and Culture
 6100 Alderson Street
 Weston, WI 54476
 715-359-4221 ext. 1225
 strimmer@dce.k12.wi.us

Jack Stoskopf, Interim Assistant Superintendent
 Operations
 6100 Alderson Street
 Weston, WI 54476

715-359-4221 ext. 1243
jstoskopf@dce.k12.wi.us

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The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ('Section 504'), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) days of the hearing.

- E. The employee may be represented, at his/her own cost, at any of the above described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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If it is determined that the Complainant was subjected to discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ('OCR'). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination, in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after the fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy including, but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the District's records retention schedule.

~~F.C. 6/22/20~~
~~Revised 11/17/21~~
~~Revised 6/15/22~~

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Legal 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1630
 34 C.F.R. Part 104

Cross References [ag4123 - SECTION 504/ADA - PROBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT](#)

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	STAFF DISCIPLINE
Code	po4139
Status	Second Reading
Adopted	May 25, 2016

4139 - **STAFF DISCIPLINE**

The School Board retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The Superintendent may issue discipline, including termination unless Board action is required by law, when she/he deems when deemed appropriate, however, student performance on examinations may not form the basis for staff discipline. This policy does not cover decisions to terminate a staff member's employment or accepting a staff member's resignation (see Policy 4140 - Termination and Resignation).

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees, and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigations. Such investigations may still require that the employee answer questions relating to the activity and employees who refuse to answer such questions may be disciplined for failure to cooperate in the investigation. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional right against self-incrimination that may apply during the course of a criminal investigation. Employees should be advised of this right, often referred to as a "Garrity Warning". Employees may be required to answer such questions, consistent with any applicable collective bargaining agreement. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that the employee's answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline. (See Form 4139 F1 - "Garrity Warning")

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law.

The Superintendent or designee may issue discipline to staff members when she/he deems deemed appropriate. The level of discipline may range from oral reprimands to suspension or termination and may lead to termination consistent with Policy 4140 - Termination and Resignation. The level of discipline shall be consistent with the seriousness of the offense as determined by the Superintendent or designee.

[] Management efforts engaged to improve an employee's job performance or address specific performance concerns, including letters of direction, performance improvement plans, mandatory training, etc., are not disciplinary in nature and are not subject to this policy or to Policy 4340 - Grievance Procedure. **[END OF OPTION]**

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 4340 - Grievance Procedure.

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Legal

Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)

Garrity v. New Jersey, 385 U.S. 493 (1967)

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	FULL-TIME STUDENT
Code	po5200.01
Status	Second Reading
Adopted	May 25, 2016
Last Revised	January 31, 2022

5200.01 - **FULL-TIME STUDENT**

The Board defines a full-time student as a student enrolled in:

- A. **(X)** a student enrolled in a Board-approved program in accordance with other statutory required programs and exceptions;
- B. six (6) class hours per day (grades six (6) through twelve (12));
- C. unless the student is enrolled in a Board-approved:
 1. Early College Credit Program/Youth Options program;
 2. Start College Now program;
 3. special education program identified in an IEP;
 4. modified program authorized for medical, emotional/social, or disciplinary reasons;
 5. an alternative education program;
 6. a student enrolled as a 5th-year senior approved by the Senior High principal.

Students who do not meet one (1) of the standards identified above will be classified as part-time students.

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Cross References [ag5200 - ATTENDANCE](#)
 [po5200 - ATTENDANCE](#)

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Book	Policy Manual
Section	Second Reading by Board
Title	MISSING AND ABSENT CHILDREN
Code	po5215
Status	Second Reading
Adopted	March 16, 2022

5215 - MISSING AND ABSENT CHILDREN

It is the intent of this Board to cooperate with local, State, and National efforts to decrease the number of missing children. For purposes of this Policy, the following definitions apply:

"Absent child" means a child that left the child's parents or approved placement through social services and whose whereabouts are known, but who refuses to return. This involves children who are runaways, but not known to be missing.

"Missing child" means a child whose whereabouts are unknown, which may include abducted children who have been abducted by a non-custodial parent, a victim of human trafficking, or another unknown circumstance.

The Superintendent and/or building Principals shall permit entrance during the school day into school for a student lacking records or identification as a student, and shall assure that the child to remains in the building office area until law enforcement or social services is notified and takes custody of the child. Such a procedure reduces the risk of removal of a missing or absent child from the area before intervention by law enforcement or social services.

Procedures in this policy are to be implemented in coordination with Policy 5111.01 - Homeless Students.

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Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	REPLACEMENT - STUDENT SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION
Code	po5350
Status	Second Reading
Adopted	May 25, 2016
Last Revised	January 31, 2022

5350 - **REPLACEMENT STUDENT SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION**

~~The Board recognizes that depression, anxiety, and other mental health conditions are severe problems among children and adolescents. A student who lives with a mental illness may not be able to benefit fully from the educational program of the schools and a student who has engaged in or attempted self-harm poses a danger both to himself/herself and to other students.~~

~~All school personnel should be alert and report to an administrator or school psychologist, school counselor, or school nurse regarding any student who exhibits symptoms or warning signs of mental health issues or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.~~

~~The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure. Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.~~

~~The law provides that any officer, employee, or volunteer of this Board who in good faith attempts to prevent suicide by a student is immune from civil liability for his/her acts or omissions in respect to the suicide or attempted suicide.~~

~~Using the Department of Public Instruction notice, the Superintendent shall annually inform the professional staff of the resources available from the Department and other resources regarding suicide prevention. The Superintendent shall also implement procedures to obtain payment or reimbursement for professional mental health services provided by any licensed treatment professional.~~

The Board recognizes that suicide is a leading cause of death among youth and must be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent shall develop prevention, intervention, and postvention strategies and procedures.

The Superintendent may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention, intervention, and postvention.

(X) The District's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction shall be incorporated into the health education curriculum in the secondary grades. Such instruction shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

The Superintendent may offer parents education or information which describes the severity of the youth suicide problem, the district's suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis. 132

Prevention and Instruction

Suicide prevention training for staff shall be designed to help staff identify and respond to students at risk of suicide. The training shall be offered under the direction of a school counselor/school psychologist and/or in cooperation with one or more community mental health agencies.

Using the Department of Public Instruction notice, the Superintendent shall annually inform the professional staff of the resources available from the Department and other resources regarding suicide prevention. The Superintendent shall also implement procedures to obtain payment or reimbursement for professional mental health services provided by any licensed treatment professional.

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

Developmentally appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these materials will: **[Drafting Note - Letters A-D are required by statute]**

- A. encourage positive social and emotional development.
- B. teach life skills such as problem-solving and sound decision-making.
- C. provide knowledge of the relationship between youth suicide and the use of alcohol and controlled substances.
- D. promote awareness of the warning signs of suicide, how to respond to potential suicidal persons and available community counseling and mental services.
- E. **(X)** stress the importance of safe and healthy choices and coping strategies.
- F. ~~() instruct how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others.~~
- G. ~~() facilitate help seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.~~

Suicide Intervention; Civil Liability Exemption

Any School District officer, employee, or volunteer who in good faith attempts to prevent suicide by a student is immune from civil liability for their acts or omissions in respect to the suicide or attempted suicide.

Postvention

The Board recognizes that the death of a staff member or student, whether by suicide or other means, ~~that~~ affects the entire school and community. In the event of a staff member or student's death, it is critical that the school's response be swift, consistent, and intended to protect the student body and community.

X] This policy has a related AGs that will help guide this response. Following the AG in the context of any student or staff death will aid in providing for a swift, consistent, and thoughtful approach.

Confirming the News and Convening the Education Support Team

Upon receiving news of a student's or employee's death, including an unconfirmed rumor, a staff member must immediately contact the Principal, and/or designee. Contact must be made whether this is during or outside school hours.



Book	Policy Manual
Section	Second Reading by Board
Title	STUDENT ANTI-HARASSMENT
Code	po5517
Status	Second Reading
Adopted	May 25, 2016
Last Revised	July 19, 2023

5517 - **STUDENT ANTI-HARASSMENT**

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as 'Protected Classes'), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

The Board requires an investigation of all All allegations of harassment will be investigated and in those cases where harassment is substantiated immediate steps will be taken designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties.

Sexual Harassment covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. 135

Notice

unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means individuals, students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student’s educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student’s sex (including gender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student’s Protected Class that:

- A. places a student in reasonable fear of harm to the student's person or damage to the student's property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

“Harassment” also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, 'sexual harassment' is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;

- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; 136
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;

3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a 'special friend' or a 'special relationship');
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly 'touchy' with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student 'secrets' and having 'secrets' with a student;
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the Superintendent.

- H. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- I. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- J. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

[X] In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify

available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves. 138

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as 'Anti-Harassment Compliance Officers'; hereinafter referred to as the 'COs').

Employee Issues:

Sarah Trimner
 Director of Talent and Culture
 6100 Alderson Street
 Weston, WI 54476
 715-359-4221, ext. 1225
 strimner@dce.K12.wi.us

Jack Stoskopf
 Interim Assistant Superintendent of Operations
 Operations
 6100 Alderson Street
 Weston, WI 54476
 715-359-4221 ext. 1243
 jstoskopf@dce.K12.wi.us

Student Issues:

Dr. Jeff Lindell
 Assistant Superintendent of Learning
 D.C. Everest Area School District
 6100 Alderson Street
 Weston, WI 54476
 715-359-4221 Ext. 1327
 jlindell@dce.k12.wi.us

Gina Lehman
 Student Services Director
 D.C. Everest Area School District
 6100 Alderson Street
 Weston, WI 54476
 715-359-4221 Ext. 1351
 gilehman@dce.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one of the Compliance Officers **and the building principal or Superintendent** within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about 'unwelcome' conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the Superintendent. In the case of a complaint

against the Superintendent or a Board member, the CO will prepare recommendations for the Board Attorney who has been designated to serve as the decision-maker for such complaints. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident. 140

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the Superintendent, or Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ('OCR') and/or other applicable government agency. The Chicago Office of the OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Chicago Office
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576
TDD: 800-877-8339
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

If at any time during the investigation process, the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses. 141

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination the Compliance Officer should consult the Superintendent prior to any action being taken, except for complaints against the Superintendent, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

Generally, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress.

The investigation generally will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

Generally, within five (5) days of receiving the report of the CO or designee, the Superintendent, or in the case of a complaint against the Superintendent or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent. The Superintendent may redact information from the decision consistent with applicable law. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional 142 investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ('DPI'), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and may request the Superintendent investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or Superintendent shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the Superintendent is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation ~~should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.~~ may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. (see Form 5517 F3 - "Garrity" Warning)

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action. 143

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;

- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315- Information Management, Policy 8320 - Personnel Records, Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

The Board exercises its executive power in part by the appointment of a Superintendent for the proper operation and management of the district (Policy 1233 - Board Powers) and the Superintendent shall enforce the Statutes of the State of Wisconsin, rules of the Department of Public Instruction, and the policies of the Board (Policy 0132.1).

This policy describes the expectations for the District's response to reports of harassment. If, following the completion of an investigation, new concerns arise, it is recognized that this policy would be enacted for the new concerns or additional reports.

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T.C. 6/22/20

Revised 2/17/21

T.C. 7/14/21

Revised 11/17/21

T.C. 7/17/23

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Legal

48.981, Wis. Stats.

118.13, Wis. Stats.

P.I. 9, Wis. Admin. Code

P.I. 41 Wis. Admin. Code

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 104, Section 504 Regulations

34 C.F.R. Part 300, IDEA Regulations

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Cross References

[po5516 - STUDENT HAZING](#)

[po5517.01 - BULLYING](#)

[5517F1 - Student Harassment Complaint Form](#)

[5517 F2 - Student Bullying Complaint Form](#)

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA
Code	po5530
Status	Second Reading
Adopted	May 25, 2016
Last Revised	February 22, 2017
Last Reviewed	October 4, 2018

5530 - ~~DRUG PREVENTION~~ **STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**

The ~~School~~ Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. **(X) all derivates of hemp;**
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes";
- G. **(X) students wishing to use essential oils in school must have consent from a parent, physician, and school nurse (Policy 5330 - Administration of Medication/Emergency Care) .**
- H. anabolic steroids;
- I. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug paraphernalia at any time on District property or at any District-related event.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention, and standards of conduct. Education shall be intended to develop awareness of drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol



Book	Policy Manual
Section	Second Reading by Board
Title	RETURNED/OUTSTANDING-STALE CHECKS
Code	po6151
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

6151 - RETURNED/OUTSTANDING-STALE CHECKS

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Assistant Superintendent of Operations or designee shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within ~~ten fourteen (10-14)~~ days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board authorizes the Superintendent to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the student and/or the parents. The parent or student may be charged any cost charged by the District's banking institution for a returned check.

Outstanding (Stale Dated) Checks - Unclaimed Property Process

Checks that are outstanding, meaning they have not been cashed by the payee, after (X) the period of time established by the banking institution for the validity period of the check shall be deemed to be a "stale" check. Any stale check shall be treated as unclaimed property consistent with the guidance provided by the Wisconsin Department of Revenue's (WI DOR) "Unclaimed Property Holder Report Guide" for locating the owner and/or remitting the unclaimed property to the WI DOR.

Revised 12/2/21

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Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	Renumbered/Revised Policy - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po8913
Status	Second Reading

Renumbered/Revised Policy - Vol. 32, No. 2

16238913 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon his/her/their disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include but are not limited to guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working. 151

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who ~~is merely~~ believes they are being regarded as having a disability. Employees requesting reasonable accommodation must cooperate with school officials in obtaining specific medical opinion that identifies the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

Sarah Trimner
 Director of Talent & Culture
 715-359-4221, ext. 1225
 6100 Alderson Street
 Weston, WI 54476
 strimner@dce.k12.wi.us

Jack Stoskopf
 Interim Assistant Superintendent of Operations
 715-359-4221, ext. 1243
 6100 Alderson Street
 Weston, WI 54476
 jstoskopf@dce.k12.wi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually **on the District's website.**

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- A. ~~on the School District's website.~~
- B. ~~() in the staff handbooks.~~
- C. ~~() in the School District Annual Report to the public.~~
- D. ~~() on each individual school's website.~~
- E. ~~() in the School District's calendar~~
- F. ~~() _____.~~

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Complaint Procedures

If a person believes that ~~s/he has~~ **they have** been discriminated against on the basis of ~~his/her~~ **their** disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

~~In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.~~

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint ~~must~~ **should** be filed within thirty (30) days of the circumstances or event giving rise to the complaint ~~unless the time for filing is extended by the CO for good cause.~~

- C. The CO will conduct an independent investigation of the matter ~~(which may or may not include a hearing)~~. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint **as soon as practicable relative to the ability to complete a thorough investigation but** within ~~ten (10)~~**sixty (60)** days. If no decision is rendered within ~~ten (10)~~**sixty (60)** business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the District Administrator. The CO shall maintain the District's files and records relating to the complaint. 153
- D. The District Administrator will, within ten (10) days of receiving the written appeal, conduct a **hearing meeting** with all parties involved in an attempt to resolve the complaint.
- The District Administrator will render **his/her/their** decision within ten (10) days of the **hearing meeting**.
- E. The employee may be represented, at **his/her/their** own cost, at any of the above-described meetings/**hearings**.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that ~~s/he has~~**they have** been subjected to discrimination based upon **his/her/their** disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct. 154

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination, in general, will be age and content-appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - **Information Management**) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in



Book	Policy Manual
Section	Second Reading by Board
Title	RESCIND PARENT ORGANIZATIONS
Code	po9210
Status	Second Reading
Adopted	May 25, 2016

9210 - RESCIND **replaced with 9211**-PARENT ORGANIZATIONS

~~The School Board supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.~~

~~Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the Superintendent or designee as a prerequisite to organizing.~~

~~Representatives and members of approved school related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.~~

~~Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.~~

~~The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.~~

~~Further, parent organizations shall comply with the rules and procedures set forth in Policy 9211 District Support Organizations.~~

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	DISTRICT SUPPORT ORGANIZATIONS
Code	po9211
Status	Second Reading
Adopted	May 25, 2016

9211 - ~~DISTRICT SUPPORT ORGANIZATIONS/FUND-RAISING~~

~~Fund-raising Activities~~

~~The District recognizes and supports the efforts of school personnel and students, parent booster organizations, and other community members who have an interest in promoting specific student or school activities. Because fund raising activities have a direct impact upon schools and the community in which they reside, the Board endorses cooperative relationships between school personnel and community members in designing and implementing activities where money is raised for a District curricular or co-curricular program. The School Board has a responsibility to the community to limit and control fund raising for school activities by school personnel and students, parent groups, and/or community members.~~

~~The ultimate goal of raising and expending of funds by parent groups, student bodies, and other groups for school purposes shall always be to promote the educational welfare of the students.~~

~~The Superintendent shall implement administrative guidelines which ensure that each group's fund raising activities are in compliance with Board policies, require that for any fundraisers by District support organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules and that the funds are used for school-related projects that have the approval of the Superintendent and the principal.~~

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

The Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions. (X) The Superintendent is authorized to provide support and assistance as appropriate upon the request of such an organization.

The Board encourages parents and District staff to participate in such organizations.

Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like.

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Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	Second Reading by Board
Title	Carry Forward to Feb. NURSING MOTHERS
Code	po4430.05
Status	Second Reading
Adopted	May 25, 2016

RESCIND - replaced by po87004430.05 — NURSING MOTHERS

~~As required by the Fair Labor Standards Act (FLSA) it shall be the policy of the Board to support the decision of support staff members to breastfeed their infants by providing unpaid breaks for lactating employees to express breast milk for infants on District premises.~~

~~The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public can be prevented, and one where an employee who is using this area can be shielded from view.~~

~~Prior to returning to work from maternity leave, the employee shall notify her supervisor of her intent to continue breastfeeding her infant(s), and of her need to express milk during work hours. It shall be the responsibility of the employee to keep her supervisor informed of her needs in this regard throughout the period of lactation.~~

~~The employee can express milk during regularly scheduled unpaid break periods. The building administrator or employee's supervisor shall make accommodation in the event that the time of regular breaks needs to be adjusted or, in the event that additional and/or longer unpaid breaks are needed. In the event that the number and duration of the unpaid breaks requires modification to the employee's work schedule, the building administrator or the employee's supervisor shall work with the employee to determine the necessary modifications.~~

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Legal 29 U.S.C. 207 (Section 4207)

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	First Reading by Board
Title	Carried Forward - NURSING MOTHERS
Code	po8700
Status	First Reading

New Policy - Vol. 32, No. 2

8700 - NURSING MOTHERS

The Board supports staff members who choose to breast feed and/or express breast milk following the birth of a child. When any staff member, whether a professional staff member or support staff member has notified their supervisor of the staff member's intent to express breast milk during the workday, the principal or District Administrator **Superintendent** shall make necessary arrangements to provide the following:

- A. An appropriate location that is suitable for expressing breast milk. The location must be shielded from view and not accessible during usage by any other person. The location provided may not be a bathroom.
- B. A reasonable amount of time to complete the activity based on an established schedule of frequency the staff member requires. The staff member is responsible for providing a schedule of frequency and for completing the process efficiently.

~~A participating employee must record time spent expressing breast milk at work.~~ Any staff member who has given birth to a child and opts to express breast milk thereafter is entitled to the benefits of this policy.

Any staff member who has provided notice of the need to express breast milk at work and has complied with the responsibilities of doing so in this policy is eligible to do so for up to one (1) calendar year from the birth of the child.

No staff member who requires break time to express breastmilk consistent with this policy shall be subjected to retaliation or any form of adverse treatment for doing so.

Any staff member who feels they have been denied adequate protections or feels they have been retaliated against or otherwise treated unfairly as a result of availing themselves of the rights described in this policy shall report such concerns to the District Administrator. Any such report shall specify the alleged deficiency and desired resolution so that the District Administrator may provide an appropriate resolution, within ten (10) calendar days of the report.

The benefits described in this policy shall be administered concurrently with other benefits, such as Family Medical Leave Act (FMLA) rights.

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Legal 29 U.S.C. 218d

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	First Reading by Board
Title	DISTRICT-SPONSORED TRIPS
Code	po2340
Status	First Reading
Adopted	May 25, 2016
Last Revised	February 22, 2023

2340 - **DISTRICT-SPONSORED TRIPS**

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned outing by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the building principal and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. ~~arouse~~ cultivate new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the building principal.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out-of-town tournament. Extra-curricular or co-curricular trips shall be approved by the athletic director.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets.

Overnight Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. Overnight travel includes foreign travel. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Principal in accordance with the District's overnight travel guidelines, and then must be submitted to the Board for final approval.

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District. 164

All out-of-country trips need to be approved by the Board.

Trip Approval Process

No staff member may offer or lead any trip ~~no matter the type~~ as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

x] Any staff member may propose a trip by presenting details of the proposed trip to the principal. ~~[END OF OPTION]~~

x Proposals shall include the details of the trip, the cost of the trip, identify any third party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised. ~~[END OF OPTION]~~

General Trip Provisions

Students may be charged fees for District-sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under ~~the supervision of this Board~~ and are subject to the District's **policies and** administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned and, if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- H. all necessary arrangements for transportation are made and any cost of transportation which will be charged to participants is approved;
- I. school personnel will adhere to AG2340.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's charge is imperiled or where changes or substitutions beyond their control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Trips Not Sponsored by the District

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the ~~Principal (x) District Administrator-Superintendent~~ ~~[END OF OPTIONS]~~ to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics. 165

Revised 1/15/20
Revised 2/22/23
T.C. 7/17/23

© Neola 2022~~3~~

Legal 121.54(7), Wis. Stats.

Last Modified by Ellen Suckow on November 17, 2023



D.C. Everest Area School District

1699 Schofield Ave., Suite 300
Schofield, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society. 166

TO: Dr. Casey Nye, Superintendent & D.C. Everest School Board of Education

FROM: Mrs. Gina Lehman, Director of Student Services

DATE: January 18, 2024

RE: 2023-2024 New Student Service Position Updates

This memo serves as an update to the Board of Education on our new 2023-2024 Student Services Positions and the successes we are seeing and the growth we are continuing to move towards for our D.C. Everest Community. During the Board Meeting on, January 24, 2024, we will present the impact we are seeing and the areas we are excited to continue to grow on the following three positions:

- Mental Health Navigator
 - 1.0 FTE
 - PK-12 District Wide
- Family Engagement Coordinator
 - .5 FTE
 - Weston (Semester 1) - Weston/Rothschild (Semester 2)
- Student Support Teachers
 - 3.0 FTE
 - Evergreen, Mountain Bay, Rothschild

We remain committed to supporting all learners in their journey toward D.C. Everest's Portrait of a Graduate.



D.C. Everest Area School District

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Jeff Lindell, Ed.D.
Assistant Superintendent of Learning

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MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent

CC: Dr. Jack Stoskopf, Assistant Superintendent of Operations
Mrs. Julie Weller, Director of Special Education

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: January 24, 2023

SUBJECT: Open Enrollment Caps for 2024-2024 School Year

Motion: To recommend the D.C. Everest Area School District **not** deny regular education open enrollment requests due to space but to deny all special education service-related requests for the 2024-2025 school year as outlined.

Background:

Wisconsin Law and Administrative Code requires every School Board to designate, for the following school year, the number of open enrollment regular education spaces by grade and the number of open enrollment special education spaces by program or services in the district using the criteria specified in its policy under s. Pl 36.04(2). [Wis. Admin. Code § Pl 36.05(5)(a) and Wis. Stat. §118.51(5)(a)1].

A recommendation similar to the suggested motion has been supported annually by the Board for several years. It is important to state the District will meet the obligation to approve requests into the District based on the Board's approved spaces, but a parent's request to a specific school may not be possible due to space availability in that particular school at the grade level requested. This would **not** be considered a denial of their Open Enrollment request but could be perceived as such by a family seeking that specific school within the District. It is always our aim to honor family requests, but in a fluid enrollment environment, requests need to be balanced alongside an obligation to protect class sizes and quality instruction for all students, as well as the potential for families to move into the attendance area of a particular school.

Special Education Designations

The following provides more detailed information considered as it relates to determining availability regarding special education open enrollment. Wis. Stat. 118.51(5)(a)1 permits a District to separately set available spaces for special education programs irrespective of whether the District determines any available space capacity for regular education classrooms. With respect to the D.C. Everest Area School District's Special Education programs, there exists a finite number of spaces available. The District determined the number of spaces available in the Special Education Programs in each district building using the following considerations

- Current district/building staffing and caseload/workload information
- Consideration of Special Education Model (Categorical, Cross-Categorical, or a combination of the two)
- Consideration of Co-Teaching Model (attempt to keep students in CORE instruction)
- Consideration of Transition Services (Future Ready)
- Consideration of history and trends in special education student eligibility and placement (i.e. Early Childhood, students who transfer in)
- Consideration of 80% to 90% of overall caseload capacity - percentage is based on the primary program area (10% to 20% of caseload capacity is reserved for resident district new student transfers)

Based on these criteria, DC Everest will not have available open enrollment space for students requiring:

- Early Childhood Special Education including all specially designed instruction, services, and supports
- K-5 Cross Categorical Special Education services including all specially designed instruction, services, and supports
- 6-12+ Cross Categorical Special Education including all specially designed instruction, services, and supports
- K-12+ Intellectual/Adaptive Disabilities Special Education including all specially designed instruction, services, and supports
- K-12+ Severe Behavioral-focused Special Education including all specially designed instruction, services, and supports
- PK-12+ Deaf and Hard of Hearing services
- PK-12+ Audiology services
- PK-12+ Physical Therapy services
- PK-12+ Occupational Therapy services
- PK-12+ Speech Language Pathology services
- PK-12+ Vision Impairment services
- PK-12+ Orientation and Mobility services



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MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent
Dr. Jack Stoskopf, Assistant Superintendent of Operations
Chris Nichols, Finance Supervisor

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning
Rachel Koss, 4K Principal/Early Childhood

DATE: January 24, 2024

SUBJECT: 2024-2025 Four-Year-Old Kindergarten Contract

The attached 2024-2025 4K contract has been reviewed by legal counsel in the recent past and contains no substantive adjustments from last year's contract.

This contract does update dates and recommends a change in the payment options for the 4K partners. In an effort to hire and maintain quality lead teachers for the 4K programs, the District is offering two options for the increase per student. Since the inception of the program, the annual increases have been minimal. The initial 4K annual payment was \$2,325.00. This year it is \$2,532.60. This equates to a total increase since the inception of 4K of only 8.9%.

Our team met with the 4K providers last week and provided them two options for an increase in next year's compensation. The first option is for a \$12.50 increase (which has been the typical increase) to \$2,545.10. The second option was to increase their annual per student payment to \$2,600 (\$67.40 increase per student) with the requirement that they pay their lead teachers a minimum of \$20.00 per hour.

The total increase cost if they all chose option #1 would be approximately \$3,875. The total increase cost if they all chose option #2 would be approximately \$20,894. The only other change is to increase the supply fee cost from \$25.00 per student to \$30.00.

Recommendation: Approve the two options for increased payments for 4K providers to either \$2,545.10 or \$2,600 per student and increase supply fee from \$25.00 to \$30.00.

D.C. Everest Area School District
Four-Year-Old Kindergarten Program and Site Agreement
2024-2025

This Agreement is between **Site Name**, a preschool/childcare provider (hereinafter “Provider”) and the D.C. Everest Area School District (hereinafter “District”), (collectively hereinafter “Parties”). It is agreed as follows.

I. Operations

- A. Provider shall provide the teacher, teacher’s assistant, and the site for the delivery of Four-Year-Old Kindergarten Program Services under this Agreement (hereinafter 4K Program Services). 4K Program Services shall be provided in accordance with the requirements of this Agreement.
- B. The 4K Program Services shall include minimum student contact time of 437 hours per school year. 4K Program Services shall begin on the first scheduled day of District’s school year calendar and terminate on the last day of District’s scheduled school year calendar. 4K Program Services will follow District’s inclement weather schedule. The school year shall be the official District school calendar as approved by District’s Board of Education.
- C. Additionally, Provider, in collaboration with District, will provide an outreach program (e.g., home visits, training, team planning, parent outreach, etc.) that is available for 87.5 hours per year, for a total of 524.5 hours per year subject to proration. Written documentation regarding the 87.5 hours of the outreach program shall be maintained by Provider and made available for auditing purposes.
- D. 4K Program Services shall be delivered by Provider for at least 2.5 consecutive hours per school day with specific hours of operation agreed to by the Parties hereunder. If not agreed to in writing by the Parties at the time of the execution of this Agreement, District may reasonably designate such times. It is understood by the Parties that District has no involvement of any kind with any other services and/or care provided by Provider. Provider shall not require participants to enroll in other services and/or childcare to enroll in 4K Program Services.
- E. Provider shall participate in the monthly directors’ meetings. At a minimum, a member of Provider’s administrative staff (or designee) will be responsible for communications with District personnel.
- F. Daily attendance records shall be maintained by Provider in accordance with state requirements and as reasonably requested by District. Appropriate follow-up with absences on a daily basis is expected.
- G. Health and other records shall be maintained by Provider in accordance with state and/or federal requirements and as reasonably requested by District.

- H. Employees of Providers offering alternative four-year-old programs shall not promote one program over the other to encourage enrollment in either program.
- I. Should Provider fail to attain an initial enrollment of at least 10 students by August 1, 2024, it shall have the right to withdraw from this contract. The class size must not exceed 24 students.
- J. Faith-based programs agree to maintain separation between all religious programs/curriculum/activities and the 4K Program Services program.

II. Location and Facilities

- A. The facility at which the services are to be provided pursuant to the Agreement are located at **Site Address** (hereinafter "Site").
- B. Provider will be solely responsible for maintaining a safe and appropriate environment including, but not limited to each and all of the following:
 1. Indoor play space and equipment appropriate for early childhood;
 2. Space which complies with the requirements of the First Amendment to the United States Constitution regarding religious establishment and free exercise in public educational facilities for young children;
 3. Outdoor play space and equipment appropriate for early childhood;
 4. Private and confidential space for support services and parents;
 5. Handicap accessibility in accordance with any applicable laws and regulations;
 6. Non-discriminatory admission guidelines and program operations.
- C. Provider is responsible for custodial services at the Site.
- D. Provider shall immediately notify District in writing of any non-compliance notices issued by the Department of Children and Families. Provider must also provide District with a written correction plan within ten (10) business days.

III. Staff

- A. The 4K Principal for District is **Rachel Koss**.
- B. The Site Coordinator for Provider is **Site Coordinator Name**. The Site Coordinator may be replaced at Provider's discretion with written notification to District.
- C. Class enrollments must follow state licensing guidelines as outlined in DCF 251.05. The student teacher ratio shall not exceed 13:1 and class size shall not to exceed 24 students. Note: this ratio may not be the sole determinant when staffing the 4K classroom. Quality programming and safety, as well as meeting the needs of the children, is a priority and may affect this ratio.

- D. Participation in joint training and professional development will occur for all staff providing services pursuant to this Agreement. These services shall not preclude or interfere with professional development provided by Provider. District will be financially responsible for professional development opportunities required by District.
- E. The Site Coordinator, or his/her designee, shall advise the 4K Principal of current enrollments, attendance reports, and all other reports reasonably requested by District without undue delay.
- F. Provider shall provide DPI certified teacher(s) for the Program, with license #1777- Regular Education in developmental level 1) Early Childhood (Birth-Age8), 2) Early Childhood-Middle Childhood (Birth-Age 11), or 3) Birth-Grade 3; or with license #1088- Elementary/Middle Level Education with low grade of 1) Prekindergarten or 2) Kindergarten. (*Note: Four-year old kindergarten can be taught by an educator who holds an Early Childhood license or an Elementary Education license that includes prekindergarten or kindergarten in the grade levels of the license.*)
- G. Teacher Assistants, if employed by Provider, will have a high school diploma and/or Early Childhood I Certification (or the equivalent).
- H. Provider shall conduct a background check on all candidates prior to employment and submit results to District. Provider shall only employ those individuals for 4-K Program Services who pass said background check to District's satisfaction.
- I. Provider shall ensure that CPR and First Aid trained staff are available during the time that 4K Program Services are delivered.
- J. Provider shall be the sole employer and shall be responsible for all employer responsibilities, including, but not limited to, tax withholdings and worker's compensation insurance.

IV. Activities, Curriculum, and Assessments

- A. Provider must use the curriculum and assessments determined and provided by District.
- B. Site classrooms shall not be segregated by program type, family income, or a child's ability/disability.
- C. Provider shall be responsible for procuring the curriculum materials required by District for 4K Program Services. Provider shall implement and follow at recommended pacing District's 4K Program Services in each classroom. Provider shall maintain all curriculum materials, equipment, and supplies.
- D. Provider shall use assessment and screening tools selected by District to document early learner outcomes.

- E. Provider shall participate in any data collection, reporting process, and goal setting directed by District in accordance with determined deadlines. Data and reports will be provided in a timely manner.
- F. Provider shall implement all prevention and intervention systems (both academic and behavior) as determined by District.
- G. District reserves the right to monitor curriculum implementation in each classroom throughout the school year.

V. Funding

- A. The Schedule of Payments to Providers to be provided by District to Provider for 2024-2025 school year is as shown on Exhibit “A” attached hereto and incorporated herein by reference.
- B. No enrollment fees may be required of a parent(s)/guardian(s) to enroll their child(ren) for District 4K Program Services; Provider shall provide notification in this regard to all parents/guardians.
- C. District reserves the right to withhold any or all installment payments, in the event Provider does not comply with this Agreement, including completion of all monthly and year-end reports and the provision of all required documentation.

VI. Parent Involvement

- A. Parent/guardian education shall include, but is not limited to, the following: fall open house, workshops, home visits, family nights, and parent/teacher conferences.
- B. Parent(s)/guardian(s) shall have input into their child(ren)’s educational program and care.
- C. Parent(s)/guardian(s) and/or community members may serve as volunteers, if appropriate screening is conducted by Provider as described in Section III, Subsection H.
- D. Provider shall produce monthly newsletters to parents/guardians.
- E. Personnel costs associated with parent involvement will be the responsibility of Provider. Supply costs will be reimbursed by District, not to exceed \$200 per school year, per mutual agreement and approval by the 4K Principal in advance of incurring such costs.

VII. Support Services

- A. Support services to be provided by Provider shall include, but are not limited to, the following:

1. Medically fragile students with unpredictable health outcomes must be assessed by a District Nurse to determine how care can be safely provided during 4K session. It is the responsibility of District to meet the health care needs of the student during the 4K session, to guide the plan of care for the student.
2. Care for students with medical needs with predictable care outcomes, such as asthma, can be provided by 4K staff as written on medication forms.
3. Immunization records kept on file.
4. Maintenance of student records.
5. 4K staff employed by 4K Partner Sites will be certified in CPR/AED for adult and child; and First Aid care for basic illness and injury.
6. A District Nurse will provide emergency medication administration training annually and as needed for all 4K staff.
7. Consultation with Health Aides is available as needed, for questions related to basic care and illness management.
8. Integration of Special Education students when appropriate and consultation with support services provided from District as outlined in District Policy.
9. Crisis planning including protocols for staff and students, and submission of safety drill schedule and documentation.

VIII. Standards

- A. Provider shall comply with the following standards:
 1. State day care licensing standards (DCF 251.01 through 251.12)
 2. DPI standards
 3. State statutes
 4. District policies and procedures, as provided to Provider
 5. Satisfactory performance on the Early Childhood Environment Rating Scale or comparable evaluation instrument
 6. All other laws and regulations applicable to the preschool program

IX. Evaluation

- A. Program: District will conduct an evaluation of the 4-K Program Services annually with coordination and oversight by the 4K Principal. Provider shall participate in the evaluation including, but not be limited to, a review of the results of the Early Childhood Environment Rating Scale and the assessment selected per Section IV(A) above.
- B. Staff: Provider shall evaluate its staff at least annually. Responsibility for evaluations shall remain solely with Provider; however, Provider will seek input from the 4K Principal regarding concerns, if any.

X. Miscellaneous

- A. Provider shall demonstrate a certificate of insurance to District's 4K Principal two weeks prior to the beginning of the school year and two weeks prior to a policy renewal or policy change. Further, it is required that Provider include the D.C. Everest Area School District as an Additional Insured on the General Liability

and Umbrella Liability policies and that the insurance carrier be rated no worse than A- by the rating bureau AM Best. Provider shall demonstrate evidence of the following insurance coverages and with limits no less than what is outlined below.

1. General Liability – Limits of no less than \$1M on a per occurrence basis and \$2M on a general aggregate basis.
2. Umbrella – Limits of no less than \$1M on both a per occurrence and general aggregate basis. Umbrella insurance is not needed *if the General Liability insurance is \$2M on a per occurrence basis.*

B. All notices or communications required or permitted to be given by either Party to the other under this Agreement shall be in writing to the following addresses:

1. **Notice to Child Care Provider:**
 Name: **Site Coordinator Name**
 Organization: **Site Name**
 Address: **Site Street Address**
 City/St/Zip: **Site City, State, Zip**
 Phone: **Site Phone Number**
 E-mail: **Site Contact Email**

2. **Notice to D.C. Everest School District**

Dr. Casey Nye
 Superintendent of Schools
 D.C. Everest School District
 6100 Schofield Ave
 Schofield, WI 54476

or such other place as such Party may subsequently designate in writing. Notice shall be deemed to have been received on the date of mailing, if sent by registered or certified mail. For all other forms of transmission, notice shall be deemed received on the date of actual receipt.

- C. This Agreement and any dispute arising from or related to this Agreement shall be governed by the laws of the State of Wisconsin without regards to its choice of law principals. Any disputes between the parties shall be brought in the Circuit Courts of Marathon County.
- D. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.
- E. This Agreement shall be for the 2024-2025 school year. This Agreement shall not automatically be renewed for the next school year. However, either party may

request to renew the agreement beyond the 2024-2025 school year. Renewal requests will not be effective unless confirmed in writing by both parties.

- F. If either Party shall breach any term, covenant, or condition of this Agreement, this Agreement may be terminated by the non-breaching Party or a reasonable time may be given to permit compliance at the option of the non-breaching Party. The Agreement may be immediately terminated for conduct by an employee of a Party involving the health and safety of participants or health and safety concerns. Cancellation by District, due to Provider not meeting the standards of this Agreement, would result in payment to Provider on a per diem basis for the children enrolled for the time prior to the cancellation.
- G. District's failure to demand strict performance of any of the terms, covenants, or conditions set forth herein shall not be construed as a continuing waiver or relinquishment thereof. District may, at any time, demand strict and complete performance by Provider of such terms, covenants, or conditions.
- H. Intending to be legally bound, Provider agrees to hold harmless, defend, and indemnify District, its officers, employees and agents from and against all third-party claims, liability, loss, demands, causes of action, damages, costs and attorney fees, of any kind or nature, arising from or incident to Provider's and Provider's agents' acts and failures to act under this Agreement or otherwise in the operation of Provider's business, arising out of claims for negligence and claims associated with the condition or nature of Provider's premises.
- I. The Parties agree that Provider is and remains an independent contractor and is not engaging in a partnership or joint venture of any kind under this Agreement.
- J. Provider agrees to maintain compliance with all applicable federal and state laws, rules and regulations. Failure to do so will be recognized as grounds for declaring a breach of contract hereunder.
- K. This Agreement and attached Exhibits constitute the entire agreement between the Parties and shall supersede all previous communications and commitments, whether written or verbal, between the Parties regarding the subject matter of this Agreement. No agreement or understanding changing, modifying, or extending this Agreement, shall be binding on either Party unless in writing and signed by both Parties' authorized representatives.

I. Signatures

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in duplicate, each constituting an original, by their duly-authorized representatives.

Dated this _____ day of _____

Option #1 \$12.50 increase per student \$2545.10 per year \$14.54 per diem

Option #2 \$67.40 increase per student \$2600.00 per year \$14.86 per diem

Organization: **Site Name**

D.C. Everest Area School District:

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

EXHIBIT “A”

**SCHEDULE OF PAYMENTS TO PROVIDERS
2024-2025**

- A. 4-K Program Services III
 - 1. 524.5Hours (Full Year)
 - 2. Supply Fee: **\$30.00** per student

- B. Payment to Provider will be made on a per diem basis of **\$14.54 or \$14.86** for all students enrolled with Provider during that period. The payments will be made on the first Friday of each month beginning in October 2024 and continuing until June 2025 for this agreement. It should be noted that the final payment of June will be by the last Friday of June 2025 and will be inclusive of May and the days of service provided in June.

- C. The supply fee will be paid on a one-time basis for the number of students enrolled as of the third Friday count in September, 2024. The payment will be made on the fourth Friday in September, 2024.

- D. All questions or concerns regarding payments or other conditions shall be addressed with the 4K Principal, **Rachel Koss**.

*Dates will be dependent on 2024-2025 official District calendar.



D.C. Everest Area School District

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Phone 715-359-4221
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Casey Nye, Ed.D.
Superintendent

MISSION STATEMENT

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To: D.C. Everest School Board

From: Dr. Casey Nye, Superintendent

Date: January 24, 2024

Subject: 2024-2025 School Year Calendar

Attached you will find the recommended 2024-2025 School Year Calendar. This calendar was developed with input by the Calendar Committee that included elementary and secondary staff, student, and parent representatives. A calendar was shared with all staff, along with descriptions of several key adjustments. A survey provided all staff an opportunity for input prior to this recommendation. This calendar shares the same major breaks as the Wausau School District.

2024-2025 Proposed Public Calendar for School Board

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-23, 26, 30 Teachers pick one work day

27-29 Teacher Work Days

draft

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

20 No School for Elementary

Secondary Students - Independent Learning Day

21 No School for All Students

Area

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 No School

3 First Day of School

30 No School for Elementary

Secondary Students - Independent Learning Day

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 No School

24-28 Spring Break

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24 No school

25 No School

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 - No School

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 No School for All students

27-29 Thanksgiving Break

MAY '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

26 No School

28 Graduation

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23-Jan.1 Winter Break

draft

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

5 Students' last day unless need for snow make-up day
 6 Snow Make-Up Day if needed
 7 Last day for teachers if no snow make-up day
 9 Last day for teachers if snow make-up day needed

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Last day of winter break

★ Last day of S1

20 No school for students



D.C. Everest Area School District

6100 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Dr. Jack E. Stoskopf, Jr.
Assistant Superintendent of Operations

MISSION STATEMENT

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D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent
FROM: Jack E. Stoskopf, Jr., Interim Assistant Superintendent
RE: Capital Projects Proposal
DATE: January 24, 2024

Meeting capital needs in school districts continues to be a challenge with limited funding. Going to referendum can often help a district catch up on items that have been put off year over year as funds typically are funneled in the direction of student learning – not facilities.

The final piece of work from the D.C. Everest referendum and Revenue Limit Exemption was finally completed this month. Both of those projects are now 100% complete and the accounts closed.

We will always face situations where there are physical improvements or enhancements that can be made to improve the safety and overall environment for our staff, students, and community. The largest challenge, as has always been the case, is managing district dollars in a way that allows us to keep up with maintenance and make improvements whenever possible.

The presentation you will see at the board meeting will provide some background and details regarding the proposed projects, the various funding sources, and the estimated timeline for the projects.

It is recommended that the board approve an amount not to exceed \$3,000,000 from the District fund balance, current and future Fund 46 dollars, funds from a technology refund, and \$600,000 from the 23-24 capital budget to complete the capital projects outlined in the presentation at the board meeting on January 24, 2024.



Book	Policy Manual
Section	First Reading by Board
Title	PUBLIC EXPRESSION OF BOARD MEMBERS
Code	po0143.1
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 25, 2017

0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS

The Board President functions as the official spokesperson for the Board. **(X)** (see Bylaw 0144.5 - Board Member Behavior and Code of Conduct)

From time-to-time, however, individual Board members make public statements, **or statements to individuals**, on school matters:

- A. to local media;
- B. on social media;
- C. **to members of the community;**
- D. to local officials and/or State officials.

Sometimes the public statements, **or statements to individuals**, by Board members imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents may cause issues for both the member and the Board, as well as the District Therefore, Board members should, when writing or speaking on school matters on social media, to the media, **members of the community**, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter;
- B. routine, not for publication, correspondence of the Superintendent and other Board employees;
- C. routine "thank you" letters of the Board;
- D. statements by Board members on non-school matters (providing the statements do not identify the author as a member of the Board);
- E. personal statements not intended for publication.

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Book	Policy Manual
Section	First Reading by Board
Title	CONFLICT OF INTEREST
Code	po0144.3
Status	First Reading
Adopted	May 25, 2016
Last Revised	November 17, 2021

0144.3 - **CONFLICT OF INTEREST**

Board members shall perform their official duties in an ethical manner and free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use his/her/their position as a Board member to obtain financial gain or anything of substantial value for himself/herself/themselves, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which s/he/the Board member is associated;
- B. no Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the Board member's actions;
- C. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her/the Board member's duties and responsibilities in the school system and as a public officer;
- D. when a member of the Board determines that the possibility of such a personal or financial interest conflict exists, s/he/the Board member should, prior to the matter being considered, disclose his/her/their interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency;
- E. Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the District in an amount that exceeds \$15,000 annually or by participating in making or performing some function as a Board member with respect to a contract in which the Board member has a private pecuniary interest, unless statutory exceptions apply;
- F. no member of the Board shall hold a paid position within the School District, regardless of the type or level of position or manner of pay. (X) However, a Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provision of 120.20, Wis. Stats., (X) Policy 8120 - Volunteers, and this policy are satisfied.

T.C. 9/15/20
Revised 2/21

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Legal 19.42(7), Wis. Stats.
19.59, Wis. Stats

946.13, Wis. Stats.

Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	First Reading by Board
Title	OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 21, 2022

5113 - **OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)**

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time to time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Nonresident District

A school district located in Wisconsin which is not a student's district of residence.

B. Nonresident Student

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who attends school in the District and pays tuition in accordance with State law.

D. Full-time Enrollment

A student is enrolled for the entire school day and receives all required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the Superintendent.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a legal resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Nonresident Students.

H. Absences (Excused and Unexcused)

See Policy 5200 - Attendance.

I. Truancy and Habitual Truancy

See Policy 5200 - Attendance.

J. Part of the School Day

See Policy 5200 - Attendance.

K. Tardiness

See Policy 5200 - Attendance.

FULL-TIME OPEN ENROLLMENT

A. Annual Space Determinations

During a January meeting, the Board shall establish the availability of space by determining the number of regular education and special education spaces in the schools, programs, classes, or grades. In setting space availability, the Board may choose to set no limitations or may set limits on availability using the following criteria:

1. District practices, policies, procedures, or other factors regarding class size ranges for particular programs or classes.
2. District practices, policies, procedures, or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
3. Enrollment projections, which account for factors that include but are not necessarily limited to, likely short and long-term economic development in the community, housing starts, current and future needs for special programs, laboratories, or other initiatives.

In establishing current enrollment numbers for open enrollment availability purposes, the Board shall include the following as guaranteed open enrollment approvals:

- a. Students attending the District for whom tuition is paid by written agreement with the resident district under 121.78(1)(a), Wis. Stats.
- b. All currently attending students.

B. Processing of Open Enrollment Applications

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the Superintendent or designee shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following.

1. Specific reason(s) for denial and whether the student has been placed on the waiting list.
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal.

Application of Space Determinations and Random Selection Process

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If there are more applications than spaces, the Board will fill the available spaces by random selection. Random selection shall be conducted among the student applications for each grade level. The order of grade level selection shall also be randomly determined. The following considerations will be included in the random selection process:

1. Preferences

- a. If the Board has not guaranteed approval in its determination of space availability to currently attending students, it shall grant preference to such students in the random selection process.
- b. If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.

If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.

2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
3. The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

After the date specified in 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

- a. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
- b. A parent fails to provide the notification accepting open enrollment as required in 118.51(3)(a)6., Wis. Stats.
- c. The Board determines that additional spaces have become available since its determination at the January Board meeting.

The District shall notify the parent of a student accepted from the waiting list of that student's eligibility to attend the District, unless the student has already enrolled in a different non-resident school district or has since become a resident of the District. The notice shall state the following:

- a. the school or program the student has been assigned to;
- b. a date, at least ten (10) calendar days from the date of the notice, by which the parent must accept the open enrollment approval. Failure to timely accept shall be considered rejection and the approval shall be considered rescinded.

C. Decisional Criteria for Nonresident Applications

Decisions on nonresident open enrollment applications will be based only on the following criteria:

1. Space availability as defined in this policy
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school-operated daycare program resides in a district which offers the program for which application is made.
3. Whether the nonresident student **is currently under an order of expulsion for any reason; or** has been expelled from any school district within the current school year or the two (2) preceding school years **but the period of expulsion has ended**, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety, or property of others.

- c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member. 189
- d. Possessing a dangerous weapon (as defined in 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a nonresident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident student will attend a school in the District, the student is determined to fall under paragraph C. 3.

The Board may request a copy of a nonresident student's disciplinary records from the resident Board.

The resident Board shall provide to the nonresident Board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the nonresident student's individualized education program ("IEP") are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the District has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through a contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to the non-resident student's resident Board under 115.777(1), Wis. Stats. or identified by the non-resident student's resident school board under 115.77(1m) (a), Wis. Stats., but not yet evaluated by an individualized education program team.
7. If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the non-resident student may be transferred to his/her resident school district.
8. If the Board has made a determination that a non-resident student attending the District under the open enrollment program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

The habitual truancy determination shall be made on the sole basis of enrollment in the non-resident district. Open enrollment may not be denied based on the student's truancy from any other district.

C. **Reapplication Procedures**

~~The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.~~

D. **Reapplication Procedures**

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

E. **Termination of Open Enrollment**

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding school year. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09.

If the parent or nonresident student believes the student has been marked absent, tardy, or truant in error, the parent or student may contact the school attendance officer and provide a written explanation of the circumstances believed to be in error. The attendance officer shall review the matter and provide a response to the parent or

student either correcting the attendance record, confirming the accuracy of the record, or requesting additional information upon which a decision will then be made. If additional information is requested, it must be provided within five (5) school days of the request or no additional information will be considered in the decision.

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F. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation, if space is available on a regularly scheduled bus route. The District will provide transportation for a nonresident student with an identified disability for whom transportation is required by the student's IEP.

The Board will permit a neighboring district to bus resident students from within its boundaries for attendance at the non-resident neighboring district. The Superintendent shall develop procedures for implementing this provision.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the pupil satisfies at least one of the statutory criteria and has not applied to more than three non-resident school districts. (See AG 5113 and AG 5113A – Open Enrollment for Students with Disabilities.)

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved if space is available in the current year and in the subsequent year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level that were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

DELEGATION TO SUPERINTENDENT

The Board delegates to the Superintendent the authority to approve or deny open enrollment applications including under the alternative procedures consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

ANNUAL REVIEW AND REVISION OF POLICY

~~The Board shall review its Open Enrollment Program annually.~~ If, in the course of reviewing the Board's Open Enrollment Program annually, the Board opts to modify the policy, any changes shall be made by resolution and be adopted prior to the first application date of the open enrollment period to which the revisions shall apply.

General Provisions

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 - Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.
- C. The Superintendent shall be responsible for developing and promulgating administrative guidelines to implement this policy. Such guidelines shall address at least the following matters:
 1. participation in interscholastic athletics;
 2. assignment within the District;
 3. payment of fees and other charges.

Application of Emergency Orders

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the Superintendent.

Revised 6/26/19
Revised 2/19/20
Revised 11/18/20
Revised 12/2/21
Revised 4/21/21
Revised 3/16/22

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Legal 118.51, Wis. Stats.
Wis. Admin. Code. Ch. P.I. 36

Cross References null
[ag5113 - ADMISSION OF STUDENTS PARTICIPATING UNDER OPEN ENROLLMENT](#)

Last Modified by Ellen Suckow on January 17, 2024



Book	Policy Manual
Section	First Reading by Board
Title	New Policy - COMMUNITY SERVICES FUND (FUND 80)
Code	po6236
Status	First Reading

New Policy - Vol. 32, No. 2

6236 - COMMUNITY SERVICES FUND (FUND 80)

It is the purpose of this policy to authorize a Community Services Fund (hereinafter referred to as "Fund 80") for the development and maintenance of programs and services outside of the regular curricular and extra-curricular programs (these programs may include education, training, recreational, cultural and/or athletic programs and services).

The Community Services Program is accounted for in Fund 80 and the Board may fund the program by a combination of a local tax levy and user/rental fees. Fund 80 expenses shall not be paid from the Fund 10 general fund.

Each activity or service supported by this fund must be open for participation by the general community within any age or similar guidelines of the activity and not contain prohibitive requirements based on school district membership. The following costs are ineligible costs for community programs and services:

- A. Costs for any program or service that it limited to only District students;
- B. Costs for any program or service whose schedule presents a significant barrier for age-appropriate School District resident to participate in the program or service;
- C. Costs that are not the actual, additional cost to operate community programs and services under this policy; and
- D. Costs that would be incurred by the District if community programs and services were not being provided by the District.

The Board must adopt a budget for Fund 80 expenditures. A summary of revenues and expenses will be provided at each District Annual Meeting to determine future Fund 80 tax levies.

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Legal	65.90, Wis. Stat. 120.13(19), Wis. Stats. Wis. Admin Code PI 36
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Last Modified by Ellen Suckow on January 7, 2024



Book	Policy Manual
Section	First Reading by Board
Title	SCHOOL NUTRITION
Code	po8500
Status	First Reading
Adopted	May 25, 2016
Last Revised	September 1, 2022

8500 - **SCHOOL NUTRITION**

The Board shall provide cafeteria facilities in all school buildings where space permits and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

~~The Board does not discriminate on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, and including the School Nutrition program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation related to the school nutrition program to a teacher, administrator, supervisor, or other officials so that the Board may address the conduct. See Policy 2260 — Nondiscrimination and Access to Equal Educational Opportunity.~~

The School Nutrition program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages including, but not limited to, the current ~~USDA's~~ school meal pattern requirements **of the United States Department of Agriculture (USDA)** and the USDA's Smart Snacks in School nutrition standards. Further, the School Nutrition program shall comply with Federal and State regulations pertaining to the fiscal management of the program, as well as all requirements pertaining to School Nutrition hiring and School Nutrition manager/operator licensure and certification. **In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.**

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the **Dietary Guidelines** for Americans jointly developed by the ~~United States Department of Agriculture (USDA)~~ and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA's Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board. 195

Dietary Modifications [DRAFTING NOTE: This section contains three (3) categories of circumstances in which a student may receive a modified meal. The first category "Complaint Medical Documentation" is mandatory; whereas the second two (2) categories, i.e., "Noncomplaint Medical Requests" and "Requests Not Based on a Medical Statement", are optional. The Board may choose either or neither of the two (2) optional categories.]

Modifications Based on Compliant Medical Documentation

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom who have received from a health care provider with prescriptive authority in the State of Wisconsin, has provided medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b, necessitates dietary restrictions for the student. The individual making such a request of the School Nutrition Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b, must be submitted within five (5) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until a such statement is received.

The individual making an initial request for such substitutions must inform the Director of School Nutrition that the student has a medical condition that restricts the student's diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The School District will honor the request for ~~_____ five (-5-) school days~~. Within ~~_____ five (____) 5~~ school days after receiving the initial request, a health care provider with prescriptive authority in the State of Wisconsin must submit medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The substitutions may be discontinued until such medical certification is received.

The medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activities or functions;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

The District may provide a substitute meal without any certification, provided the meal still meets the USDA meal pattern for reimbursement.

[Optional Provision – for medical statements not compliant with 7 C.F.R. Part 15b]

[] Modifications Based on Noncompliant Medical Requests

~~[] On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:~~

- ~~A. the medical or dietary need that restricts the student's diet; and~~
- ~~B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.~~

~~[End Optional Provision of Option]~~

~~[Optional Provision – Based on preferences with no medical documentation] [DRAFTING NOTE: If the Board chooses to include this category of modification, it must also choose among the options below.]~~

~~[] Modification Based on Student/Parental Preference~~

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:

A. Fluid Milk Substitution If Selected Choose One

1. The School District shall have no legal obligation to accommodate a student's or a parent's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file requiring such a substitute. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).
2. The School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

B. Religious Reason If Selected Choose One

1. The School District shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).
2. The School District will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.

C. General Dietary Preference If Selected Choose One

1. The School District shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).
2. The School District will provide substitutions based on lifestyle preferences to any student with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a personal request must meet USDA Child Nutrition Program meal pattern requirements.

[END OF OPTIONS]

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service School Nutrition Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking to clarify medical information, as necessary.

A special dietary request will be approved and implemented within five (5) days or as soon as possible thereafter upon submission of a completed authorized Medical Statement.

Notification

Parents will be notified of clarifications needed or approval of a special dietary request.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the parent will make every effort to contact the ~~Food Service~~ School Nutrition Director or ~~Special Dietary Accommodation Coordinator~~ by 9:00 a.m. ~~[or enter a time]~~ the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the ~~Food Service~~ School Nutrition Director or ~~Special Dietary Accommodation Coordinator~~ may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the ~~Food Service~~ School Nutrition Director or ~~Special Dietary Accommodation Coordinator~~, with medical documentation where deemed appropriate by a District nurse.

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the School Nutrition program shall be the responsibility of the Director of School Nutrition and the Assistant Superintendent of Operations. School Nutrition shall be operated on a self-supporting basis with revenue from students, staff, Federal and State reimbursement, and USDA food allotments. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the School Nutrition accounts shall be made by the Assistant Superintendent of Operations. Any surplus funds from the National School Lunch Program shall be used in a manner permitted by law as determined by the (X) Superintendent (-) Board ~~[END OF OPTION]~~ shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit School Nutrition account must accrue to the nonprofit School Nutrition account.

Bad Debt

Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal costs, arising from such bad debt after they have been determined to be uncollectible are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectible/delinquent debt that has been determined to be uncollectible no sooner than the end of the school year in which the debt was incurred. If the uncollectible/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectible/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

Negative Account Balances

Students will be permitted to purchase meals from the District's school nutrition using either cash on hand or an online school nutrition account. ~~A student may be allowed to incur a negative school nutrition account balance subject to the following conditions:~~

Students may be permitted to accumulate negative school nutrition account balance as determined by the Superintendent () not to exceed \$ _____ () not to exceed an amount equal to one school week of regular meal price **[END OF OPTIONS]**. () Students up to grade 8 will be allowed to incur a negative balance not to exceed \$ _____. **[END OF OPTIONAL SENTENCE] [DRAFTING NOTE: The Board may establish a different permissible negative balance for elementary grades to account for the students' lower level of responsibility for managing these accounts at the younger grade levels.]** The Superintendent shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student ~~that~~^{who} has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring the account current.

If a student has ~~a~~^{reached the permissible level of} negative lunch account balance, the student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to the student's negative lunch account balance.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies and will be posted to the District website.

The School Nutrition program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's school nutrition program, are to be sold during school nutrition hours.

The District's School Nutrition program shall serve only food items and beverages determined by the School Nutrition Department to be in compliance with the current USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students ala carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, ~~and may only be sold in accordance with Board Policy 8550~~. Foods and beverages unassociated with the School Nutrition program may be vended in accordance with Board Policy 8540 **- Vending Machines**.

The Superintendent will require that the School Nutrition program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent or designee is responsible for implementing the School Nutrition program in accordance with the adopted nutrition standards **and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.** ~~() The District Administrator shall assure that the District's vendors and/or Food Service Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.~~

USDA Nondiscrimination Statement

~~The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):~~

~~In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, (including gender status, change of sex, sexual orientation, or gender identity), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.~~

~~Persons with disabilities, who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.~~

~~To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:~~

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a

letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

~~All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.~~

Revised 3/22/17
Revised 7/26/17
Revised 1/15/20
Revised 2/1/21
Revised 1/31/22
Revised 6/15/21

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Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220

7 C.F.R. Part 225

7 C.F.R. Part 226

7 C.F.R. Part 227

7 C.F.R. Part 235

7 C.F.R. Part 240

7 C.F.R. Part 245

42 U.S.C., Chapter 13

Cross References

[po5335.01 - STUDENTS WITH ANAPHYLACTIC ALLERGIES](#)

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Children with Disabilities and Special Dietary Restrictions Updated 1-2017.pdf (324 KB)

Last Modified by Ellen Suckow on January 7, 2024

Dear Ellen, what a beautiful
arrangement! We put the
flower basket alongside my mom's
urn & it looked wonderful.
Please express our gratitude to
the School Board.
Paul & Susan

DC Everest School Board,

Thank you for the plant arrangement given in honor of my father. It is beautiful! I sincerely appreciate your thoughtfulness and support during this difficult time.

With gratitude,
Donna Guldan

**During a time like this we realize
how much our friends and relatives
really mean to us**

**Your expression of sympathy
will always be remembered**

-The Family of Pete Schwede

