

Regular School Board Meeting  
Wednesday, December 18, 2024, 6:30 PM  
D.C. Everest Administration Building  
6100 Alderson Street  
Weston, WI 54476



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– 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.

This meeting is a meeting of the School Board in public for the purpose of conducting the School District's business and is not be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.

The live stream may be found at:

Wednesday, December 18, 2024 6:30 PM | (UTC-06:00) Central Time (US & Canada)

Join link:

<https://dce.webex.com/dce/j.php?MTID=ma239e64390522b10b125b567a43e009e>

Webinar number:

2494 084 7951

Webinar password:

BoardDec2024 (26273333 when dialing from a phone or video system)

Join by phone

+1-415-655-0003 United States Toll

Access code: 249 408 47951

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**

A. Approval of Minutes	4
B. Recommended Employment/Resignations/Contract Adjustments	8
C. Treasurer's Report - General/Other Fund Bills	15
D. Balance Sheet	46
E. Budget Transfers	55
F. Budget Revisions - None this month.	
G. Grant Application(s)/Budget(s) Approval	
1. Aspirus Health Grant	67
2. Getsch Charitable Trust for Senior High Food Bank	75
3. Logitech Crayons	
H. Fundraising Requests	
I. Gift/Bequests	

D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221 77

D.C. Everest, 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.

1. James D. Greenheck Foundation Donation	80
J. Bus Accident Report	
K. Second Reading of Policies	
1. po0164 Meetings	81
2. po0168.1 Meeting Minutes	83
3. po2340 District-Sponsored Trips	84
4. po3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities	88
5. po5430 Class Rank	90
6. po5460 Graduation Rquirements	92
7. po5771 Search and Seizure	95
8. po8500 School Nutrition	98
9. po8600 Transportation	105
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<b>VII. Reports/Considerations</b>	
A. WASB Legislative Network Member	110
B. CESA #9 Representative	
C. Student Representative	
D. Superintendent	
1. District Update	
2. Staff Feedback	
3. Act 10	
4. Budget Calendar	
5. 2024-2025 Calendar Committee	
<b>VIII. Unfinished Business</b>	
A. Mission Moment: Paths to Connect and Engage: Two Student Stories	
B. First Reading of po8660 Transportation by Private Vehicle	116
<b>IX. New Business</b>	
A. Great Place to Learn Update - District Report Card (Report cards may be found at: <a href="https://www.dce.k12.wi.us/district-info/district-notice/report-cards-educational-options">https://www.dce.k12.wi.us/district-info/district-notice/report-cards-educational-options</a> )	119
B. Approval of New Courses for 2025-2026	128
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E. Approval for Idea School Trip to Washington, D.C.	144
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G. Approve the 2025-2026 Budget Calendar	147
H. First Reading of Policies	
1. Approval on First Reading of po5113 by Resolution per po5113	149
2. po6110 Federal Funds	156
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7. po7310 Disposition of Personal Property	178
8. po7450 Property Inventory	
I. Ballot drawing will be January 8 at 1:00. Information Only	
<b>D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221</b>	180
D.C. Everest, 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.	

**X. Petitions and Communications**

- A. Thank You for Memorial Tribute from A. Ziegler 184
- B. Thank You for the Memorial Tribute from the Family of W. Mead 185

**XI. Future Meeting Dates**

A. Regular School Board Meeting  
January 15, 2025, at 6:30 p.m.  
D.C. Everest Administration Building  
6100 Alderson Street  
Weston, WI 54476

Regular School Board Meeting  
February 19, 2025, 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 pursuant to 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. (Superintendent's Yearly Review) The Board will adjourn directly from Closed Session.

Regular School Board Meeting  
Wednesday, November 20, 2024, 6:30 PM  
D.C. Everest Administration Building  
6100 Alderson Street  
Weston, WI 54476



**I. Call to Order at 6:30 p.m.**

**II. Roll Call**

Ben Bliven: Present, Joshua Dickerson: Present, Katie Felch: Present, Shannon Grabko: Present, Lindsey Lewitzke: Present, Larry Schaefer: Present, Yee Leng Xiong: Present. Present: 7.

**III. Pledge of Allegiance**

**IV. Approval of Agenda**

Motion made by Yee Leng Xiong and seconded by Katie Felch to approve the agenda for tonight's meeting with Item 8 moved before Item 7, passed with a voice vote.

**V. Public Comment**

Hendrix Laffin  
211542 County Road J  
Hatley, WI 54440

**VI. Consent Agenda**

Motion made by Shannon Grabko and seconded by Ben Bliven to approve the Consent Agenda passed with a roll call vote.

Ben Bliven: Yea, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: 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. DHS Health Services Grant Application

VI.H. Fundraising Requests

VI.I. Gift/Bequests

VI.J. Bus Accident Report

VI.K. Second Reading of Policies

- VI.K.1. po0164 Meetings
- VI.K.2. po0174.1 Annual Report
- VI.K.3. po2131 Educational Outcome Goals and Expectations
- VI.K.4. po3120.04 Employment of Substitutes
- VI.K.5. po3431 Employee Leaves
- VI.K.6. po4120.04 Employment of Substitutes
- VI.K.7. po4431 Employee Leaves
- VI.K.8. po5200 Attendance
- VI.K.9. po5505 Academic Honesty
- VI.K.10. po5610 Suspension and Expulsion
- VI.K.11. po5610.03 Alternatives to Expulsion and Re-Entry Plans
- VI.K.12. po7540.05 Assistive Technology and Services
- VI.K.13. po7544 Use of Social Media
- VI.K.14. po8390 Animals on District Property
- VI.K.15. po8531 Free and Reduced-Priced Meals
- VI.K.16. po8760 Student Accident Insurance - Rescind

**VII. Unfinished Business -moved up.**

VII.A. Mission Moment

- VII.A.1. Aaron Hoffman, Steve Kmosena, and Students - Wrestling Trophy

**VIII. Reports/Considerations**

VIII.A. WASB Legislative Network Member

VIII.B. CESA #9 Representative

VIII.C. Student Representative

VIII.D. Superintendent

VIII.D.1. District Update

VIII.D.2. October 24 Professional Development Day

VIII.D.3. Substitute Training Session

VIII.D.4. Anticipated State School Report Card Release

VIII.D.5. Board Workshop

#### VIII.D.6. Needs Collection

### IX. New Business

#### IX.A. Approval of World Language Trip to Bemidji, MN

Motion made by Katie Felch and seconded by Shannon Grabko to approve the out of state World Language trip to Bemidji, MN, with a voice vote, this motion passed.

#### IX.B. Human Growth and Development Curriculum Review - Information Only

#### IX.C. Proposal for Weighted Grades Implementation in the 2025-2026 School Year

Motion made by Katie Felch and seconded by Shannon Grabko to approve the implementation of weighted grading as presented for the 2025-2026 school year, with a voice vote this motion passed.

#### IX.D. Update on Junior High Pipes - Information Only

#### IX.E. First Reading of Policies

Motion by Felch, seconded by Xiong to approve the policies listed in the agenda on first reading and discussion followed.

Motion by Schaefer, seconded by Felch to amend the motion and remove po8660 for additional review. Motion passed with a voice vote.

Motion by Xiong and seconded by Felch to approve the polices listed in the agenda on first reading with the removal of po8660 for further review. Motion passed with a voice vote.

##### IX.E.1. po0164 Meetings

##### IX.E.2. po0168.1 Meeting Minutes

##### IX.E.3. po2340 District-Sponsored Trips

##### IX.E.4. po5430 - NEW - Class Rank

##### IX.E.5. po5460 Graduation Requirements

##### IX.E.6. po5771 Search and Seizure

##### IX.E.7. po8500 School Nutrition

##### IX.E.8. po8600 Transportation

##### IX.E.9. po8640 Transportation for Field and Other District-Sponsored Trips

##### IX.E.10. po8660 Transportation by Private Vehicle for District-Sponsored Activities or Trips

##### IX.E.11. po8680 Transportation Services Contracts

##### IX.E.12. po3120.08 Employment of Personnel for Co-Curricular/Extra-Curricular Activities

#### IX.F. Board Members Up for Election Spring 2025 - Dickerson, Lewitzke, Grabko, Bliven. Information Only

IX.G. Appointment of Board Member for Election Duties - Including Ballot Drawing and Canvas - for Possible Primary Election and Spring Election Since S. Grabko Will Be on the Ballot. Larry Schaefer was appointed and accepted.

IX.H. Please confirm with Ellen tonight if you will attend the State Education Convention, January 21-24. Ellen will register you so you receive information, and this will solidify the hotel rooms reserved.

**X. Petitions and Communications**

X.A. J. Saari Thank You for Memorial Tribute

X.B. S. Wegner Thank You for Memorial Tribute

**XI. Future Meeting Dates**

XI.A. Training for Superintendent Evaluation Tool  
Wednesday, December 18, 2024, at 5:00 p.m.  
D.C. Everest Administration Building  
6100 Alderson Street  
Weston, WI 54476

Regular Board Meeting  
Wednesday, December 18, 2024, at 6:30 p.m.  
D.C. Everest Administration Building  
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Regular Board Meeting  
Wednesday, January 15, 2025, at 6:30 p.m.  
D.C. Everest Administration Building  
6100 Alderson Street  
Weston, WI 54476

XII. Motion to adjourn to Closed Session pursuant to W.S.S. 19.85(1)(d) to consider strategy for crime detection or prevention with a roll call vote at 7:52. This motion, made by Lindsey Lewitzke and seconded by Katie Felch, passed.

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

Respectfully submitted,

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Shannon E. Grabko, Clerk

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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 December 18, 2024, meeting of the School Board.



Date: 12/18/24

## Employment Report

Recommended Employment			
<b>Certified Staff</b>			
Name	Position/Building	FTE	Start
Rachel Vogel	Grade 4 Teacher/EV	1.0 (1-Semester Contract)	January 20, 2025
<b>Support Staff</b>			
Name	Position/Building	FTE	Start
Kalei Brandner	Education Assistant/SH & Substitute Assistant/District	0.35	December 3, 2024
Kimberly Hamilton	Concessions Lead/GTCC	0.50	December 4, 2024
Brett Kay	Before & After Care/GTCC	0.46	December 23, 2024
Lindsey Tatro	Before & After Care/GTCC and Substitute Assistant/District	0.46	December 23, 2024
Rebecka Hellweg	Education Assistant/WE	0.62	January 2, 2025
<b>Students</b>			
Name	Position/Building	FTE	Start
<b>Seasonal Staff/Temporary/Occasional</b>			
Name	Position/Building	Start	End
Debra Conway	Event Worker/District	January 2, 2025	N/A
Marla Day	Event Worker/District	January 2, 2025	N/A
Michael Habeck	Event Worker/District	January 2, 2025	N/A
Richard Kenitzer	Event Worker/District	January 2, 2025	N/A
<b>Substitutes</b>			
Name	Position/Building	FTE	Start
Kelsey Malueg	Substitute Assistant/District	N/A	December 12, 2024
Paige Kislow	Guest Teacher & Substitute Assistant/District	N/A	December 16, 2024
Kathleen Flathom	Guest Teacher & Substitute Assistant/District	N/A	January 2, 2025
Caitlyn Rhea	Substitute Assistant/District	N/A	January 2, 2025
Kelsey Smith	Guest Teacher/District	N/A	January 2, 2025
Alexander Stumpner	Guest Teacher/District	N/A	January 2, 2025
<b>Summer Learning</b>			
Name	Position	Start	End
<b>End of Employment</b>			
<b>All Staff</b>			
Name	Position/Building	Reason	Effective Date
Jessica McCarthy	Guest Teacher/District	Did Not Start	October 1, 2024

Christina Cleveland	Student Custodian/District	Did Not Start	October 28, 2024
Sydney Wagman	Music Production Staff/SH	Resignation	November 11, 2024
Jonathan Xiong	Education Assistant/WE	Resignation	November 26, 2024
Catherine Schultz	Special Education Assistant/RO	Resignation	December 6, 2024
April Sobiesczyk	Subsstitute School Nurse	Resignation	December 20, 2024
Kelly Amsrud	Education Assistant/JH	Resignation	January 2, 2025
Christian Ammon	Social Studies Teacher/JH	Retirement	June 6, 2025
Tammy Bohlman	Science Teacher/MS	Retirement	June 6, 2025
Julie Burgess	Music Teacher/MS	Retirement	June 6, 2025
Rita Jasurda	Spanish Teacher/SH	Retirement	June 6, 2025
Jill Nelson	SPED Teacher/SH	Retirement	June 6, 2025
Amy Rheinschmidt	Grade 3 Teacher/WE	Retirement	June 6, 2025
Theresa Sybeldon	English Learner Teacher/WE	Retirement	June 6, 2025
Todd Tretter	Specially Designed Phy Ed Teacher/EV, RI, WE, MB, MS, JH	Retirement	June 6, 2025
Michele Vinje	Social Studies Teacher/SH	Retirement	June 6, 2025
Kim Wilichowski	Music Teacher/RI	Retirement	June 6, 2025
<b>Adjustments</b>			
<b>Certified Staff</b>			
<b>Name</b>	<b>Position From</b>	<b>Position To</b>	<b>Effective Date</b>
Paige Nelson	Event Worker/District	Guest Teacher & Event Worker/District	December 16, 2024
<b>Support Staff</b>			
<b>Name</b>	<b>Position From</b>	<b>Position To</b>	<b>Effective Date</b>
Diana Lor	English Learner Assistant/WE	Substitute Assistant/District	December 20, 2024
Owen Soehl	Before & After Care/GTCC	Before & After Care/GTCC and Substitute Assistant/District	December 16, 2024

DCE Middle School				
Name	Position	Begin	End	%
LANGBEHN, DAVID	Girls Basketball 7th Head Coach	1/2/25	3/1/25	7.00
ZIARNIK, PAIGE	Girls Basketball 7th Assistant Coach	1/2/25	3/1/25	4.00
DCE Junior High School				
Name	Position	Begin	End	%
WOGERNESE, STEPHANIE	Girls Basketball 8th Assistant Coach	1/2/25	3/1/25	6.00



## Employment Report

Recommended Employment			
<b>Certified Staff</b>			
Name	Position/Building	FTE	Start
Rachel Vogel	Grade 4 Teacher/EV	1.0 (1-Semester Contract)	January 20, 2025
Jacob Barth	Intern/EV	N/A	January 20, 2025
Erin Fraedrich	Intern/MB	N/A	January 20, 2025
Hayley Zoesch	Intern/WE	N/A	January 20, 2025
Mikayla Madlena	Intern/MB	N/A	January 20, 2025
<b>Support Staff</b>			
Name	Position/Building	FTE	Start
Kalei Brandner	Education Assistant/SH & Substitute Assistant/District	0.35	December 3, 2024
Kimberly Hamilton	Concessions Lead/GTCC	0.50	December 4, 2024
Brett Kay	Before & After Care/GTCC	0.46	December 19, 2024
Lindsey Tatro	Before & After Care/GTCC and Substitute Assistant/District	0.46	December 23, 2024
Rebecka Hellweg	4K Education Assistant/WE	0.62	January 2, 2025
Amanda Engel	Special Education Assistant/RO	0.62	January 2, 2025
<b>Students</b>			
Name	Position/Building	FTE	Start
Payten DeGrave	Lifeguard/SH	N/A	January 21, 2025
<b>Seasonal Staff/Temporary/Occasional</b>			
Name	Position/Building	Start	End
Debra Conway	Event Worker/District	January 2, 2025	N/A
Marla Day	Event Worker/District	January 2, 2025	N/A
Michael Habeck	Event Worker/District	January 2, 2025	N/A
Richard Kenitzer	Event Worker/District	January 2, 2025	N/A
Ronald Elgersma	Event Worker/District	January 2, 2025	N/A
John Welsh	Event Worker/District	January 2, 2025	N/A
Sara Mlodik	Lifeguard/District	January 2, 2025	N/A
<b>Substitutes</b>			
Name	Position/Building	FTE	Start
Kelsey Malueg	Substitute Assistant/District	N/A	December 12, 2024
Paige Kislow	Guest Teacher & Substitute Assistant/District	N/A	December 16, 2024
Kathleen Flathom	Guest Teacher & Substitute Assistant/District	N/A	January 2, 2025
Caitlyn Rhea	Substitute Assistant/District	N/A	January 2, 2025

Kelsey Smith	Guest Teacher/District	N/A	January 2, 2025
Alexander Stumpner	Guest Teacher/District	N/A	January 2, 2025
Kong Meng Xiong	Substitute Assistant/District	N/A	January 2, 2025
Beckett Teske	Substitute Assistant/District	N/A	January 2, 2025
Lindsey Kersten	Guest Teacher & Substitute Assistant/District	N/A	January 2, 2025
Alana Krolow	Always an Evergreen Guest Teacher & Long-Term Grade 3 Substitute Teacher/EV	N/A	January 2, 2025
<b>Summer Learning</b>			
<b>Name</b>	<b>Position</b>	<b>Start</b>	<b>End</b>
<b>End of Employment</b>			
<b>All Staff</b>			
<b>Name</b>	<b>Position/Building</b>	<b>Reason</b>	<b>Effective Date</b>
Jessica McCarthy	Guest Teacher/District	Did Not Start	October 1, 2024
Christina Cleveland	Student Custodian/District	Did Not Start	October 28, 2024
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April Sobiesczyk	Substitute School Nurse	Resignation	December 20, 2024
Stephanie Wogernese	Special Education Assistant/RI	Resignation	December 20, 2024
Kelly Amsrud	Education Assistant/JH	Resignation	January 2, 2025
Christian Ammon	Social Studies Teacher/JH	Retirement	June 6, 2025
Tammy Bohlman	Science Teacher/MS	Retirement	June 6, 2025
Julie Burgess	Music Teacher/MS	Retirement	June 6, 2025
Rita Jasurda	Spanish Teacher/SH	Retirement	June 6, 2025
Scott Jirik	Science Teacher/SH	Retirement	June 6, 2025
Jill Nelson	SPED Teacher/SH	Retirement	June 6, 2025
Amy Rheinschmidt	Grade 3 Teacher/WE	Retirement	June 6, 2025
Theresa Sybeldon	English Learner Teacher/WE	Retirement	June 6, 2025
Wendy Torgerson	Math Teacher/MS	Retirement	June 6, 2025
Todd Tretter	Specially Designed Phy Ed Teacher/EV, RI, WE, MB, MS, JH	Retirement	June 6, 2025
Michele Vinje	Social Studies Teacher/SH	Retirement	June 6, 2025
Kim Wilichowski	Music Teacher/RI	Retirement	June 6, 2025
<b>Adjustments</b>			
<b>Certified Staff</b>			
<b>Name</b>	<b>Position From</b>	<b>Position To</b>	<b>Effective Date</b>
Paige Nelson	Event Worker/District	Guest Teacher & Event Worker/District	December 16, 2024

Haley Larson	Before & After Care/GTCC	Before & After Care/GTCC & Guest Teacher/District	January 2, 2024
Cassidy Sroor	Intern/WE	Always an Evergreen Guest Teacher/WE	January 20, 2025
Hannah Nieuwenhuis	Before & After Care/GTCC	Always an Evergreen Guest Teacher/RO	January 20, 2025
Olivia Burrows	Guest Teacher/MS	Guest Teacher/District	January 20, 2025
<b>Support Staff</b>			
<b>Name</b>	<b>Position From</b>	<b>Position To</b>	<b>Effective Date</b>
Owen Soehl	Before & After Care/GTCC	Before & After Care/GTCC and Substitute Assistant/District	December 16, 2024
Diana Lor	English Learner Assistant/WE	Substitute Assistant/District	December 20, 2024
Curtis Deininger	Education Assistant/MB	Education Assistant & SPED Assistant/MB	January 2, 2024

DCE Middle School				
Name	Position	Begin	End	%
LANGBEHN, DAVID	Girls Basketball 7th Head Coach	1/2/25	3/1/25	7.00
ZIARNIK, PAIGE	Girls Basketball 7th Assistant Coach	1/2/25	3/1/25	4.00
DCE Junior High School				
Name	Position	Begin	End	%
WOGERNESE, STEPHANIE	Girls Basketball 8th Assistant Coach	1/2/25	3/1/25	6.00

D.C. EVEREST AREA SCHOOL DISTRICT  
6100 ALDERSON STREET, WESTON, WI 54476

TREASURER'S REPORT

NOVEMBER 30, 2024

CASH BALANCE AS OF NOVEMBER 1, 2024	(\$26,229.83)	
INVESTMENT ACCOUNT TRANSFERS		\$6,239,056.83
RECEIPTS CR#35096 - #35231	\$7,388,327.52	
CHECKS FOR APPROVAL: #236388 - #236530 ACH: #242501075- #242501403		\$2,592,669.68
<u>VOIDS:</u> 236409	\$654.75	
CASH BALANCE AS OF NOVEMBER 30, 2024		(\$1,468,974.07)
	<hr/>	
	\$7,362,752.44	\$7,362,752.44
	<hr/> <hr/>	

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REGISTER  
(11/1/2024 - 11/30/2024)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
236388	HOME2 SUITES STEVENS POINT	97960177	11/1/2024	98.00
236389	OTIS ELEVATOR CO	1.00402E+11	11/1/2024	1,947.63
236390	WI DECA	1122012	11/1/2024	370.00
236391	BOELTER COMPANIES, THE	98373911	11/1/2024	73.04
236391	BOELTER COMPANIES, THE	98373911	11/1/2024	97.38
236391	BOELTER COMPANIES, THE	98373911	11/1/2024	219.11
236391	BOELTER COMPANIES, THE	98373911	11/1/2024	2,045.01
236392	CELLCOM - WAUSAU	922559	11/1/2024	380.64
236393	CESA 5	2501140	11/1/2024	171.86
236394	FLINN SCIENTIFIC CO	3074655	11/1/2024	156.08
236395	FRIENDS OF EVEREST BASKETBALL	202411	11/1/2024	150.00
236396	GAJEWSKI, CHRISTEN	53974	11/1/2024	14.95
236397	GORDON FOOD SERVICE INC	2001782967	11/1/2024	(55.82)
236397	GORDON FOOD SERVICE INC	2001775090	11/1/2024	(48.50)
236397	GORDON FOOD SERVICE INC	2001783124	11/1/2024	(41.59)
236397	GORDON FOOD SERVICE INC	9015327865	11/1/2024	17.75
236397	GORDON FOOD SERVICE INC	9015327954	11/1/2024	17.75
236397	GORDON FOOD SERVICE INC	9015327864	11/1/2024	21.90
236397	GORDON FOOD SERVICE INC	9015413178	11/1/2024	49.70
236397	GORDON FOOD SERVICE INC	9015580236	11/1/2024	73.61
236397	GORDON FOOD SERVICE INC	9015580213	11/1/2024	120.70
236397	GORDON FOOD SERVICE INC	9015327909	11/1/2024	127.63
236397	GORDON FOOD SERVICE INC	9015413196	11/1/2024	289.06
236397	GORDON FOOD SERVICE INC	9015327914	11/1/2024	298.29
236397	GORDON FOOD SERVICE INC	9015413174	11/1/2024	301.92
236397	GORDON FOOD SERVICE INC	9015580238	11/1/2024	309.27
236397	GORDON FOOD SERVICE INC	9015580262	11/1/2024	329.19
236397	GORDON FOOD SERVICE INC	9015413206	11/1/2024	346.31
236397	GORDON FOOD SERVICE INC	9015413195	11/1/2024	379.09
236397	GORDON FOOD SERVICE INC	9015580219	11/1/2024	379.97
236397	GORDON FOOD SERVICE INC	9015572551	11/1/2024	467.40
236397	GORDON FOOD SERVICE INC	9015580261	11/1/2024	638.65
236397	GORDON FOOD SERVICE INC	9015327961	11/1/2024	725.67
236397	GORDON FOOD SERVICE INC	9015572451	11/1/2024	869.95
236397	GORDON FOOD SERVICE INC	9015413194	11/1/2024	968.46
236397	GORDON FOOD SERVICE INC	9015327957	11/1/2024	1,006.24
236397	GORDON FOOD SERVICE INC	9015413204	11/1/2024	1,065.98
236397	GORDON FOOD SERVICE INC	9015327862	11/1/2024	1,090.34
236397	GORDON FOOD SERVICE INC	9015580233	11/1/2024	1,624.33
236397	GORDON FOOD SERVICE INC	9015327901	11/1/2024	2,023.67
236397	GORDON FOOD SERVICE INC	9015580215	11/1/2024	2,071.47

**DC EVEREST AREA SCHOOL DISTRICT**

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236397	GORDON FOOD SERVICE INC	9015413173	11/1/2024	2,108.71
236397	GORDON FOOD SERVICE INC	9015580257	11/1/2024	2,299.24
236397	GORDON FOOD SERVICE INC	9015327854	11/1/2024	2,441.15
236397	GORDON FOOD SERVICE INC	9015327949	11/1/2024	2,974.78
236397	GORDON FOOD SERVICE INC	9015580250	11/1/2024	3,766.95
236397	GORDON FOOD SERVICE INC	9015580209	11/1/2024	4,550.36
236397	GORDON FOOD SERVICE INC	9015327842	11/1/2024	4,796.11
236397	GORDON FOOD SERVICE INC	9015413176	11/1/2024	6,516.77
236398	HOWIES ATHLETIC TAPE	INV000259476	11/1/2024	32.35
236398	HOWIES ATHLETIC TAPE	INV000259476	11/1/2024	595.30
236399	KODL, KELSEY	SCHOLARSHIP	11/1/2024	100.00
236400	LAMERS BUS LINES, INC.	70111	11/1/2024	115.43
236400	LAMERS BUS LINES, INC.	70110	11/1/2024	117.39
236400	LAMERS BUS LINES, INC.	67976	11/1/2024	135.78
236400	LAMERS BUS LINES, INC.	69673	11/1/2024	141.33
236400	LAMERS BUS LINES, INC.	70099	11/1/2024	145.97
236400	LAMERS BUS LINES, INC.	68707	11/1/2024	163.30
236400	LAMERS BUS LINES, INC.	69675	11/1/2024	171.15
236400	LAMERS BUS LINES, INC.	70103	11/1/2024	186.10
236400	LAMERS BUS LINES, INC.	69677	11/1/2024	193.01
236400	LAMERS BUS LINES, INC.	70095	11/1/2024	232.92
236400	LAMERS BUS LINES, INC.	67977	11/1/2024	237.80
236400	LAMERS BUS LINES, INC.	70100	11/1/2024	276.31
236400	LAMERS BUS LINES, INC.	70094	11/1/2024	311.91
236400	LAMERS BUS LINES, INC.	70093	11/1/2024	316.81
236400	LAMERS BUS LINES, INC.	69674	11/1/2024	331.40
236400	LAMERS BUS LINES, INC.	70098	11/1/2024	343.87
236400	LAMERS BUS LINES, INC.	70092	11/1/2024	350.54
236400	LAMERS BUS LINES, INC.	70097	11/1/2024	487.16
236401	MS GRAPHICS, LLC	2014-7899	11/1/2024	120.00
236402	QUALITY CLEANING SYSTEMS, LLC.	4422	11/1/2024	475.00
236403	SCHOOL TECHNOLOGY ASSO INC	INV-10935	11/1/2024	173.00
236404	ST JOHN LUTHERAN SCHOOL	STJ Oct 2024	11/1/2024	2,311.11
236405	STAPLES ADVANTAGE	6015049012	11/1/2024	3.46
236405	STAPLES ADVANTAGE	6014964578	11/1/2024	36.33
236406	TIME FOR KIDS INC	5TFK2024	11/1/2024	105.60
236407	WARDS NATURAL SCIENCE	8817382122	11/1/2024	192.33
236408	WEST MUSIC CO	SI2460028	11/1/2024	24.75
236409	ZARNOTH BRUSH WORKS INC	0199839-IN	11/1/2024	654.75
236410	KOHN LAW FIRM SC	11012024A	11/1/2024	361.62
236411	UNITED WAY OF MARATHON CNTY	20241101ADUWAY	11/1/2024	668.36

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236412	HOSA- FUTURE HEALTH PROFESSIONALS	99635473	11/5/2024	30.00
236413	LAMERS BUS LINES, INC.	70190	11/8/2024	1,125.00
236414	A & A LOCK SERVICE	OCT.25.24	11/8/2024	11,843.00
236415	ALLIANT UTILITIES/WP&L	45566	11/8/2024	1,129.04
236416	ASPIREDU, INC.	16800	11/8/2024	2,005.35
236417	BENNETT HARDWOODS INC	19244	11/8/2024	999.00
236418	CALLTOWER	202211756	11/8/2024	732.47
236419	CENTRAL WI QUALITY MACHINING, LLC	4644	11/8/2024	379.60
236420	CI PEDIATRIC THERAPY CENTERS	240037	11/8/2024	2,763.25
236421	IMLACH, LYNSEY	SCHOLARSHIP	11/8/2024	200.00
236422	JOSTENS, INC.	34887652	11/8/2024	50.90
236423	LAMERS BUS LINES, INC.	70096	11/8/2024	74.73
236423	LAMERS BUS LINES, INC.	70090	11/8/2024	115.65
236423	LAMERS BUS LINES, INC.	70542	11/8/2024	139.46
236423	LAMERS BUS LINES, INC.	70529	11/8/2024	322.45
236423	LAMERS BUS LINES, INC.	70525	11/8/2024	353.34
236424	MCHS OCCUPATIONAL HEALTH	3764-31051	11/8/2024	90.00
236424	MCHS OCCUPATIONAL HEALTH	3764-31051	11/8/2024	90.00
236424	MCHS OCCUPATIONAL HEALTH	3764-31051	11/8/2024	180.00
236424	MCHS OCCUPATIONAL HEALTH	3764-31051	11/8/2024	1,416.80
236425	MCKEOUGH, HEATHER	OCT2024 MILEAGE	11/8/2024	113.30
236426	MILANOWSKI, CODY	45566	11/8/2024	272.02
236427	MS GRAPHICS, LLC	2014-7900	11/8/2024	1,758.00
236428	MUSIC THEATRE INTERNATIONAL	11381661	11/8/2024	808.72
236429	POSTMASTER WAUSAU/DISTRIBUTION	BulkMail630	11/8/2024	150.00
236430	SCHOLASTIC INC.	M75634337	11/8/2024	79.64
236431	SHAWANO JAZZ FESTIVAL	2501	11/8/2024	800.00
236432	STAPLES ADVANTAGE	6015600341	11/8/2024	22.21
236433	TITO INC	15563	11/8/2024	5,640.00
236434	VILLAGE OF WESTON	07-10 2024 4772-00	11/8/2024	17.50
236434	VILLAGE OF WESTON	07-10 2024 3036-00	11/8/2024	86.04
236434	VILLAGE OF WESTON	07-10 2024 3036-00	11/8/2024	236.03
236434	VILLAGE OF WESTON	07-10 2024 3036-00	11/8/2024	512.75
236434	VILLAGE OF WESTON	07-10 2024 692-00	11/8/2024	987.00
236434	VILLAGE OF WESTON	07-10 2024 692-00	11/8/2024	1,150.24
236434	VILLAGE OF WESTON	07-10 2024 692-00	11/8/2024	1,529.06
236435	WALMER, ZEKE	45566	11/8/2024	419.69
236436	WAUSAU & MARA CTY PARKS	11012024	11/8/2024	430.00
236437	WMEA-CONFERENCE REGISTRATION	1819	11/8/2024	286.97
236437	WMEA-CONFERENCE REGISTRATION	1819	11/8/2024	574.03
236438	JAS CONSTRUCTION, LLC	4518A	11/8/2024	81,077.00

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236439	DISCIPLINE ASSOCIATES LLC	16991	11/15/2024	20,000.00
236440	GOPHER SPORT, INC.	IN412989	11/15/2024	288.75
236441	JUSTAGAME IMPRESSIONS	109793	11/15/2024	357.50
236442	LAMERS BUS LINES, INC.	70577	11/15/2024	1,650.00
236443	SIGN HERE INTERPRETING LLC	DCE241108	11/15/2024	245.00
236444	A & A LOCK SERVICE	OCT.04.2024	11/15/2024	261.00
236444	A & A LOCK SERVICE	NOV.07.24	11/15/2024	270.00
236444	A & A LOCK SERVICE	OCT.25.24.	11/15/2024	640.50
236444	A & A LOCK SERVICE	SEP.27.2024.	11/15/2024	794.00
236444	A & A LOCK SERVICE	NOV.4.24	11/15/2024	798.00
236445	BECKER ARENA PROD INC	613353	11/15/2024	2,480.00
236446	BUILERS SPORT SHOP LLC	101261	11/15/2024	350.00
236447	CENGAGE LEARNING/GALE	85742074	11/15/2024	50.00
236448	CHARTER COMMUNICATIONS, INC.	1.71371E+14	11/15/2024	521.02
236449	CTM SERVICES INC	7402	11/15/2024	232.99
236450	CURRICULUM ASSOCIATES LLC	90864612	11/15/2024	56.25
236451	DC EVEREST JUNIOR HIGH	034202-GOPHER	11/15/2024	58.96
236452	DDK LAWN & SNOW SERVICES, LLC.	1409	11/15/2024	11,420.00
236453	FEDEX, INC.	8-674-02814	11/15/2024	20.27
236454	FLINN SCIENTIFIC CO	3080053	11/15/2024	65.16
236455	GORDON FOOD SERVICE INC	2001815614	11/15/2024	(1,856.25)
236455	GORDON FOOD SERVICE INC	2001815596	11/15/2024	(754.01)
236455	GORDON FOOD SERVICE INC	2001815580	11/15/2024	(298.20)
236455	GORDON FOOD SERVICE INC	2001797600	11/15/2024	(89.90)
236455	GORDON FOOD SERVICE INC	9014154088c	11/15/2024	(10.00)
236455	GORDON FOOD SERVICE INC	9015580260	11/15/2024	21.30
236455	GORDON FOOD SERVICE INC	9015831945	11/15/2024	28.40
236455	GORDON FOOD SERVICE INC	9015667081	11/15/2024	42.14
236455	GORDON FOOD SERVICE INC	9015413209	11/15/2024	63.21
236455	GORDON FOOD SERVICE INC	9015831942	11/15/2024	83.30
236455	GORDON FOOD SERVICE INC	9014748284c	11/15/2024	100.00
236455	GORDON FOOD SERVICE INC	9015667055	11/15/2024	105.52
236455	GORDON FOOD SERVICE INC	9015915500	11/15/2024	225.46
236455	GORDON FOOD SERVICE INC	9015667070	11/15/2024	377.56
236455	GORDON FOOD SERVICE INC	9015667073	11/15/2024	436.33
236455	GORDON FOOD SERVICE INC	9015831962	11/15/2024	461.36
236455	GORDON FOOD SERVICE INC	9015580217	11/15/2024	516.16
236455	GORDON FOOD SERVICE INC	9015667080	11/15/2024	519.97
236455	GORDON FOOD SERVICE INC	9015831960	11/15/2024	708.41
236455	GORDON FOOD SERVICE INC	9015667078	11/15/2024	939.49
236455	GORDON FOOD SERVICE INC	9015667056	11/15/2024	983.40

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236455	GORDON FOOD SERVICE INC	9015831958	11/15/2024	1,480.97
236455	GORDON FOOD SERVICE INC	9015831931	11/15/2024	1,922.22
236455	GORDON FOOD SERVICE INC	9015667064	11/15/2024	3,153.19
236455	GORDON FOOD SERVICE INC	9015667076	11/15/2024	4,471.37
236455	GORDON FOOD SERVICE INC	9015667053	11/15/2024	6,298.80
236455	GORDON FOOD SERVICE INC	9015831938	11/15/2024	7,436.04
236456	HIORNS PIANO SERVICE	102024	11/15/2024	60.00
236457	HOWIES ATHLETIC TAPE	INV000252627	11/15/2024	16.46
236457	HOWIES ATHLETIC TAPE	INV000252627	11/15/2024	157.85
236458	KITE, PRISCILLA	202451021	11/15/2024	100.00
236459	KORU PSYCHOLOGY INC	102424	11/15/2024	2,894.21
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	(30,555.56)
236460	LAMERS BUS LINES, INC.	70104	11/15/2024	4.62
236460	LAMERS BUS LINES, INC.	70101	11/15/2024	63.85
236460	LAMERS BUS LINES, INC.	70526	11/15/2024	94.52
236460	LAMERS BUS LINES, INC.	70559	11/15/2024	133.81
236460	LAMERS BUS LINES, INC.	70561	11/15/2024	137.85
236460	LAMERS BUS LINES, INC.	70562	11/15/2024	141.22
236460	LAMERS BUS LINES, INC.	71047	11/15/2024	143.47
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	147.83
236460	LAMERS BUS LINES, INC.	70105	11/15/2024	148.61
236460	LAMERS BUS LINES, INC.	70104	11/15/2024	151.39
236460	LAMERS BUS LINES, INC.	71038	11/15/2024	163.08
236460	LAMERS BUS LINES, INC.	70560	11/15/2024	163.30
236460	LAMERS BUS LINES, INC.	70548	11/15/2024	171.64
236460	LAMERS BUS LINES, INC.	70563	11/15/2024	172.55
236460	LAMERS BUS LINES, INC.	71043	11/15/2024	220.54
236460	LAMERS BUS LINES, INC.	71046	11/15/2024	265.22
236460	LAMERS BUS LINES, INC.	71048	11/15/2024	435.26
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	441.90
236460	LAMERS BUS LINES, INC.	70541	11/15/2024	683.92
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	904.14
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	999.41
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	1,425.00
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	1,425.00
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	2,477.89
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	2,636.73
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	10,139.54
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	11,170.40
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	15,054.48
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	18,525.00

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236460	LAMERS BUS LINES, INC.	70117	11/15/2024	40,973.31
236460	LAMERS BUS LINES, INC.	70117	11/15/2024	229,501.19
236461	LONDERVILLE ENTERPRISES	7046308	11/15/2024	83.38
236462	MARATHON CO HEALTH DEPT	INV07003	11/15/2024	29.00
236463	MATHFACTLAB LLC	24673	11/15/2024	75.00
236464	METRO FIRE PROTECTION INC	2387	11/15/2024	220.00
236465	MS GRAPHICS, LLC	2014-7923	11/15/2024	362.00
236466	MULTI MEDIA CHANNELS, LLC	102852	11/15/2024	313.00
236467	NRG BUSINESS MARKETING	HS44543345	11/15/2024	8,744.47
236468	STAPLES ADVANTAGE	6016618318	11/15/2024	18.68
236468	STAPLES ADVANTAGE	6016552176	11/15/2024	23.44
236468	STAPLES ADVANTAGE	6016618319	11/15/2024	42.36
236469	STERICYCLE, INC	8008883262	11/15/2024	105.31
236470	STEVE'S PLUMBING & HEATING	396298	11/15/2024	12,624.00
236470	STEVE'S PLUMBING & HEATING	395743	11/15/2024	31,905.65
236471	THIBODEAU, THOMAS	Oct 24, 2024 PD Day	11/15/2024	2,766.64
236472	VESTIS SERVICES LLC	45566	11/15/2024	1,280.63
236473	VIRCO	920674561	11/15/2024	150.80
236474	WARDS NATURAL SCIENCE	8817488798	11/15/2024	99.76
236474	WARDS NATURAL SCIENCE	88174888000	11/15/2024	192.96
236475	KOHN LAW FIRM SC	11152024A	11/15/2024	339.62
236476	UNITED WAY OF MARATHON CNTY	20241115ADUWAY	11/15/2024	658.36
236477	LAMERS BUS LINES, INC.	71969	11/22/2024	1,400.00
236477	LAMERS BUS LINES, INC.	71892	11/22/2024	1,490.00
236478	A & A LOCK SERVICE	NOV.04.24..	11/22/2024	220.00
236479	APG MEDIA OF WI-REGIONAL	OctNov2024	11/22/2024	1,295.00
236480	BOELTER COMPANIES, THE	98384359	11/22/2024	30.95
236480	BOELTER COMPANIES, THE	98384359	11/22/2024	41.27
236480	BOELTER COMPANIES, THE	98384359	11/22/2024	92.86
236480	BOELTER COMPANIES, THE	98384359	11/22/2024	866.67
236481	CHEMSEARCH FE	8833107	11/22/2024	841.95
236481	CHEMSEARCH FE	8879058	11/22/2024	1,259.95
236482	EVOLUTIONS IN DESIGN	76931	11/22/2024	86.00
236483	FANTA-Z FITNESS LLC	GTCC Group Fitness O	11/22/2024	137.00
236484	FLINN SCIENTIFIC CO	3081872	11/22/2024	113.49
236485	GORDON FOOD SERVICE INC	1430897	11/22/2024	(226.98)
236485	GORDON FOOD SERVICE INC	2001847838	11/22/2024	(171.50)
236485	GORDON FOOD SERVICE INC	2001865588	11/22/2024	(109.92)
236485	GORDON FOOD SERVICE INC	2001865317	11/22/2024	(78.73)
236485	GORDON FOOD SERVICE INC	2001829838	11/22/2024	(61.83)
236485	GORDON FOOD SERVICE INC	2001863015	11/22/2024	(38.94)

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236485	GORDON FOOD SERVICE INC	2001827913	11/22/2024	(30.04)
236485	GORDON FOOD SERVICE INC	2001838315	11/22/2024	(28.44)
236485	GORDON FOOD SERVICE INC	2001827914	11/22/2024	(2.91)
236485	GORDON FOOD SERVICE INC	2001841138	11/22/2024	(2.10)
236485	GORDON FOOD SERVICE INC	9015915489	11/22/2024	3.55
236485	GORDON FOOD SERVICE INC	9016336118	11/22/2024	3.55
236485	GORDON FOOD SERVICE INC	9016085225	11/22/2024	17.75
236485	GORDON FOOD SERVICE INC	9016212114	11/22/2024	34.28
236485	GORDON FOOD SERVICE INC	9015915464	11/22/2024	35.50
236485	GORDON FOOD SERVICE INC	9015915462	11/22/2024	57.20
236485	GORDON FOOD SERVICE INC	9015915463	11/22/2024	58.24
236485	GORDON FOOD SERVICE INC	9016335957	11/22/2024	67.45
236485	GORDON FOOD SERVICE INC	9016212113	11/22/2024	77.90
236485	GORDON FOOD SERVICE INC	9016179150	11/22/2024	81.65
236485	GORDON FOOD SERVICE INC	9016085180	11/22/2024	105.40
236485	GORDON FOOD SERVICE INC	9016179191	11/22/2024	137.10
236485	GORDON FOOD SERVICE INC	9016179146	11/22/2024	142.30
236485	GORDON FOOD SERVICE INC	9016085178	11/22/2024	159.75
236485	GORDON FOOD SERVICE INC	9016336049	11/22/2024	161.38
236485	GORDON FOOD SERVICE INC	9016179169	11/22/2024	211.28
236485	GORDON FOOD SERVICE INC	9016336114	11/22/2024	243.64
236485	GORDON FOOD SERVICE INC	9016179168	11/22/2024	271.94
236485	GORDON FOOD SERVICE INC	9016085203	11/22/2024	275.33
236485	GORDON FOOD SERVICE INC	9015915470	11/22/2024	330.15
236485	GORDON FOOD SERVICE INC	9016179186	11/22/2024	376.02
236485	GORDON FOOD SERVICE INC	9016336061	11/22/2024	402.48
236485	GORDON FOOD SERVICE INC	9016179197	11/22/2024	403.57
236485	GORDON FOOD SERVICE INC	9015915493	11/22/2024	426.92
236485	GORDON FOOD SERVICE INC	9015831943	11/22/2024	511.35
236485	GORDON FOOD SERVICE INC	9015915475	11/22/2024	534.88
236485	GORDON FOOD SERVICE INC	9015915473	11/22/2024	590.73
236485	GORDON FOOD SERVICE INC	9016085206	11/22/2024	670.00
236485	GORDON FOOD SERVICE INC	9016336056	11/22/2024	713.10
236485	GORDON FOOD SERVICE INC	9016085223	11/22/2024	741.78
236485	GORDON FOOD SERVICE INC	9016085177	11/22/2024	883.00
236485	GORDON FOOD SERVICE INC	9016335953	11/22/2024	898.70
236485	GORDON FOOD SERVICE INC	9015915487	11/22/2024	900.09
236485	GORDON FOOD SERVICE INC	9015915486	11/22/2024	920.57
236485	GORDON FOOD SERVICE INC	9016336109	11/22/2024	929.52
236485	GORDON FOOD SERVICE INC	9016179188	11/22/2024	1,001.73
236485	GORDON FOOD SERVICE INC	9016335960	11/22/2024	1,067.27

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236485	GORDON FOOD SERVICE INC	9046085184	11/22/2024	1,113.77
236485	GORDON FOOD SERVICE INC	9015915461	11/22/2024	1,666.75
236485	GORDON FOOD SERVICE INC	9016085198	11/22/2024	1,791.36
236485	GORDON FOOD SERVICE INC	9016336043	11/22/2024	2,007.43
236485	GORDON FOOD SERVICE INC	9016179143	11/22/2024	2,188.51
236485	GORDON FOOD SERVICE INC	9016336103	11/22/2024	2,333.92
236485	GORDON FOOD SERVICE INC	9015915469	11/22/2024	2,435.46
236485	GORDON FOOD SERVICE INC	9016085220	11/22/2024	3,223.14
236485	GORDON FOOD SERVICE INC	9016179166	11/22/2024	3,364.61
236485	GORDON FOOD SERVICE INC	9016179184	11/22/2024	3,542.77
236485	GORDON FOOD SERVICE INC	9016085176	11/22/2024	4,431.28
236485	GORDON FOOD SERVICE INC	9015914583	11/22/2024	4,934.29
236485	GORDON FOOD SERVICE INC	9016335942	11/22/2024	6,645.74
236485	GORDON FOOD SERVICE INC	9016179138	11/22/2024	7,907.60
236485	GORDON FOOD SERVICE INC	9015915460	11/22/2024	8,300.84
236486	HOLIDAY WHOLESale, INC	MULTIPLE PLUS Credit	11/22/2024	9,942.11
236487	JOSTENS, INC.	35088927	11/22/2024	27.50
236487	JOSTENS, INC.	35149878	11/22/2024	32.60
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	79.39
236488	LAMERS BUS LINES, INC.	70550	11/22/2024	100.29
236488	LAMERS BUS LINES, INC.	71820	11/22/2024	148.27
236488	LAMERS BUS LINES, INC.	71819	11/22/2024	172.10
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	172.46
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	192.45
236488	LAMERS BUS LINES, INC.	70524	11/22/2024	203.21
236488	LAMERS BUS LINES, INC.	72106	11/22/2024	248.35
236488	LAMERS BUS LINES, INC.	71821	11/22/2024	397.09
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	447.35
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	501.45
236488	LAMERS BUS LINES, INC.	71970	11/22/2024	850.00
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	1,075.99
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	1,575.00
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	1,575.00
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	1,604.98
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	2,617.31
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	2,914.28
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	10,781.89
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	16,519.14
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	20,475.00
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	45,286.29
236488	LAMERS BUS LINES, INC.	71835	11/22/2024	253,659.21

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236489	MALBRIT MECHANICAL INC	187064	11/22/2024	380.00
236490	METRO FIRE PROTECTION INC	1276	11/22/2024	1,120.00
236491	MS GRAPHICS, LLC	2014-7942	11/22/2024	80.00
236491	MS GRAPHICS, LLC	2014-7932	11/22/2024	729.70
236492	PARTS TOWN, LLC.	503353914	11/22/2024	430.35
236493	PATTY'S MUSIC	20052	11/22/2024	338.63
236494	PITNEY BOWES GLOBAL FINANCIAL SERVICE	3319943088	11/22/2024	408.99
236495	PRIOHEALTH	20241113-25093	11/22/2024	1,490.00
236496	SCHAIRER'S AUTUMN ACRES	38	11/22/2024	240.00
236497	STAPLES ADVANTAGE	6017143838	11/22/2024	19.88
236497	STAPLES ADVANTAGE	6017143837	11/22/2024	84.99
236497	STAPLES ADVANTAGE	6017143836	11/22/2024	142.97
236498	TITO INC	15594	11/22/2024	419.23
236499	UMS PRINT SOLUTIONS, LLC	40165	11/22/2024	894.23
236500	UW-MILWAUKEE STUDENT ACCOUNTS	2.5101E+17	11/22/2024	487.30
236500	UW-MILWAUKEE STUDENT ACCOUNTS	2.5101E+17	11/22/2024	487.30
236501	WILLIAM H. SADLIER, INC.	INV226680	11/22/2024	101.09
236502	WVC MIDDLE LEVEL ATHLETIC ASSOC	WADA 11102024	11/22/2024	178.67
236502	WVC MIDDLE LEVEL ATHLETIC ASSOC	11112024	11/22/2024	178.67
236503	ADAMS FRIENDSHIP HIGH SCHOOL	EF1213142024	11/29/2024	120.00
236503	ADAMS FRIENDSHIP HIGH SCHOOL	EF1213142024	11/29/2024	250.00
236503	ADAMS FRIENDSHIP HIGH SCHOOL	EF1213142024	11/29/2024	400.00
236504	EAU CLAIRE MEMORIAL HS	EF12132024	11/29/2024	150.00
236505	RHINELANDER HIGH SCHOOL	EF11292024	11/29/2024	220.00
236506	WATERTOWN HIGH SCHOOL	EF12072024	11/29/2024	285.00
236507	BADGERLAND OVERHEAD DOOR LLC	259007	11/29/2024	11,425.00
236507	BADGERLAND OVERHEAD DOOR LLC	259008	11/29/2024	16,400.00
236508	BIO-RAD LABORATORIES, INC	907761199	11/29/2024	887.15
236509	BUILERS SPORT SHOP LLC	101262	11/29/2024	15.00
236509	BUILERS SPORT SHOP LLC	101262	11/29/2024	15.00
236509	BUILERS SPORT SHOP LLC	101262	11/29/2024	20.00
236509	BUILERS SPORT SHOP LLC	101262	11/29/2024	25.00
236510	CHILDREN'S IMAGINARIUM INC	1177	11/29/2024	480.00
236511	DUBERSTEIN, BENJAMIN	9438156	11/29/2024	400.00
236512	ESGI LLC	INVES0006029	11/29/2024	890.00
236513	GORDON FOOD SERVICE INC	9014154029C	11/29/2024	54.00
236513	GORDON FOOD SERVICE INC	9016431769	11/29/2024	162.57
236513	GORDON FOOD SERVICE INC	236151	11/29/2024	254.43
236514	HOME INSULATION CO, INC	48483	11/29/2024	288.00
236515	JAS CONSTRUCTION, LLC	4135	11/29/2024	29,467.83
236516	KRAUSE, JENNIFER	SEP2024 ITEM	11/29/2024	125.00

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236517	LAMERS BUS LINES, INC.	71039	11/29/2024	82.01
236517	LAMERS BUS LINES, INC.	72110	11/29/2024	83.86
236517	LAMERS BUS LINES, INC.	71051	11/29/2024	101.28
236517	LAMERS BUS LINES, INC.	71045	11/29/2024	112.90
236517	LAMERS BUS LINES, INC.	72111	11/29/2024	124.13
236517	LAMERS BUS LINES, INC.	72114	11/29/2024	140.76
236517	LAMERS BUS LINES, INC.	71050	11/29/2024	147.18
236517	LAMERS BUS LINES, INC.	68708	11/29/2024	174.29
236517	LAMERS BUS LINES, INC.	72108	11/29/2024	278.16
236517	LAMERS BUS LINES, INC.	70091	11/29/2024	367.85
236517	LAMERS BUS LINES, INC.	72109	11/29/2024	373.61
236517	LAMERS BUS LINES, INC.	71822	11/29/2024	395.24
236518	LINDER ELECTRIC MOTORS, INC.	71622	11/29/2024	1,921.03
236519	MALBRIT MECHANICAL INC	8162	11/29/2024	25,525.00
236520	MS GRAPHICS, LLC	2014-7938	11/29/2024	50.00
236521	SCHOLASTIC INC.	M7573579	11/29/2024	227.70
236522	STEVENS POINT SCHOOL DISTRICT	202506	11/29/2024	868.40
236523	VILLAGE OF KRONENWETTER	37145	11/29/2024	1,144.40
236524	WELD RILEY, S.C.	19348.00001	11/29/2024	260.00
236525	KOHN LAW FIRM SC	11292024A	11/29/2024	261.59
236526	UNITED WAY OF MARATHON CNTY	20241129ADUWAY	11/29/2024	658.36
236527	INSTRUMENTAL MUSIC COMPANY INC.	188364139	11/29/2024	53.10
236528	LAMERS BUS LINES, INC.	70552	11/29/2024	123.15
236529	PEASEBLOSSOM MUSIC, LLC	4K Dec	11/29/2024	485.00
236530	VANDERLEEST, LEAH	NOV2024 ITEM	11/29/2024	39.18
242501075	1ST PLACE TROPHY & ENGRAVING	5278	11/1/2024	77.00
242501075	1ST PLACE TROPHY & ENGRAVING	5279	11/1/2024	77.00
242501076	ABBIEHL, DAREN	WOR10222024	11/1/2024	45.00
242501077	AMAZON CAPITAL SERVICES	1RJW-J1HF-FYT6	11/1/2024	(57.85)
242501077	AMAZON CAPITAL SERVICES	11R4-Y3Y7-QR3Y	11/1/2024	(50.97)
242501077	AMAZON CAPITAL SERVICES	1PRM-HMGN-WLX9	11/1/2024	(10.99)
242501077	AMAZON CAPITAL SERVICES	1QW9-FMKJ-Q7YY	11/1/2024	(7.62)
242501077	AMAZON CAPITAL SERVICES	1MRK-C4JL-WC1D	11/1/2024	6.94
242501077	AMAZON CAPITAL SERVICES	1JNP-CWGL-X46Q	11/1/2024	6.98
242501077	AMAZON CAPITAL SERVICES	1L36-GWDX-6CKM	11/1/2024	7.28
242501077	AMAZON CAPITAL SERVICES	1JXR-17P3-QRNV	11/1/2024	9.17
242501077	AMAZON CAPITAL SERVICES	14HT-F6D7-1NVH	11/1/2024	10.08
242501077	AMAZON CAPITAL SERVICES	1JKW-HTRD-1Y43	11/1/2024	14.99
242501077	AMAZON CAPITAL SERVICES	1N7L-TTJV-X739	11/1/2024	21.99
242501077	AMAZON CAPITAL SERVICES	16G4-G9K6-LTH7	11/1/2024	23.67
242501077	AMAZON CAPITAL SERVICES	1FDD-H4QM-7DK7	11/1/2024	23.89

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242501077	AMAZON CAPITAL SERVICES	1HKK-19Q1-X6VP	11/1/2024	27.98
242501077	AMAZON CAPITAL SERVICES	1JNP-CWGL-X46Q	11/1/2024	33.40
242501077	AMAZON CAPITAL SERVICES	1KTY-39YD-HLGC	11/1/2024	33.43
242501077	AMAZON CAPITAL SERVICES	1TTK-HML3-RQ61	11/1/2024	34.77
242501077	AMAZON CAPITAL SERVICES	1M9L-1JVG-FYTP	11/1/2024	35.02
242501077	AMAZON CAPITAL SERVICES	1LDR-WMQP-TJJK	11/1/2024	39.92
242501077	AMAZON CAPITAL SERVICES	174P-MT6K-CP7R	11/1/2024	40.96
242501077	AMAZON CAPITAL SERVICES	13DH-CFF7-JQMJ	11/1/2024	43.99
242501077	AMAZON CAPITAL SERVICES	1G6G-CH6X-K34P	11/1/2024	46.03
242501077	AMAZON CAPITAL SERVICES	19JW-776N-MLRF	11/1/2024	51.34
242501077	AMAZON CAPITAL SERVICES	1LDK-V74K-R3VL	11/1/2024	54.07
242501077	AMAZON CAPITAL SERVICES	1WQF-M3K1-XFG4	11/1/2024	62.68
242501077	AMAZON CAPITAL SERVICES	1GY3-HMN9-VGKM	11/1/2024	62.71
242501077	AMAZON CAPITAL SERVICES	1MN6-3DJR-TTLH	11/1/2024	67.99
242501077	AMAZON CAPITAL SERVICES	11DF-1Y6W-Y41Y	11/1/2024	70.53
242501077	AMAZON CAPITAL SERVICES	1MYF-PHW3-3RQ9	11/1/2024	73.56
242501077	AMAZON CAPITAL SERVICES	191H-PCNJ-G7X9	11/1/2024	79.68
242501077	AMAZON CAPITAL SERVICES	1QWN-MRNJ-D1KL	11/1/2024	96.19
242501077	AMAZON CAPITAL SERVICES	1W1T-63KX-WNLL	11/1/2024	114.12
242501077	AMAZON CAPITAL SERVICES	1GVM-YPMC-HTVX	11/1/2024	116.82
242501077	AMAZON CAPITAL SERVICES	1W1G-4KMT-GVVT	11/1/2024	138.18
242501077	AMAZON CAPITAL SERVICES	1M69-DKDY-KDY3	11/1/2024	176.25
242501077	AMAZON CAPITAL SERVICES	1CLM-PY7Q-QNJP	11/1/2024	220.53
242501077	AMAZON CAPITAL SERVICES	1HKV-3VWR-CMCP	11/1/2024	239.70
242501077	AMAZON CAPITAL SERVICES	1JXR-17P3-TD TT	11/1/2024	331.76
242501077	AMAZON CAPITAL SERVICES	1C9P-76N3-VT66	11/1/2024	350.68
242501077	AMAZON CAPITAL SERVICES	1KJF-YNQP-PN6D	11/1/2024	749.40
242501078	AMERICAN WELDING & GAS INC	10414717	11/1/2024	16.91
242501079	ASPIRUS YMCA CHILD DEV CTR	Aspirus Oct 24	11/1/2024	21,377.78
242501080	BACA, MELANIE	SEPT2024 MILEAGE	11/1/2024	45.83
242501081	BERNDT, DARYL	WOR10212024	11/1/2024	35.00
242501082	BETHLEHEM COMMUNITY	Beth Oct 2024	11/1/2024	2,600.00
242501083	BLUE EDGE ENERGY LLC	5471	11/1/2024	408.28
242501084	CUMMINGS, LONA	OCT2024 ITEM	11/1/2024	43.56
242501085	DEPERRY, JEFFERY	REF10242024	11/1/2024	63.80
242501085	DEPERRY, JEFFERY	REF10242024	11/1/2024	80.00
242501086	DETERT, DAWN	REF10242024	11/1/2024	4.00
242501086	DETERT, DAWN	REF10242024	11/1/2024	80.00
242501087	ENGLISH, JOSHUA	REF10212024	11/1/2024	60.00
242501088	FIRST SUPPLY LLC	171134-00	11/1/2024	2.39
242501088	FIRST SUPPLY LLC	170972-00	11/1/2024	29.79

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242501088	FIRST SUPPLY LLC	171113-00	11/1/2024	30.78
242501088	FIRST SUPPLY LLC	171096-00	11/1/2024	34.65
242501088	FIRST SUPPLY LLC	171212-00	11/1/2024	187.44
242501088	FIRST SUPPLY LLC	170744-00	11/1/2024	392.57
242501089	FOLLETT SOFTWARE, LLC	1560889	11/1/2024	1,864.00
242501090	FOLLETT CONTENT SOLUTIONS, LLC.	450890F	11/1/2024	90.63
242501090	FOLLETT CONTENT SOLUTIONS, LLC.	450161F	11/1/2024	500.14
242501091	FORMS SPECIALISTS INC	55627	11/1/2024	63.96
242501091	FORMS SPECIALISTS INC	55627	11/1/2024	100.00
242501091	FORMS SPECIALISTS INC	55627	11/1/2024	300.00
242501091	FORMS SPECIALISTS INC	55472	11/1/2024	303.00
242501092	FOX, GRETCHEN	OCT2024 ITEM	11/1/2024	34.89
242501093	GADKE, GARY	OCT2024 MILEAGE	11/1/2024	9.65
242501093	GADKE, GARY	OCT2024 CONF	11/1/2024	42.88
242501094	GIORDANO, ERIC	REF10212024	11/1/2024	60.00
242501095	GROSSKLAUS, THOMAS	WOR10212024	11/1/2024	35.00
242501096	HALING, WILLIAM	REF10212024	11/1/2024	60.00
242501097	HARBERT, MICHAEL	WOR10222024	11/1/2024	50.00
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3736350	11/1/2024	28.00
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3741720	11/1/2024	29.32
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3736342	11/1/2024	29.62
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3693138	11/1/2024	40.00
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3699862	11/1/2024	85.50
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3709760	11/1/2024	100.00
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3711512	11/1/2024	103.00
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3729195	11/1/2024	112.85
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3699853	11/1/2024	130.50
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3711375	11/1/2024	148.00
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3711362	11/1/2024	163.00
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3735787	11/1/2024	211.30
242501098	HEID MUSIC COMPANY, INC.-APPLETON	3736301	11/1/2024	252.61
242501099	HUGILL, TODD	OCT2024 ITEM	11/1/2024	44.91
242501100	HURNER, SCOTT	WOR10242024	11/1/2024	45.00
242501101	J.W. PEPPER & SON	366887118	11/1/2024	8.00
242501101	J.W. PEPPER & SON	366883077	11/1/2024	11.00
242501102	JERRYS MUSIC INC	186522290	11/1/2024	100.00
242501103	JIRIK, SCOTT	OCT2024 ITEM	11/1/2024	45.73
242501104	KARRELS, JASON	REF10242024	11/1/2024	36.00
242501104	KARRELS, JASON	REF10242024	11/1/2024	80.00
242501105	KENITZER, RICHARD	WOR10212024	11/1/2024	35.00
242501106	KEY TO LIFE CHILDCARE CENTER, INC.	Key Oct 2024	11/1/2024	10,718.89

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242501107	KIETLINSKI, EDWARD (TED)	WOR10242024	11/1/2024	45.00
242501108	KISLOW, JAMES	WOR10212024	11/1/2024	35.00
242501109	KLINGER, LAENA	OCT2024 ITEM	11/1/2024	50.00
242501110	KOLODZIEJ, HEIDI	SEP2024 ITEMa	11/1/2024	48.15
242501111	KWICK, SARAH	OCT2024 ITEM	11/1/2024	23.75
242501112	LAACK, STEVEN	REF10222024	11/1/2024	80.00
242501113	LEHMAN, GINA	OCT2024 ITEM	11/1/2024	340.84
242501114	LOR, TRUE	REF10222024	11/1/2024	13.20
242501114	LOR, TRUE	REF10222024	11/1/2024	70.00
242501115	MARA CTY CHILD DEVELOPMENT	Head Start Oct 2024	11/1/2024	5,548.33
242501116	MID WISCONSIN BEVERAGE	2108728	11/1/2024	1,462.08
242501117	MOUNT OLIVE 4K PROGRAM	Mt Olive Oct 2024	11/1/2024	7,511.11
242501118	MURPHY, PATRICK	REF10222024	11/1/2024	70.00
242501119	NASSCO INC - CUSTODIAL	6482449	11/1/2024	75.17
242501119	NASSCO INC - CUSTODIAL	6484781	11/1/2024	3,274.41
242501119	NASSCO INC - CUSTODIAL	6484120	11/1/2024	7,631.81
242501120	NATL ELEVATOR INSPECTION SERVICES, INC	RI24028285	11/1/2024	82.00
242501121	NEWMAN CATHOLIC-ST THERESE	StTherese Oct 2024	11/1/2024	8,267.21
242501122	NYE, CASEY	OCT2024 MILEAGE	11/1/2024	60.30
242501123	PAN O GOLD BAKING CO ST CLOUD	242500590	11/1/2024	(86.00)
242501123	PAN O GOLD BAKING CO ST CLOUD	242500590	11/1/2024	(86.00)
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	24.76
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	24.76
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	49.52
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	49.52
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	151.80
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	151.80
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	299.60
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	299.60
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	323.62
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	323.62
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	371.40
242501123	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/1/2024	371.40
242501124	PERFORMANCE FOODSERVICE	667165	11/1/2024	725.58
242501125	POPHAL EDUCATION LLC	NOV24 H. O.	11/1/2024	60.00
242501126	PREGONT, DANIEL	WOR10212024	11/1/2024	35.00
242501127	RENZELMANN, CHRISTOPHER	REF10212024	11/1/2024	60.00
242501128	SANDQUIST, BREE	OCT2024 ITEM	11/1/2024	176.36
242501129	SCHOOL SPECIALTY, LLC.	3.08105E+11	11/1/2024	447.54
242501129	SCHOOL SPECIALTY, LLC.	3.08105E+11	11/1/2024	927.41
242501130	SMITH, GLENDA	REF10242024	11/1/2024	80.00

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242501131	SOLUM, NICHOLAS	REF10212024	11/1/2024	60.00
242501132	SONDELSKI, TRACI	OCT2024 ITEM	11/1/2024	14.99
242501133	STRIKE, KELLEY	OCT2024 CONF	11/1/2024	148.74
242501134	TEAM SPORTING GOODS INC	AAG031817-AC03	11/1/2024	15.80
242501134	TEAM SPORTING GOODS INC	AAG031027-AC06	11/1/2024	1,563.50
242501134	TEAM SPORTING GOODS INC	AAG031024-AC06	11/1/2024	3,710.90
242501135	TROTZER, WILLIAM	WOR10212024	11/1/2024	35.00
242501136	VIKING ELECTRIC SUPPLY	S008521502.004	11/1/2024	(1,018.65)
242501136	VIKING ELECTRIC SUPPLY	S008571271.001	11/1/2024	23.25
242501136	VIKING ELECTRIC SUPPLY	S008550925.002	11/1/2024	26.63
242501136	VIKING ELECTRIC SUPPLY	S008554985.001	11/1/2024	35.75
242501136	VIKING ELECTRIC SUPPLY	S008535585.001	11/1/2024	91.38
242501136	VIKING ELECTRIC SUPPLY	S008534691.001	11/1/2024	117.64
242501136	VIKING ELECTRIC SUPPLY	S008540464.001	11/1/2024	189.12
242501136	VIKING ELECTRIC SUPPLY	S008480707.002	11/1/2024	233.16
242501136	VIKING ELECTRIC SUPPLY	S008533873.001	11/1/2024	564.50
242501137	WAUSAU CHILD CARE-CEDAR CR,INC.	WCC Oct 2024	11/1/2024	7,281.66
242501138	WELSH, SARA	OCT2024 ITEM	11/1/2024	84.76
242501139	WI LIBRARY SERVICES, INC.	502011	11/1/2024	1,144.00
242501139	WI LIBRARY SERVICES, INC.	502011	11/1/2024	1,172.88
242501139	WI LIBRARY SERVICES, INC.	502011	11/1/2024	1,875.50
242501140	DC EVEREST EDUCATION FOUNDATION, INC	20241101ADGTCC	11/1/2024	593.77
242501141	ABLE DISTRIBUTING CO INC	S020905926.001	11/8/2024	21.95
242501142	ALECKSON, TED	OCT2024 MILEAGE	11/8/2024	28.81
242501143	AMAZON CAPITAL SERVICES	1V3N-R6QR-9GRC	11/8/2024	(76.98)
242501143	AMAZON CAPITAL SERVICES	1QLV-79PQ-QF1X	11/8/2024	(16.42)
242501143	AMAZON CAPITAL SERVICES	1VDQ-MQQF-73HY	11/8/2024	(14.99)
242501143	AMAZON CAPITAL SERVICES	1TXD-XRF1-T94R	11/8/2024	7.99
242501143	AMAZON CAPITAL SERVICES	1K4P-L39X-4VGH	11/8/2024	8.31
242501143	AMAZON CAPITAL SERVICES	1QVL-LQLQ-QCYQ	11/8/2024	11.00
242501143	AMAZON CAPITAL SERVICES	1RFJ-YK71-7RRQ	11/8/2024	12.66
242501143	AMAZON CAPITAL SERVICES	17JK-C7N6-X7KC	11/8/2024	15.07
242501143	AMAZON CAPITAL SERVICES	19QH-GWXR-4QJW	11/8/2024	17.15
242501143	AMAZON CAPITAL SERVICES	19TH-GCML-47C7	11/8/2024	19.99
242501143	AMAZON CAPITAL SERVICES	1MLP-794Y-4VW7	11/8/2024	20.99
242501143	AMAZON CAPITAL SERVICES	1V3L-N6C1-4QKQ	11/8/2024	23.99
242501143	AMAZON CAPITAL SERVICES	1XTT-FHJ3-GW9M	11/8/2024	27.99
242501143	AMAZON CAPITAL SERVICES	1VCV-MPGV-1GY3	11/8/2024	30.00
242501143	AMAZON CAPITAL SERVICES	1HDC-P6PP-YYGL	11/8/2024	34.86
242501143	AMAZON CAPITAL SERVICES	11MN-3LVX-6NQM	11/8/2024	41.86
242501143	AMAZON CAPITAL SERVICES	1VX1-HDTP-6LFH	11/8/2024	44.10

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242501143	AMAZON CAPITAL SERVICES	1KM6-TTVN-6DYX	11/8/2024	63.16
242501143	AMAZON CAPITAL SERVICES	174D-TWG9-77GP	11/8/2024	65.65
242501143	AMAZON CAPITAL SERVICES	13WC-GTLN-93GH	11/8/2024	72.59
242501143	AMAZON CAPITAL SERVICES	1V1H-4JH6-XMHW	11/8/2024	74.90
242501143	AMAZON CAPITAL SERVICES	1YXH-G3GD-VV66	11/8/2024	115.83
242501143	AMAZON CAPITAL SERVICES	1PWW-JX46-7Vfq	11/8/2024	142.32
242501143	AMAZON CAPITAL SERVICES	1CRG-LV3P-DX6G	11/8/2024	166.80
242501143	AMAZON CAPITAL SERVICES	1P93-KMXR-H17J	11/8/2024	187.98
242501143	AMAZON CAPITAL SERVICES	1L73-7DH4-3YQ3	11/8/2024	247.56
242501143	AMAZON CAPITAL SERVICES	1XDT-CYWF-WD6T	11/8/2024	260.49
242501143	AMAZON CAPITAL SERVICES	1FH4-VDW1-3QMY	11/8/2024	401.65
242501143	AMAZON CAPITAL SERVICES	19LC-CTLN-K1WL	11/8/2024	1,035.96
242501143	AMAZON CAPITAL SERVICES	1TJX-N4FH-1HJM	11/8/2024	1,639.92
242501144	BACKGROUND INVESTIGATION BUREAU, LLC	INV-58006	11/8/2024	16.45
242501144	BACKGROUND INVESTIGATION BUREAU, LLC	INV-58006	11/8/2024	32.90
242501144	BACKGROUND INVESTIGATION BUREAU, LLC	INV-58005	11/8/2024	32.90
242501144	BACKGROUND INVESTIGATION BUREAU, LLC	INV-58006	11/8/2024	358.20
242501144	BACKGROUND INVESTIGATION BUREAU, LLC	INV-56072 (2)	11/8/2024	1,000.00
242501144	BACKGROUND INVESTIGATION BUREAU, LLC	INV-58005	11/8/2024	1,661.45
242501145	BAILEY, SARAH	OCT2024 MILEAGE	11/8/2024	12.53
242501146	BARKLEY, ASHLEE	OCT2024 MILEAGE	11/8/2024	275.77
242501147	BATES, CRISTIE	OCT2024 MILEAGE	11/8/2024	166.29
242501148	BULLIS, LAUREN	OCT2024 MILEAGE	11/8/2024	96.48
242501149	CARLSON, JOSEPH	REF 10292024	11/8/2024	70.00
242501149	CARLSON, JOSEPH	REF 11012024	11/8/2024	70.00
242501150	CARRICO AQUATIC RESOURCES, INC	20247091	11/8/2024	137.50
242501151	CESA 9	19207	11/8/2024	(7,125.00)
242501151	CESA 9	19207	11/8/2024	330.00
242501151	CESA 9	19207	11/8/2024	7,083.00
242501151	CESA 9	19207	11/8/2024	7,125.00
242501151	CESA 9	19207	11/8/2024	7,724.00
242501151	CESA 9	19207	11/8/2024	20,833.33
242501152	CHAVEZ, ADRIAN	OCT2024 MILEAGE	11/8/2024	104.72
242501153	CONWAY, DEBRA	WRK 11012024	11/8/2024	70.00
242501154	CORVINO, BERKLEY	OCT2024 CONF	11/8/2024	162.14
242501154	CORVINO, BERKLEY	OCT2024 CONF	11/8/2024	165.00
242501155	DAY, KIMBERLY	OCT2024 ITEM	11/8/2024	108.24
242501156	DAY, MARLA	WRK 10292024	11/8/2024	70.00
242501156	DAY, MARLA	WRK 11012024	11/8/2024	70.00
242501157	DEGRAND, TONY	SEPOCT2024 ITEM	11/8/2024	41.77
242501158	ECONOMICS WISCONSIN	24FALL44	11/8/2024	550.00

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242501159	EDER, KRISTY	OCT2024 MILEAGE	11/8/2024	166.96
242501160	ENGBRETSON, AMY	OCT2024 MILEAGE	11/8/2024	234.16
242501161	FIRST SUPPLY LLC	171483-00	11/8/2024	39.96
242501162	FOLLETT CONTENT SOLUTIONS, LLC.	462971	11/8/2024	27.00
242501163	GRAFF, CHRISTOPHER	OCT2024 MILEAGE	11/8/2024	16.62
242501164	GRAINGER INC, WW	9301438231	11/8/2024	55.92
242501165	HECKEL, CORY	OCT2024 MILEAGE	11/8/2024	20.90
242501165	HECKEL, CORY	OCT2024 ITEM	11/8/2024	29.89
242501165	HECKEL, CORY	OCT2024 MILEAGEa	11/8/2024	63.92
242501165	HECKEL, CORY	OCT2024 ITEM	11/8/2024	74.24
242501166	HEID MUSIC COMPANY, INC.-APPLETON	3735789	11/8/2024	50.87
242501166	HEID MUSIC COMPANY, INC.-APPLETON	3741721	11/8/2024	50.87
242501166	HEID MUSIC COMPANY, INC.-APPLETON	3663324	11/8/2024	110.00
242501167	HEINZEN, ANN	OCT2024 ITEM	11/8/2024	24.95
242501168	HENRY, JOSEPH	REF 10292024	11/8/2024	70.00
242501169	HOBART SALES AND SERVICE INC	ZB99796	11/8/2024	3,414.58
242501170	HORST DISTRIBUTING INC	111141-000	11/8/2024	93.55
242501171	HUGILL, TODD	NOV2024 ITEM	11/8/2024	38.67
242501172	J.W. PEPPER & SON	36922508	11/8/2024	57.50
242501172	J.W. PEPPER & SON	366913285	11/8/2024	100.99
242501173	JANKE, TODD	REF 10292024	11/8/2024	70.00
242501173	JANKE, TODD	REF 11012024	11/8/2024	70.00
242501174	JULIOT, DAVID	REF 10292024	11/8/2024	70.00
242501174	JULIOT, DAVID	REF 11012024	11/8/2024	70.00
242501175	KAMINSKI, SARAH	OCT2024 MILEAGE	11/8/2024	166.09
242501176	KAMPMAYER, TERESSA	OCT2024 MILEAGEa	11/8/2024	88.11
242501177	KIELPINSKI, KELLY	45566	11/8/2024	201.00
242501178	KLEINSCHMIDT, KATHERINE	OCT2024 ITEM	11/8/2024	78.27
242501179	KLUEVER, JACKIE	OCT2024 MILEAGE	11/8/2024	39.80
242501180	KOLLROSS, LUCAS	OCT2024 CONF	11/8/2024	276.45
242501181	KWIK TRIP INC	00054784 OCT 2024	11/8/2024	25.30
242501181	KWIK TRIP INC	00054784 OCT 2024	11/8/2024	203.02
242501181	KWIK TRIP INC	00054784 OCT 2024	11/8/2024	264.36
242501181	KWIK TRIP INC	00054784 OCT 2024	11/8/2024	766.64
242501181	KWIK TRIP INC	00054784 OCT 2024	11/8/2024	1,017.02
242501182	KYLES CONSULTING LLC	1916	11/8/2024	1,550.00
242501183	LANCTIN, BRITTANY	SEP2024 MILEAGE	11/8/2024	80.13
242501184	LEHMAN, GINA	OCT2024 MILEAGE	11/8/2024	43.28
242501185	LUKASKO, TIFFANY	OCT2024 MILEAGE	11/8/2024	112.69
242501186	M3 INSURANCE SOLU INC	111553	11/8/2024	9,600.10
242501186	M3 INSURANCE SOLU INC	111553	11/8/2024	24,212.80

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242501186	M3 INSURANCE SOLU INC	111553	11/8/2024	29,292.90
242501187	MARATHON PEST CONTROL	60209	11/8/2024	35.00
242501187	MARATHON PEST CONTROL	60204	11/8/2024	38.00
242501187	MARATHON PEST CONTROL	60226	11/8/2024	38.00
242501187	MARATHON PEST CONTROL	60228	11/8/2024	38.00
242501187	MARATHON PEST CONTROL	60229	11/8/2024	43.00
242501188	MCMILLAN-HEHIR, HEATHER	OCT2024 MILEAGE	11/8/2024	66.67
242501189	MEISSEN, MORGAN	OCT2024 MILEAGE	11/8/2024	254.00
242501190	MESENBERG, BRADY	OCT2024 MILEAGE	11/8/2024	274.70
242501191	MURPHY, MELISSA	OCT2024 ITEM	11/8/2024	29.70
242501192	NASSCO INC - CUSTODIAL	6476159	11/8/2024	2.84
242501192	NASSCO INC - CUSTODIAL	6476159	11/8/2024	2.85
242501192	NASSCO INC - CUSTODIAL	6476159	11/8/2024	8.54
242501192	NASSCO INC - CUSTODIAL	6481313	11/8/2024	8.67
242501192	NASSCO INC - CUSTODIAL	6481313	11/8/2024	8.68
242501192	NASSCO INC - CUSTODIAL	6476159	11/8/2024	25.63
242501192	NASSCO INC - CUSTODIAL	6481313	11/8/2024	26.04
242501192	NASSCO INC - CUSTODIAL	86486106	11/8/2024	28.86
242501192	NASSCO INC - CUSTODIAL	6485400	11/8/2024	45.00
242501192	NASSCO INC - CUSTODIAL	6481313	11/8/2024	78.12
242501192	NASSCO INC - CUSTODIAL	6476159	11/8/2024	244.87
242501192	NASSCO INC - CUSTODIAL	6485399	11/8/2024	308.30
242501192	NASSCO INC - CUSTODIAL	6481313	11/8/2024	746.45
242501192	NASSCO INC - CUSTODIAL	6486778	11/8/2024	947.33
242501193	NATZKE, ANDREW	OCT2024 ITEM	11/8/2024	19.98
242501194	NEOLA, INC	111118	11/8/2024	1,375.00
242501195	NORTHCENTRAL TECH COLLEGE	CINV-204364	11/8/2024	277.64
242501195	NORTHCENTRAL TECH COLLEGE	CINV-204366	11/8/2024	410.80
242501195	NORTHCENTRAL TECH COLLEGE	CINV-204365	11/8/2024	525.70
242501195	NORTHCENTRAL TECH COLLEGE	CINV-204363	11/8/2024	525.70
242501195	NORTHCENTRAL TECH COLLEGE	CINV-204367	11/8/2024	606.94
242501195	NORTHCENTRAL TECH COLLEGE	CINV-204362	11/8/2024	939.60
242501196	OXFORD, JONENE	OCT2024 MILEAGE	11/8/2024	28.14
242501197	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/8/2024	161.12
242501197	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/8/2024	161.13
242501197	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/8/2024	350.00
242501197	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/8/2024	350.00
242501197	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/8/2024	376.54
242501197	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/8/2024	376.54
242501198	PAXTON PATTERSON	PSI-0005254	11/8/2024	1,046.94
242501199	PITNEY BOWES RESERVE ACCOUNT	103124	11/8/2024	2,000.00

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242501200	PLAZA, CAROL	OCT2024 MILEAGE	11/8/2024	114.97
242501201	RAVEY, TRACY	OCT2024 MILEAGE	11/8/2024	91.12
242501202	REGNIER, KATHRYN	NOV2024 ITEM	11/8/2024	250.00
242501203	RESCH, SAVANAH	OCT2024 MILEAGEa	11/8/2024	12.19
242501203	RESCH, SAVANAH	OCT2024 MILEAGE	11/8/2024	101.64
242501204	RICE, JULIE	SEP2024 MILEAGE	11/8/2024	13.07
242501204	RICE, JULIE	OCT2024 MILEAGE	11/8/2024	21.78
242501205	ROTHMEYER, MICHELLE	OCT2024 MILEAGE	11/8/2024	8.85
242501206	SCHOOL SPECIALTY, LLC.	3.08105E+11	11/8/2024	1,339.52
242501207	SCHUBRING, KAELYN	OCT2024 MILEAGE	11/8/2024	73.97
242501208	SOBIESCZYK, APRIL	OCT2024 MILEAGE	11/8/2024	26.00
242501209	STERLING WATER INC	342X12602200	11/8/2024	12.00
242501209	STERLING WATER INC	342X12594100	11/8/2024	2,186.50
242501210	TARRAS, STEPHEN	REF 10292024	11/8/2024	70.00
242501210	TARRAS, STEPHEN	REF 11012024	11/8/2024	70.00
242501211	TESKE, STEFANIE	OCT2024 MILEAGE	11/8/2024	71.15
242501212	TOTAL ELECTRIC SERVICE, INC.	W16455	11/8/2024	461.40
242501213	TREPTOW, FELECITY	OCT2024 MILEAGE	11/8/2024	93.67
242501214	TRETTER, TODD	OCT2024 MILEAGE	11/8/2024	27.94
242501215	TRIMNER, SARAH	OCT2024 MILEAGE	11/8/2024	115.11
242501216	TRZEBIATOWSKI, TAMMY	OCT2024 MILEAGE	11/8/2024	26.27
242501217	VIKING ELECTRIC SUPPLY	S008584533.002	11/8/2024	(486.29)
242501217	VIKING ELECTRIC SUPPLY	S008584533.003	11/8/2024	223.72
242501217	VIKING ELECTRIC SUPPLY	S008584533.001	11/8/2024	481.43
242501218	VLIETSTRA, ALISON	OCT2024 MILEAGE	11/8/2024	72.76
242501219	WENDORF, MICHAEL	OCT2024 ITEM	11/8/2024	16.37
242501220	WI PUBLIC SERVICE	5230761053	11/8/2024	29.04
242501220	WI PUBLIC SERVICE	5230761053	11/8/2024	2,770.09
242501221	WISNET	22802	11/8/2024	8,448.00
242501222	ZANDER, DALE	REF 10292024	11/8/2024	70.00
242501222	ZANDER, DALE	REF 11012024	11/8/2024	70.00
242501223	ZURAKOWSKI, AUSTIN	OCT2024 MILEAGE	11/8/2024	73.37
242501225	ABEL, SCOT	OCT2024 MILEAGE	11/15/2024	335.20
242501226	AMAZON CAPITAL SERVICES	13WM-MD91-6WJN	11/15/2024	(29.97)
242501226	AMAZON CAPITAL SERVICES	1JYL-1397-HNG9	11/15/2024	(27.59)
242501226	AMAZON CAPITAL SERVICES	1G3N-974V-GLWC	11/15/2024	8.89
242501226	AMAZON CAPITAL SERVICES	1X3R-1VM9-PWKQ	11/15/2024	8.99
242501226	AMAZON CAPITAL SERVICES	1RGD-YVQX-1T7X	11/15/2024	12.89
242501226	AMAZON CAPITAL SERVICES	1316-P3K3-GGNX	11/15/2024	14.63
242501226	AMAZON CAPITAL SERVICES	16HJ-XNRJ-1YMX	11/15/2024	19.98
242501226	AMAZON CAPITAL SERVICES	1TX3-VVLW-7X6C	11/15/2024	19.99

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242501226	AMAZON CAPITAL SERVICES	1K3T-KNCG-3LP4	11/15/2024	19.99
242501226	AMAZON CAPITAL SERVICES	1WW3-7WL4-GQFR	11/15/2024	20.18
242501226	AMAZON CAPITAL SERVICES	17DD-99CY-T6XC	11/15/2024	25.83
242501226	AMAZON CAPITAL SERVICES	17DD-99CY-6RF9	11/15/2024	27.83
242501226	AMAZON CAPITAL SERVICES	16PV-RDRQ-JQFD	11/15/2024	29.97
242501226	AMAZON CAPITAL SERVICES	13MF-Y9XD-4GDY	11/15/2024	33.96
242501226	AMAZON CAPITAL SERVICES	1QLV-79PQ-RN3J	11/15/2024	36.84
242501226	AMAZON CAPITAL SERVICES	144K-NCP3-93DC	11/15/2024	41.97
242501226	AMAZON CAPITAL SERVICES	1NMX-VLC7-71GC	11/15/2024	42.01
242501226	AMAZON CAPITAL SERVICES	1M6Q-QWQ6-47XF	11/15/2024	48.07
242501226	AMAZON CAPITAL SERVICES	1WQX-Y3VR-DFP1	11/15/2024	54.15
242501226	AMAZON CAPITAL SERVICES	1316-P3K3-969G	11/15/2024	60.64
242501226	AMAZON CAPITAL SERVICES	1CXR-X7KH-CQ3F	11/15/2024	64.99
242501226	AMAZON CAPITAL SERVICES	1HNX-C9JR-4YF9	11/15/2024	67.54
242501226	AMAZON CAPITAL SERVICES	16PV-RDRQ-NG1X	11/15/2024	69.29
242501226	AMAZON CAPITAL SERVICES	1FRF-TM1M-NH7Y	11/15/2024	69.29
242501226	AMAZON CAPITAL SERVICES	1DKJ-DYMT-XHHL	11/15/2024	69.99
242501226	AMAZON CAPITAL SERVICES	1FJQ-MRVQ-G1YY	11/15/2024	70.95
242501226	AMAZON CAPITAL SERVICES	1KVF-3VVQ-4HWR	11/15/2024	87.36
242501226	AMAZON CAPITAL SERVICES	1KKY-DVGJ-HFF3	11/15/2024	89.09
242501226	AMAZON CAPITAL SERVICES	19WR-MTR9-RN3C	11/15/2024	93.14
242501226	AMAZON CAPITAL SERVICES	1GMX-Y1XK-3T46	11/15/2024	94.01
242501226	AMAZON CAPITAL SERVICES	1PWW-JX46-4LYW	11/15/2024	117.50
242501226	AMAZON CAPITAL SERVICES	1MGM-QT7N-169F	11/15/2024	119.99
242501226	AMAZON CAPITAL SERVICES	1FT6-V63J-VGRX	11/15/2024	124.64
242501226	AMAZON CAPITAL SERVICES	1CXJ-MCXJ-CGXW	11/15/2024	181.82
242501226	AMAZON CAPITAL SERVICES	1KKY-DVGJ-JD3M	11/15/2024	208.65
242501226	AMAZON CAPITAL SERVICES	1X9C-VKN1-1KYJ	11/15/2024	213.30
242501226	AMAZON CAPITAL SERVICES	1YLF-1MCG-JXWK	11/15/2024	214.90
242501226	AMAZON CAPITAL SERVICES	13WM-MD91-XNWG	11/15/2024	224.40
242501226	AMAZON CAPITAL SERVICES	1F7D-KQ31-6WY6	11/15/2024	270.00
242501226	AMAZON CAPITAL SERVICES	1X1G-NWKY-1QV6	11/15/2024	380.96
242501226	AMAZON CAPITAL SERVICES	13WM-MD91-RMMF	11/15/2024	444.66
242501226	AMAZON CAPITAL SERVICES	1HKV-3VWR-7CVY	11/15/2024	612.97
242501226	AMAZON CAPITAL SERVICES	1MCJ-VY93-47CK	11/15/2024	674.06
242501226	AMAZON CAPITAL SERVICES	1CXR-X7KH-GTJ7	11/15/2024	773.24
242501226	AMAZON CAPITAL SERVICES	1XRJ-WKMY-RN69	11/15/2024	1,669.11
242501227	AWSA ASSOC WI SCHL ADM	40775	11/15/2024	500.00
242501228	BARKLEY, ASHLEE	NOV2024 ITEM	11/15/2024	125.00
242501229	BRECKE, ROXANNE	OCT2024 MILEAGE	11/15/2024	127.43
242501230	CARRIVEAU, KELLY	OCT2024 MILEAGE	11/15/2024	78.59

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242501231	CENTRAL PROGRAMS INC	PINV144568	11/15/2024	2,018.17
242501232	DEMCO, INC - ATTN:	7561942	11/15/2024	92.37
242501233	EDENS, SARAH	OCT2024 MILEAGE	11/15/2024	103.45
242501234	FIRST SUPPLY LLC	171899-00	11/15/2024	10.41
242501234	FIRST SUPPLY LLC	171985-00	11/15/2024	19.95
242501234	FIRST SUPPLY LLC	171228-00	11/15/2024	35.13
242501234	FIRST SUPPLY LLC	171721-00	11/15/2024	38.02
242501234	FIRST SUPPLY LLC	171943-00	11/15/2024	81.50
242501235	FOLLETT CONTENT SOLUTIONS, LLC.	462971F	11/15/2024	16.36
242501235	FOLLETT CONTENT SOLUTIONS, LLC.	469093F	11/15/2024	88.10
242501235	FOLLETT CONTENT SOLUTIONS, LLC.	469094	11/15/2024	89.08
242501235	FOLLETT CONTENT SOLUTIONS, LLC.	441045F	11/15/2024	103.81
242501235	FOLLETT CONTENT SOLUTIONS, LLC.	450158A	11/15/2024	440.56
242501235	FOLLETT CONTENT SOLUTIONS, LLC.	460642	11/15/2024	445.32
242501236	FOX, GRETCHEN	OCT2024 MILEAGE	11/15/2024	128.64
242501237	GLYNN, JOHN	OCT2024 MILEAGE	11/15/2024	15.48
242501238	GRAINGER INC, WW	9298901480	11/15/2024	5.04
242501238	GRAINGER INC, WW	9305286925	11/15/2024	20.64
242501238	GRAINGER INC, WW	9310644043	11/15/2024	261.00
242501239	GULDAN, DONNA	OCT2024 ITEM	11/15/2024	7.77
242501239	GULDAN, DONNA	OCT2024 MILEAGE	11/15/2024	53.07
242501240	HARTER'S FOX VALLEY DISPOSAL	954880	11/15/2024	5,707.71
242501241	HEBEIN, HALEY	OCT2024 MILEAGE	11/15/2024	322.14
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3748898	11/15/2024	(29.62)
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3741717	11/15/2024	30.00
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3745863	11/15/2024	40.00
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3741718	11/15/2024	66.00
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3699879	11/15/2024	85.50
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3720151	11/15/2024	85.50
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3720157	11/15/2024	85.50
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3699827	11/15/2024	100.50
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3737947	11/15/2024	135.50
242501242	HEID MUSIC COMPANY, INC.-APPLETON	3748612	11/15/2024	144.15
242501243	HOFFMAN, AARON	OCT2024 MILEAGE	11/15/2024	85.56
242501244	HOSTVEDT, JAMES	OCT2024 MILEAGE	11/15/2024	69.41
242501245	J.W. PEPPER & SON	366944401	11/15/2024	29.99
242501245	J.W. PEPPER & SON	366929260	11/15/2024	65.00
242501246	JENKIN, DOUGLAS	92024	11/15/2024	181.00
242501247	JOHNSON, ANN	OCT2024 MILEAGE	11/15/2024	74.57
242501247	JOHNSON, ANN	OCT2024 CONF	11/15/2024	568.55
242501248	KARCZ, KAYLIN	OCTNOV2024 ITEM	11/15/2024	34.92

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242501249	KINDLARSKI, JENNIFER	OCT2024 ITEM	11/15/2024	44.56
242501250	KOSS, RACHEL	OCT2024 MILEAGE	11/15/2024	305.86
242501251	LEPAK, MOLLY	OCT2024 MILEAGE	11/15/2024	119.73
242501252	LERCH, ANDREA	OCT2024 MILEAGE	11/15/2024	38.46
242501253	LINDELL, JEFF	OCT2024 MILEAGE	11/15/2024	74.37
242501254	LO, FOUA	55487	11/15/2024	29.20
242501255	MARATHON PEST CONTROL	60335	11/15/2024	40.00
242501256	MARCELLINO, ANTHONY	OCT2024 MILEAGE	11/15/2024	51.66
242501257	MEISSEN, MORGAN	NOV2024 ITEM	11/15/2024	250.00
242501258	MERRIAM, TERRY	OCTNOV2024 MILEAGE	11/15/2024	37.52
242501259	MEURETT, MOLLY	OCT2024 ITEM	11/15/2024	38.92
242501260	MID WISCONSIN BEVERAGE	2107776	11/15/2024	868.00
242501260	MID WISCONSIN BEVERAGE	2111955	11/15/2024	1,067.05
242501260	MID WISCONSIN BEVERAGE	2109801	11/15/2024	1,722.98
242501261	MISSISSIPPI WELDERS SUPPLY CO., INC	1816782	11/15/2024	209.25
242501262	NASSCO INC - CUSTODIAL	6488754	11/15/2024	31.99
242501262	NASSCO INC - CUSTODIAL	6487575	11/15/2024	203.55
242501262	NASSCO INC - CUSTODIAL	6489115	11/15/2024	247.50
242501262	NASSCO INC - CUSTODIAL	6487747	11/15/2024	982.99
242501262	NASSCO INC - CUSTODIAL	6488758	11/15/2024	1,066.24
242501262	NASSCO INC - CUSTODIAL	6488881	11/15/2024	5,735.84
242501263	NCS PEARSON INC	27058246	11/15/2024	3,319.99
242501264	NOWINSKY, MIKAYLA	OCT2024 MILEAGE	11/15/2024	106.20
242501265	OBOIKOVITZ, MALLORY	NOV2024 ITEM	11/15/2024	133.54
242501266	OLIGNEY, KELLI	OCT2024 MILEAGE	11/15/2024	161.47
242501267	OOSTERHUIS, JENNY	NOV2024 CONF	11/15/2024	278.00
242501268	OVERDRIVE INC	CD0258424276688	11/15/2024	1,000.00
242501268	OVERDRIVE INC	CD0258424345234	11/15/2024	3,000.00
242501269	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/15/2024	123.80
242501269	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/15/2024	123.80
242501269	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/15/2024	169.44
242501269	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/15/2024	169.44
242501270	PER MAR SECURITY SERVICES, INC.	3417326	11/15/2024	106.00
242501270	PER MAR SECURITY SERVICES, INC.	3417327	11/15/2024	106.00
242501270	PER MAR SECURITY SERVICES, INC.	3417328	11/15/2024	147.00
242501270	PER MAR SECURITY SERVICES, INC.	3417329	11/15/2024	147.00
242501270	PER MAR SECURITY SERVICES, INC.	3444147	11/15/2024	4,100.10
242501271	PERFORMANCE FOODSERVICE	625969	11/15/2024	601.50
242501271	PERFORMANCE FOODSERVICE	675843	11/15/2024	2,230.47
242501272	PHALEN, LISA	OCT2024 CONF	11/15/2024	237.94
242501273	PLAMANN, LIBERTAD	OCT2024 ITEM	11/15/2024	86.35

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242501274	PLATTA, KIYANN	OCT2024 MILEAGE	11/15/2024	16.89
242501275	PRAIRIE FARMS-WOODBURY, MN	45566	11/15/2024	32,903.74
242501276	REALLY GOOD STUFF, LLC	8685702	11/15/2024	21.76
242501277	RESCH, SAVANAH	NOV2024 ITEM	11/15/2024	250.00
242501278	ROCK RIDGE ORCHARD, LLC.	102924	11/15/2024	385.00
242501278	ROCK RIDGE ORCHARD, LLC.	102224	11/15/2024	630.00
242501279	SCHOOL DATEBOOKS	524-0290455	11/15/2024	40.19
242501280	SCHOOL SPECIALTY, LLC.	61725417	11/15/2024	751.31
242501280	SCHOOL SPECIALTY, LLC.	61671327	11/15/2024	1,617.51
242501281	SCHUELLER, DAWNEEN	NOV2024 CONF	11/15/2024	202.86
242501282	SCHULT, MATTHEW	OCT2024 MILEAGE	11/15/2024	39.80
242501283	SELLE, SUZANNE	OCT2024 MILEAGE	11/15/2024	10.45
242501284	SOMERVILLE ARCHITECTS	40003	11/15/2024	4,987.29
242501285	STREHLOW, TIMOTHY	NOV2024 CONF	11/15/2024	155.00
242501286	SUN PRINTING LLC	150864	11/15/2024	382.00
242501287	SYBELDON, THERESA	OCT2024 ITEM	11/15/2024	12.66
242501287	SYBELDON, THERESA	OCT2024 ITEMa	11/15/2024	17.86
242501288	THOMPSON, KELLY	OCT2024 MILEAGE	11/15/2024	52.80
242501289	U.S. WATER, LLC.	183876	11/15/2024	149.95
242501290	VERNIER SOFTWARE & TECHNOLOGY INC	5507529	11/15/2024	37.00
242501291	VIKING ELECTRIC SUPPLY	S008605410.001	11/15/2024	(132.37)
242501291	VIKING ELECTRIC SUPPLY	S008598227.002	11/15/2024	76.13
242501291	VIKING ELECTRIC SUPPLY	S008598227.001	11/15/2024	263.30
242501291	VIKING ELECTRIC SUPPLY	S008616436.001	11/15/2024	264.23
242501292	WANTA, DAVID	OCT2024 CONF	11/15/2024	34.08
242501293	WELLER, JULIE	OCT2024 MILEAGE	11/15/2024	264.18
242501294	WELSH, SARA	OCT2024 MILEAGE	11/15/2024	59.09
242501295	WI PUBLIC SERVICE	5242068085	11/15/2024	383.66
242501295	WI PUBLIC SERVICE	5241609782	11/15/2024	542.39
242501295	WI PUBLIC SERVICE	5240353910	11/15/2024	607.63
242501295	WI PUBLIC SERVICE	5240193563	11/15/2024	678.19
242501295	WI PUBLIC SERVICE	5240850648	11/15/2024	712.46
242501295	WI PUBLIC SERVICE	5240269617	11/15/2024	925.46
242501296	WILLEMS, VALERIE	NOV2024 CONF	11/15/2024	311.72
242501297	DC EVEREST EDUCATION FOUNDATION, INC	20241115ADGTCC	11/15/2024	518.77
242501298	AMAZON CAPITAL SERVICES	1MJY-YQG1-TCGK	11/22/2024	(119.99)
242501298	AMAZON CAPITAL SERVICES	19V6-9XF6-6HL3	11/22/2024	5.09
242501298	AMAZON CAPITAL SERVICES	19V6-9XF6-VDDC	11/22/2024	5.89
242501298	AMAZON CAPITAL SERVICES	1MJY-YQG1-W4L6	11/22/2024	7.99
242501298	AMAZON CAPITAL SERVICES	1X9T-X6JN-3RRY	11/22/2024	7.99
242501298	AMAZON CAPITAL SERVICES	13GV-Q9VG-667X	11/22/2024	9.99

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242501298	AMAZON CAPITAL SERVICES	1DKM-GWRQ-3T1F	11/22/2024	11.92
242501298	AMAZON CAPITAL SERVICES	1YTR-Y339-61PR	11/22/2024	12.89
242501298	AMAZON CAPITAL SERVICES	1K7V-JCXT-6XTQ	11/22/2024	12.99
242501298	AMAZON CAPITAL SERVICES	1T1Y-QYW6-4DRX	11/22/2024	18.49
242501298	AMAZON CAPITAL SERVICES	1QXK-YFL1-3M7K	11/22/2024	19.50
242501298	AMAZON CAPITAL SERVICES	1VHX-T4W6-QRQ6	11/22/2024	19.98
242501298	AMAZON CAPITAL SERVICES	1DF3-14X6-3JHL	11/22/2024	19.99
242501298	AMAZON CAPITAL SERVICES	1RXV-T9FD-JLCT	11/22/2024	20.48
242501298	AMAZON CAPITAL SERVICES	1WJP-WYTV-JJ4T	11/22/2024	24.46
242501298	AMAZON CAPITAL SERVICES	144K-NCP3-F7P4	11/22/2024	24.78
242501298	AMAZON CAPITAL SERVICES	1WNR-LDM1-3CTK	11/22/2024	26.99
242501298	AMAZON CAPITAL SERVICES	1KFJ-NGM4-CPVL	11/22/2024	27.98
242501298	AMAZON CAPITAL SERVICES	1X7C-FC9J-VHC4	11/22/2024	30.29
242501298	AMAZON CAPITAL SERVICES	146C-PWX1-464V	11/22/2024	34.82
242501298	AMAZON CAPITAL SERVICES	1Y97-YHCM-79XM	11/22/2024	39.91
242501298	AMAZON CAPITAL SERVICES	1KJM-CK76-6L4M	11/22/2024	41.70
242501298	AMAZON CAPITAL SERVICES	14XT-GKPT-VGCC	11/22/2024	41.78
242501298	AMAZON CAPITAL SERVICES	1FQ6-CQPL-4KTP	11/22/2024	43.18
242501298	AMAZON CAPITAL SERVICES	1Y1C-K1PQ-4KKY	11/22/2024	46.46
242501298	AMAZON CAPITAL SERVICES	1VHX-T4W6-L3C6	11/22/2024	52.50
242501298	AMAZON CAPITAL SERVICES	1QJP-DQRW-CF34	11/22/2024	54.54
242501298	AMAZON CAPITAL SERVICES	1933-MF7J-6NKH	11/22/2024	55.32
242501298	AMAZON CAPITAL SERVICES	1KTY-X3ND-3MLN	11/22/2024	57.59
242501298	AMAZON CAPITAL SERVICES	1R73-HM4R-HWH1	11/22/2024	61.48
242501298	AMAZON CAPITAL SERVICES	1WF1-DFLM-39FW	11/22/2024	63.02
242501298	AMAZON CAPITAL SERVICES	1FTF-7RTX-N3R9	11/22/2024	64.30
242501298	AMAZON CAPITAL SERVICES	1JP4-YKWH-HF7X	11/22/2024	69.98
242501298	AMAZON CAPITAL SERVICES	17XH-7GFV-QQ9R	11/22/2024	79.51
242501298	AMAZON CAPITAL SERVICES	1RGH-4PM9-6LPP	11/22/2024	90.98
242501298	AMAZON CAPITAL SERVICES	1G46-CRHM-NHNP	11/22/2024	94.98
242501298	AMAZON CAPITAL SERVICES	1L6C-X67F-4C7L	11/22/2024	97.94
242501298	AMAZON CAPITAL SERVICES	1G4C-FGWD-KKTX	11/22/2024	99.95
242501298	AMAZON CAPITAL SERVICES	173D-VPM4-7T4K	11/22/2024	101.76
242501298	AMAZON CAPITAL SERVICES	133M-N4XQ-6C6M	11/22/2024	106.70
242501298	AMAZON CAPITAL SERVICES	1GDF-XGH9-DFC1	11/22/2024	107.51
242501298	AMAZON CAPITAL SERVICES	1D7P-RLT6-146L	11/22/2024	112.74
242501298	AMAZON CAPITAL SERVICES	1WR4-J6HX-1YXW	11/22/2024	113.87
242501298	AMAZON CAPITAL SERVICES	1CGN-3G9T-XGWP	11/22/2024	121.80
242501298	AMAZON CAPITAL SERVICES	1JHG-3FKX-RF31	11/22/2024	123.78
242501298	AMAZON CAPITAL SERVICES	149G-3NYM-KMXG	11/22/2024	143.78
242501298	AMAZON CAPITAL SERVICES	17HQ-XVFH-HDRV	11/22/2024	144.99

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242501298	AMAZON CAPITAL SERVICES	1H3D-QP3M-XNW6	11/22/2024	148.06
242501298	AMAZON CAPITAL SERVICES	1G3M-193V-39WR	11/22/2024	194.00
242501298	AMAZON CAPITAL SERVICES	1DXT-Q6TQ-4CC9	11/22/2024	197.89
242501298	AMAZON CAPITAL SERVICES	1RDV-6VCR-1LKX	11/22/2024	214.47
242501298	AMAZON CAPITAL SERVICES	1413-QLDQ-PXRR	11/22/2024	238.31
242501298	AMAZON CAPITAL SERVICES	1N4H-9LYP-C1XV	11/22/2024	239.97
242501298	AMAZON CAPITAL SERVICES	1DKT-RXLC-X9H6	11/22/2024	241.12
242501298	AMAZON CAPITAL SERVICES	1MDT-RYYJ-1JT3	11/22/2024	355.74
242501298	AMAZON CAPITAL SERVICES	1QJP-DQRW-PNY3	11/22/2024	357.20
242501298	AMAZON CAPITAL SERVICES	1CH7-YK1Q-3CM3	11/22/2024	358.58
242501299	APPERSON EDUCATION PRODUCTS INC	INV200882	11/22/2024	260.75
242501300	AWSA ASSOC WI SCHL ADM	40814	11/22/2024	267.00
242501301	BRECKE, CHAD	NOV2024 ITEM	11/22/2024	106.81
242501302	BUCHBERGER, LAWRENCE	REF 11112024	11/22/2024	70.00
242501303	CARRICO AQUATIC RESOURCES, INC	20247174	11/22/2024	469.07
242501304	CENTRAL PROGRAMS INC	PINV144654	11/22/2024	3,305.81
242501304	CENTRAL PROGRAMS INC	PINV144653	11/22/2024	4,597.54
242501304	CENTRAL PROGRAMS INC	PINV144730	11/22/2024	6,901.93
242501304	CENTRAL PROGRAMS INC	PINV144669	11/22/2024	8,825.63
242501305	CESA 9	19398	11/22/2024	225.00
242501306	CONWAY, DEBRA	WRK 11112024	11/22/2024	70.00
242501307	DAY, MARLA	WRK 11112024	11/22/2024	70.00
242501308	ECONOMICS WISCONSIN	24FALL45	11/22/2024	25.00
242501309	FIRST SUPPLY LLC	171947-00	11/22/2024	81.19
242501310	FOLLETT SOFTWARE, LLC	1564001	11/22/2024	125.71
242501311	FOLLETT CONTENT SOLUTIONS, LLC.	448725F	11/22/2024	49.94
242501311	FOLLETT CONTENT SOLUTIONS, LLC.	469094F	11/22/2024	317.22
242501311	FOLLETT CONTENT SOLUTIONS, LLC.	460642A	11/22/2024	420.07
242501312	GRAINGER INC, WW	9314664781	11/22/2024	46.60
242501313	GRAYKOWSKI'S DISTRIBUTING LLC	2796	11/22/2024	105.00
242501314	HACK, THOMAS	REF 11112024	11/22/2024	70.00
242501315	HAHN, NATHAN	NOV2024 ITEM	11/22/2024	40.74
242501316	HOBART SALES AND SERVICE INC	ZB99946	11/22/2024	59.00
242501317	HORST DISTRIBUTING INC	110497-001	11/22/2024	122.56
242501317	HORST DISTRIBUTING INC	111285-000	11/22/2024	208.42
242501318	INTEGRITY FIRE PROTECTION LLC	67071	11/22/2024	293.00
242501319	JANKE, TODD	REF 11112024	11/22/2024	70.00
242501320	JIRIK, KRISTIN	NOV2024 ITEM	11/22/2024	114.17
242501321	JULIOT, DAVID	REF 11112024	11/22/2024	70.00
242501322	LANCTIN, BRITTANY	OCT2024 MILEAGE	11/22/2024	158.19
242501323	M3 INSURANCE SOLU INC	116911	11/22/2024	141.60

**DC EVEREST AREA SCHOOL DISTRICT  
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242501324	MARATHON PEST CONTROL	60393	11/22/2024	38.00
242501324	MARATHON PEST CONTROL	60399	11/22/2024	38.00
242501324	MARATHON PEST CONTROL	60400	11/22/2024	38.00
242501324	MARATHON PEST CONTROL	60388	11/22/2024	45.00
242501325	MID WISCONSIN BEVERAGE	MULT2024NOV	11/22/2024	203.49
242501325	MID WISCONSIN BEVERAGE	2111969	11/22/2024	975.80
242501325	MID WISCONSIN BEVERAGE	2113643	11/22/2024	1,035.12
242501325	MID WISCONSIN BEVERAGE	2.11364E+14	11/22/2024	1,341.68
242501325	MID WISCONSIN BEVERAGE	MULT2024NOV	11/22/2024	4,953.31
242501326	NASSCO INC - CUSTODIAL	6491352	11/22/2024	44.10
242501326	NASSCO INC - CUSTODIAL	6491837	11/22/2024	68.77
242501326	NASSCO INC - CUSTODIAL	6490666	11/22/2024	326.75
242501326	NASSCO INC - CUSTODIAL	6492157	11/22/2024	2,438.08
242501327	NATZKE, ANDREW	NOV2024 ITEM	11/22/2024	15.98
242501328	NORTHWAY COMMUNICATIONS INC	119929	11/22/2024	71.40
242501328	NORTHWAY COMMUNICATIONS INC	119900	11/22/2024	300.00
242501328	NORTHWAY COMMUNICATIONS INC	119900	11/22/2024	321.05
242501329	OBOIKOVITZ, MALLORY	NOV2024 ITEMa	11/22/2024	58.04
242501330	OFFICE ENTERPRISES INC	567770	11/22/2024	2,138.79
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+12	11/22/2024	42.00
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+12	11/22/2024	42.00
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	56.00
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	56.00
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	61.90
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	61.90
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	61.90
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	61.90
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	61.90
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	75.90
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	75.90
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	123.80
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	123.80
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	137.80
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	137.80
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	156.15
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	156.15
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	468.10
242501331	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	11/22/2024	468.10
242501332	PERFORMANCE FOODSERVICE	MUL NOV Per 2024	11/22/2024	228.86
242501332	PERFORMANCE FOODSERVICE	690386	11/22/2024	238.68
242501332	PERFORMANCE FOODSERVICE	MUL NOV Per 2024	11/22/2024	326.82
242501332	PERFORMANCE FOODSERVICE	MUL NOV Per 2024	11/22/2024	388.54

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242501332	PERFORMANCE FOODSERVICE	698172	11/22/2024	633.74
242501332	PERFORMANCE FOODSERVICE	690386	11/22/2024	662.77
242501333	PISCA, SARAH	OCT Group Fit	11/22/2024	689.00
242501334	REI ENGINEERING, INC	48815	11/22/2024	3,498.35
242501335	RESCH, KAMI	NOV2024 ITEM	11/22/2024	250.43
242501336	ROCK RIDGE ORCHARD, LLC.	110524	11/22/2024	1,260.00
242501336	ROCK RIDGE ORCHARD, LLC.	111224	11/22/2024	1,295.00
242501337	ROSE, AMANDA	NOV2024 MILEAGE	11/22/2024	155.44
242501338	SEEHAFFER, DAWN	NOV2024 ITEM	11/22/2024	68.33
242501339	SOCIAL THINKING PUBLISHING	INV012566	11/22/2024	139.44
242501340	STASHEK, JACQUELINE	OCT2024 MILEAGE	11/22/2024	141.97
242501341	SUN PRINTING LLC	146247 150851	11/22/2024	279.00
242501342	TARRAS, STEPHEN	REF 11112024	11/22/2024	70.00
242501343	TEAM SPORTING GOODS INC	AAG032142-AC03	11/22/2024	72.00
242501343	TEAM SPORTING GOODS INC	031877-AC05	11/22/2024	659.45
242501344	THAO, YER	OCT2024 MILEAGE	11/22/2024	31.36
242501345	TREANKLER, STEVEN	OCTNOV2024 ITEM	11/22/2024	169.69
242501346	U.S. WATER, LLC.	183747	11/22/2024	169.00
242501347	WI DEPT OF PUBLIC INST	255-0000064410	11/22/2024	1,500.00
242501348	WI LIBRARY SERVICES, INC.	502139	11/22/2024	81.68
242501349	WISZ, CHANNING	Group Fitness Oct	11/22/2024	62.50
242501350	YANG-VONGPHAKDY, MANEE	NOV2024 CONF	11/22/2024	119.00
242501351	ZANDER, DALE	REF 11112024	11/22/2024	70.00
242501353	WI PUBLIC SERVICE	5230108137	11/22/2024	19.23
242501353	WI PUBLIC SERVICE	5229294355	11/22/2024	27.13
242501353	WI PUBLIC SERVICE	5229934172	11/22/2024	37.18
242501353	WI PUBLIC SERVICE	5230138783	11/22/2024	42.70
242501353	WI PUBLIC SERVICE	5229955698	11/22/2024	45.56
242501353	WI PUBLIC SERVICE	5204769384	11/22/2024	52.89
242501353	WI PUBLIC SERVICE	5229926713	11/22/2024	55.96
242501353	WI PUBLIC SERVICE	5229243041	11/22/2024	129.53
242501353	WI PUBLIC SERVICE	5229876410	11/22/2024	143.80
242501353	WI PUBLIC SERVICE	5230396974	11/22/2024	149.02
242501353	WI PUBLIC SERVICE	5230138783	11/22/2024	154.56
242501353	WI PUBLIC SERVICE	5229404697	11/22/2024	207.99
242501353	WI PUBLIC SERVICE	5229488404	11/22/2024	301.82
242501353	WI PUBLIC SERVICE	5230109413	11/22/2024	458.14
242501353	WI PUBLIC SERVICE	5228927638	11/22/2024	630.89
242501353	WI PUBLIC SERVICE	5229675321	11/22/2024	632.57
242501353	WI PUBLIC SERVICE	5229297839	11/22/2024	694.12
242501353	WI PUBLIC SERVICE	5229876410	11/22/2024	844.63

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242501353	WI PUBLIC SERVICE	5229781893	11/22/2024	1,261.91
242501353	WI PUBLIC SERVICE	5230262004	11/22/2024	3,827.16
242501353	WI PUBLIC SERVICE	5229675321	11/22/2024	4,275.84
242501353	WI PUBLIC SERVICE	5229297839	11/22/2024	4,655.54
242501353	WI PUBLIC SERVICE	5229600907	11/22/2024	4,984.93
242501353	WI PUBLIC SERVICE	5230743925	11/22/2024	6,439.02
242501353	WI PUBLIC SERVICE	5229783965	11/22/2024	11,945.91
242501353	WI PUBLIC SERVICE	5229495381	11/22/2024	12,057.93
242501353	WI PUBLIC SERVICE	5230534035	11/22/2024	16,094.57
242501353	WI PUBLIC SERVICE	5229162391	11/22/2024	19,191.31
242501354	AMAZON CAPITAL SERVICES	1KHG-19VN-FY16	11/29/2024	(80.58)
242501354	AMAZON CAPITAL SERVICES	1CPY-GJX3-G1WR	11/29/2024	(21.98)
242501354	AMAZON CAPITAL SERVICES	13HV-QQYR-FTPM	11/29/2024	11.89
242501354	AMAZON CAPITAL SERVICES	1FFC-JDFT-H1QT	11/29/2024	12.18
242501354	AMAZON CAPITAL SERVICES	1LFR-RDNL-K1VN	11/29/2024	12.99
242501354	AMAZON CAPITAL SERVICES	1DC4-KVJH-9RG1	11/29/2024	13.84
242501354	AMAZON CAPITAL SERVICES	1RWX-GXX4-3QJ9	11/29/2024	13.95
242501354	AMAZON CAPITAL SERVICES	1DCW-WHLR-DFQW	11/29/2024	18.51
242501354	AMAZON CAPITAL SERVICES	1PYN-YRHV-6H9D	11/29/2024	19.98
242501354	AMAZON CAPITAL SERVICES	1DC4-KVJH-6GPX	11/29/2024	21.78
242501354	AMAZON CAPITAL SERVICES	1Y9Q-KLRQ-F663	11/29/2024	21.98
242501354	AMAZON CAPITAL SERVICES	1RYC-VQQQ-4LR9	11/29/2024	23.83
242501354	AMAZON CAPITAL SERVICES	1VRH-JL73-4YHH	11/29/2024	23.98
242501354	AMAZON CAPITAL SERVICES	1XCT-CH4M-KYHD	11/29/2024	26.41
242501354	AMAZON CAPITAL SERVICES	1J96-QMMG-XLQK	11/29/2024	26.99
242501354	AMAZON CAPITAL SERVICES	1X4K-7K9V-KPD3	11/29/2024	26.99
242501354	AMAZON CAPITAL SERVICES	114F-V1GH-FTGH	11/29/2024	30.18
242501354	AMAZON CAPITAL SERVICES	1P1D-NYJK-KHCH	11/29/2024	30.36
242501354	AMAZON CAPITAL SERVICES	1DF3-3JCW-4R7V	11/29/2024	37.00
242501354	AMAZON CAPITAL SERVICES	1LFR-RDNL-FPX7	11/29/2024	39.99
242501354	AMAZON CAPITAL SERVICES	14VR-FFX6-6HMK	11/29/2024	43.19
242501354	AMAZON CAPITAL SERVICES	1RVV-7F19-93P1	11/29/2024	45.63
242501354	AMAZON CAPITAL SERVICES	1HYF-DJK1-949D	11/29/2024	47.56
242501354	AMAZON CAPITAL SERVICES	1H64-1K7J-G7WC	11/29/2024	51.99
242501354	AMAZON CAPITAL SERVICES	1LQV-PCR1-VRJN	11/29/2024	54.49
242501354	AMAZON CAPITAL SERVICES	1DC4-KVJH-9RG1	11/29/2024	59.91
242501354	AMAZON CAPITAL SERVICES	11PY-TYGR-6HYY	11/29/2024	60.45
242501354	AMAZON CAPITAL SERVICES	11HD-LVPR-4Y3M	11/29/2024	65.79
242501354	AMAZON CAPITAL SERVICES	1XVT-DYNT-9X99	11/29/2024	68.09
242501354	AMAZON CAPITAL SERVICES	1XCT-CH4M-6Y4R	11/29/2024	69.30
242501354	AMAZON CAPITAL SERVICES	1WC4-7L7R-4T1N	11/29/2024	86.46

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242501354	AMAZON CAPITAL SERVICES	11VP-61K7-CPGC	11/29/2024	87.38
242501354	AMAZON CAPITAL SERVICES	1WYR-CCLT-GJMF	11/29/2024	91.52
242501354	AMAZON CAPITAL SERVICES	1G9C-PK79-3CQR	11/29/2024	95.86
242501354	AMAZON CAPITAL SERVICES	1V4F-NW7D-6DKD	11/29/2024	103.43
242501354	AMAZON CAPITAL SERVICES	1MLQ-P6VH-7MNR	11/29/2024	119.82
242501354	AMAZON CAPITAL SERVICES	13GV-Q9VG-N1TQ	11/29/2024	127.84
242501354	AMAZON CAPITAL SERVICES	1YP1-JP1K-61WL	11/29/2024	131.72
242501354	AMAZON CAPITAL SERVICES	1VC3-VDG7-6K3W	11/29/2024	138.36
242501354	AMAZON CAPITAL SERVICES	1WYR-CCLT-LYT3	11/29/2024	149.22
242501354	AMAZON CAPITAL SERVICES	1CPY-GJX3-KW49	11/29/2024	274.05
242501354	AMAZON CAPITAL SERVICES	1V9P-HN17-KJY1	11/29/2024	297.18
242501354	AMAZON CAPITAL SERVICES	1FFR-9YFV-7MKH	11/29/2024	302.76
242501354	AMAZON CAPITAL SERVICES	1X4K-7K9V-FFYG	11/29/2024	339.07
242501354	AMAZON CAPITAL SERVICES	1111-VF7H-9JKD	11/29/2024	704.58
242501354	AMAZON CAPITAL SERVICES	1FG6-J9TT-YT77	11/29/2024	962.96
242501355	BACA, MELANIE	OCT2024 MILEAGE	11/29/2024	48.37
242501356	BACKGROUND INVESTIGATION BUREAU, LLC	INV-59421	11/29/2024	14.00
242501357	BOLEN, NICHELLE	NOV2024 ITEM	11/29/2024	4.49
242501358	BUKOWSKI, JENNIFER	NOV2024 ITEM	11/29/2024	50.00
242501359	CARRICO AQUATIC RESOURCES, INC	20246280	11/29/2024	27.00
242501359	CARRICO AQUATIC RESOURCES, INC	20247533	11/29/2024	492.57
242501359	CARRICO AQUATIC RESOURCES, INC	20246158	11/29/2024	2,162.00
242501360	COMPLETE OFFICE OF WI INC	821383	11/29/2024	483.95
242501361	DAY, MARLA	WRK 11182024	11/29/2024	70.00
242501362	FIRST SUPPLY LLC	172604-00	11/29/2024	111.83
242501363	FOLLETT CONTENT SOLUTIONS, LLC.	469096	11/29/2024	246.70
242501363	FOLLETT CONTENT SOLUTIONS, LLC.	469660	11/29/2024	808.08
242501364	FRANCE PROPANE SERVICE, INC.	340578	11/29/2024	946.45
242501365	GILBERTSON, KENDRA	NOV2024 ITEM	11/29/2024	108.36
242501366	GRAFF, CHRISTOPHER	NOV2024 MILEAGE	11/29/2024	8.84
242501367	GRAINGER INC, WW	9320284483	11/29/2024	688.54
242501368	HEID MUSIC COMPANY, INC.-APPLETON	3762671	11/29/2024	52.48
242501368	HEID MUSIC COMPANY, INC.-APPLETON	3754877	11/29/2024	201.77
242501369	HOOD, PHILLIP	NOV2024 ITEM	11/29/2024	16.48
242501370	HORST DISTRIBUTING INC	111086-000	11/29/2024	287.30
242501371	JANKE, TODD	REF 11182024	11/29/2024	70.00
242501372	JEHN, TAYLOR	NOV2024 ITEM	11/29/2024	50.00
242501373	JULIOT, DAVID	REF 11182024	11/29/2024	70.00
242501374	KAF CZYNSKI, MORGAN	NOV2024 MILEAGE	11/29/2024	7.50
242501375	LEHNERT, MADDIE	NOV2024 ITEM	11/29/2024	180.00
242501376	LOY, EMILY	OCT2024 MILEAGE	11/29/2024	121.94

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242501377	MARATHON PEST CONTROL	604000	11/29/2024	4.00
242501377	MARATHON PEST CONTROL	60396	11/29/2024	42.00
242501378	NASSCO INC - CUSTODIAL	6492831	11/29/2024	609.28
242501379	NORTHWAY COMMUNICATIONS INC	119824	11/29/2024	120.00
242501379	NORTHWAY COMMUNICATIONS INC	119940	11/29/2024	201.25
242501380	RAASCH, MICHELE	SEP-NOV2024 ITEM	11/29/2024	138.43
242501381	RESCH, SAVANAH	NOV2024 MILEAGE	11/29/2024	25.39
242501381	RESCH, SAVANAH	NOV2024 MILEAGEa	11/29/2024	73.77
242501382	SINKULA, WESTON	NOV2024 ITEM	11/29/2024	39.95
242501383	SONDELSKI, TRACI	NOV2024 ITEM	11/29/2024	14.98
242501384	SUCKOW, ELLEN	NOV2024 ITEM	11/29/2024	13.08
242501385	SUN PRINTING LLC	150053	11/29/2024	514.00
242501386	TARRAS, STEPHEN	REF 11182024	11/29/2024	70.00
242501387	THOMPSON, SARAH	NOV2024 CONF	11/29/2024	245.22
242501388	TREPTOW, FELECITY	NOV2024 CONF	11/29/2024	216.67
242501389	TRETTER, TODD	NOV2024 MILEAGE	11/29/2024	32.83
242501390	US OMNI & TSACG COMPLIANCE SERVICES	115103	11/29/2024	289.52
242501391	WESOLOWSKI, ALLEN	REF 11182024	11/29/2024	70.00
242501392	DC EVEREST EDUCATION FOUNDATION, INC	20241129ADGTCC	11/29/2024	518.77
242501393	AMAZON CAPITAL SERVICES	11VP-61K7-QNK3	11/29/2024	18.99
242501393	AMAZON CAPITAL SERVICES	1KLC-L499-7LGP	11/29/2024	22.99
242501393	AMAZON CAPITAL SERVICES	1NX9-YMVW-4PQW	11/29/2024	25.17
242501393	AMAZON CAPITAL SERVICES	1NVP-9HX7-XNNF	11/29/2024	30.41
242501393	AMAZON CAPITAL SERVICES	1WQL-W3TD-4Q3H	11/29/2024	98.93
242501394	BAILEY, SARAH	NOV2024 MILEAGE	11/29/2024	13.27
242501395	BULLIS, LAUREN	NOV2024 MILEAGE	11/29/2024	96.48
242501396	ENGBRETSON, AMY	NOV2024 MILEAGE	11/29/2024	131.45
242501397	LEHNERT, MADDIE	NOV2024 MILEAGE	11/29/2024	5.90
242501398	MADISON NATL LIFE INS CO	45627	11/29/2024	7,216.38
242501398	MADISON NATL LIFE INS CO	45627	11/29/2024	12,136.55
242501399	RAASCH, MICHELE	NOV2024 ITEM	11/29/2024	52.75
242501400	SECURIAN FINANCIAL GROUP, INC.	45627	11/29/2024	924.80
242501400	SECURIAN FINANCIAL GROUP, INC.	45627	11/29/2024	3,794.99
242501400	SECURIAN FINANCIAL GROUP, INC.	45627	11/29/2024	8,419.79
242501400	SECURIAN FINANCIAL GROUP, INC.	45627	11/29/2024	8,455.44
242501401	SECURITY HEALTH PLAN	45627	11/29/2024	858,822.21
242501402	SONDELSKI, TRACI	NOV2024 ITEMa	11/29/2024	14.99
242501403	THOMPSON, KELLY	NOV2024 MILEAGE	11/29/2024	29.21
				<b>2,592,669.68</b>

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4200057	ELITE CUSTOM CABINetry, INC.	2759	11/8/2024	50,000.00
4200058	JAS CONSTRUCTION, LLC	4128	11/8/2024	18,360.00
4200058	JAS CONSTRUCTION, LLC	4129	11/8/2024	12,240.00
4200058	JAS CONSTRUCTION, LLC	4130	11/8/2024	12,000.00
4200058	JAS CONSTRUCTION, LLC	4518B	11/8/2024	109,420.35
4200059	DC EVEREST AREA SCHOOL DISTRICT	DCE-WORDEN	11/14/2024	130,570.41
4200060	H2I GROUP, INC	241311	11/14/2024	4,810.00
4200061	GRAPHIC HOUSE, INC.	8928	11/22/2024	1,687.00
4200061	GRAPHIC HOUSE, INC.	9006	11/22/2024	476.00
4200061	GRAPHIC HOUSE, INC.	FC265	11/22/2024	7.46
242501224	THE BOLDT COMPANY	103990-0022-FINAL	11/14/2024	575,731.99
242501352	SOMERVILLE ARCHITECTS	40002	11/22/2024	977.50
				<b>916,280.71</b>

Account Level		Beginning	2024-25	2024-25	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	-2,381,941.15	54,672,369.67	50,806,552.83	1,483,875.69
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	15,200,137.06	15,205,528.74	-5,391.68
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	87.00	3,950.00	1,050.00	2,987.00
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	22,503,343.40	31,571,835.51	47,326,271.94	6,748,906.97
10 A 000 000 712001 000 000 000	GENERAL FUND/CD E-COMMERCE CASH ACCOUNT	67.20	447.90	515.10	0.00
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	832,526.54	17,644.57	0.00	850,171.11
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,362,352.67	12,972,900.00	7,362,352.67	12,972,900.00
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	19,414.91	19,982.41	39,246.61	150.71
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	49,663.40	29,831.70	19,831.70
10 A 000 000 715420 000 000 000	GENERAL FUND/CE RECEIVABLE FROM CESA	0.00	0.00	0.00	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	152,042.87	0.00	152,042.87	0.00
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	315,648.34	111,408.10	422,214.71	4,841.73
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	260,981.89	0.00	84,541.58	176,440.31
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	-398,501.41	11,748,517.16	11,350,015.75	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	-53,186.00	610,947.36	557,761.36	0.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-227,415.71	2,608,312.09	2,380,896.38	0.00
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	1,338,457.43	1,338,457.43	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-65,027.12	556,096.53	696,943.79	-205,874.38
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-750,700.39	2,568,561.20	2,571,057.75	-753,196.94
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

Account Level		Beginning	2024-25	2024-25	Ending
Fd T Loc Obj Func Prj DeptJob	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
10 L 000 000 811632 000 000 000	GENERAL FUND/DE DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811633 000 000 000	GENERAL FUND/DI DISABILITY INS DEDUCTION	-14,317.24	72,227.77	58,428.13	-517.60
10 L 000 000 811634 000 000 000	GENERAL FUND/SP SPOUSE/DEP'T LIFE INSURANCE	-2,769.84	4,496.75	4,283.64	-2,556.73
10 L 000 000 811635 000 000 000	GENERAL FUND/DE DEPENDENT CARE - CHPT125	15,022.03	18,700.98	29,439.19	4,283.82
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	-493.37	41,814.79	40,946.42	375.00
10 L 000 000 811640 000 000 000	GENERAL FUND/UN UNITED WAY	0.00	7,507.81	7,507.81	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	73,370.65	-73,370.65
10 L 000 000 811644 000 000 000	GENERAL FUND/DE DENTAL INS. - SELF PAY - COBRA	0.00	0.00	6,240.50	-6,240.50
10 L 000 000 811645 000 000 000	GENERAL FUND/LI LIFE INS - EMPLOYER CONTRIBUTI	-24,748.59	48,018.86	39,957.79	-16,687.52
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	-5,204.16	18,542.62	18,272.79	-4,934.33
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	0.00	0.00	0.00
10 L 000 000 811654 000 000 000	GENERAL FUND/GT GREENHECK TURNER CTR DONATIONS	0.00	6,706.47	6,706.47	0.00
10 L 000 000 811655 000 000 000	GENERAL FUND/V V VISION PLAN (DELTA)	126.49	20,943.93	19,756.23	1,314.19
10 L 000 000 811656 000 000 000	GENERAL FUND/V V SHORT TERM DISABILITY	7,011.65	37,062.71	35,075.38	8,998.98
10 L 000 000 811665 000 000 000	GENERAL FUND/RO ROTH 403(B)	0.00	56,731.65	56,731.65	0.00
10 L 000 000 811670 000 000 000	GENERAL FUND/TS TSA'S	0.00	330,777.41	330,777.41	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 GIFT CARDS OR CERTIFICATES	0.00	11,190.00	11,190.00	0.00
10 L 000 000 811699 000 000 000	GENERAL FUND/MI MISCELLANEOUS DEDUCTION	0.00	14,633.75	14,633.75	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	29,850,395.59	29,850,395.59	0.00
10 L 000 000 811820 000 000 000	GENERAL FUND/VO VOUCHERS PAYABLE	-3,712,632.73	3,712,632.73	0.00	0.00
10 L 000 000 812000 000 000 000	GENERAL FUND/DU Due To Other Funds	-2,127,472.63	2,127,472.63	0.00	0.00
10 L 000 000 813500 000 000 000	GENERAL FUND/DU DUE TO STATE GOVERNMENT	-582.04	0.00	0.00	-582.04
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	0.00	0.00	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	637,534.00	-637,534.00
10 L 000 000 816000 000 000 000	GENERAL FUND/DE DEFERRED REVENUES	0.00	0.00	0.00	0.00

Fd T Loc		Obj Func		Prj	DeptJob		Account Level		Beginning	2024-25		2024-25	Ending
Fd T Loc		Obj Fu			Description		Balance	FYTD Debits	FYTD Credits	Balance			
10	L	000	000	816200	000	000	000	GENERAL FUND/DE	DEFERRED REVENUE STATE AID	0.00	0.00	0.00	0.00
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	-1,093,066.16	5,105,128.83	4,135,889.86	-123,827.19
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	-179,305.60	511,771.87	413,883.04	-81,416.77
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	1,491,408.84	1,888,257.85	-396,849.01
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	-33,767.38	386,795.69	195,953.95	157,074.36
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)	-20,397,493.47	30,512,624.50	30,238,303.26	-20,123,172.23
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	208,438,816.57	208,438,816.57	0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Description	Beginning	2024-25		Ending
										Balance	FYTD Debits	FYTD Credits	Balance
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI	CASH	232,156.12	1,594,329.69	5,112,229.00	-3,285,743.19
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI	PAYROLL CLEARANCE ACCOUNT	0.00	4,694,146.31	4,694,146.31	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	1,392,412.76	1,392,412.76	0.00
27	A	000	000	713200	000	000	000	SPECIAL EDUCATI	ACCOUNTS RECEIVABLE	19,393.87	0.00	19,393.87	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	0.00	0.00	0.00
27	A	000	000	715600	000	000	000	SPECIAL EDUCATI	DUE FROM FED GOVERNMENT	895,453.65	11,526.50	906,980.15	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	-3,914.98	405,756.38	401,841.40	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	-11,431.18	11,431.18	0.00	0.00
27	L	000	000	811611	000	000	000	SPECIAL EDUCATI	SOCIAL SECURITY TAX	-48,878.18	48,878.18	0.00	0.00
27	L	000	000	811620	000	000	000	SPECIAL EDUCATI	RETIREMENT DEDUCTION	-55,155.65	55,155.65	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	-2,345.61	2,345.61	0.00	0.00
27	L	000	000	811645	000	000	000	SPECIAL EDUCATI	LIFE INS - EMPLOYER CONTRIBUTI	-1,345.03	1,345.11	0.08	0.00
27	L	000	000	811815	000	000	000	SPECIAL EDUCATI	NET EFT PAYABLE	0.00	6,637,400.40	6,637,400.40	0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATI	VOUCHERS PAYABLE	-799,354.56	799,354.56	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	0.00	0.00	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	0.00	0.00	0.00
27	L	000	000	817101	000	000	000	SPECIAL EDUCATI	SECURITY PREMIUM PAYABLE	-206,991.48	206,991.48	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	-17,586.97	17,586.97	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	100,289.21	118,514.62	-18,225.41
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	5,267,386.88	1,963,418.28	3,303,968.60
27	-	---	---	-----	---	---	---			0.00	21,246,336.87	21,246,336.87	0.00

		Account Level		Beginning	2024-25		2024-25	Ending									
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
50	A	000	000	711000	000	000	000	FOOD SERVICE FU					CASH	1,192,263.42	1,044,888.35	1,924,580.48	312,571.29
50	A	000	000	711100	000	000	000	FOOD SERVICE FU					PAYROLL CLEARANCE ACCOUNT	0.00	609,367.23	609,367.23	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	678.10	756.00	0.00	1,434.10
50	A	000	000	712000	000	000	000	FOOD SERVICE FU					INVESTMENTS	0.00	564,445.24	564,445.24	0.00
50	A	000	000	712001	000	000	000	FOOD SERVICE FU					FS INTERNET CASH ACCOUNT	0.14	402,203.54	276,588.90	125,614.78
50	A	000	000	713200	000	000	000	FOOD SERVICE FU					ACCOUNTS RECEIVABLE	0.00	0.00	0.00	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	93,522.32	0.00	93,522.32	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	-157,512.04	1,313,091.20	1,155,579.16	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	-206.74	206.74	0.00	0.00
50	L	000	000	811611	000	000	000	FOOD SERVICE FU					SOCIAL SECURITY TAX	-883.60	883.60	0.00	0.00
50	L	000	000	811620	000	000	000	FOOD SERVICE FU					RETIREMENT DEDUCTION	-983.37	983.37	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	641,228.60	641,228.60	0.00
50	L	000	000	811820	000	000	000	FOOD SERVICE FU					VOUCHERS PAYABLE	-14,250.99	14,250.99	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	-123,801.18	0.00	0.00	-123,801.18
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	20,919.79	22,871.27	-1,951.48
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	-988,826.06	1,792,986.75	1,118,028.20	-313,867.51
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	2024-25		2024-25	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</u>	<u>Debits</u>	<u>FYTD</u>	<u>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	6,406,211.40		6,406,211.40		0.00

		Account Level		Beginning	2024-25		2024-25	Ending									
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
80	A	000	000	711000	000	000	000						COMMUNITY SERVI CASH	32,322.86	931,629.32	1,184,846.33	-220,894.15
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	737,805.99	737,805.99	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	0.00	0.00	0.00
80	A	000	000	712001	000	000	000						COMMUNITY SERVI ECOMMERCE - COMMUNITY SERVICE	17,191.53	81,035.21	78,673.90	19,552.84
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	207,086.77	0.00	204,777.57	2,309.20
80	A	000	000	713205	000	000	000						COMMUNITY SERVI RECEIVABLES - UNCOLLECTED GHF	0.00	0.00	0.00	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	-67,128.13	361,159.08	294,030.95	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	-537.25	537.25	0.00	0.00
80	L	000	000	811611	000	000	000						COMMUNITY SERVI SOCIAL SECURITY TAX	-2,297.33	2,297.33	0.00	0.00
80	L	000	000	811620	000	000	000						COMMUNITY SERVI RETIREMENT DEDUCTION	-1,096.80	1,096.80	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	815,879.31	815,879.31	0.00
80	L	000	000	811820	000	000	000						COMMUNITY SERVI VOUCHERS PAYABLE	-37,052.88	37,052.88	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	-59,840.39	59,840.39	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	-3,225.59	3,225.59	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	-6,439.75	6,439.75	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	-2,508.41	2,508.41	250.00	-250.00
80	L	000	000	816909	000	000	000						COMMUNITY SERVI DEF.REV.- H.S. HOCKEY	-750.00	750.00	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	2024-25	2024-25	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
80 L 000 000 816915 000 000 000	COMMUNITY SERVI DEFFERED REVENUE - GTCC TURF	-1,099.20	1,099.20	0.00	0.00
80 L 000 000 816916 000 000 000	COMMUNITY SERVI DEFERRED REVENUE - YOUTH HOCKE	-160.00	160.00	0.00	0.00
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	2,344.46	3,282.46	-938.00
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	-77,587.74	1,166,352.47	1,338,409.13	-249,644.40
80 Q 000 000 936900 000 904 000	COMMUNITY SERVI MEMBERSHIP ASSISTANCE PROGRAM	0.00	0.00	3,510.72	-3,510.72
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	1,842.31	15,252.92	15,000.00	2,095.23
80 - - - - -		0.00	4,676,466.36	4,676,466.36	0.00

Fd T Loc Obj Func	Prj DeptJob	Fd T Loc Obj Fu	Account Level Description	Beginning Balance	2024-25 FYTD Debits	2024-25 FYTD Credits	Ending Balance
Grand Asset Totals				31,755,872.45	127,134,884.76	139,229,918.80	19,660,838.41
Grand Liability Totals				-10,260,040.11	72,876,584.93	64,632,362.66	-2,015,817.84
Grand Equity Totals				-21,495,832.34	40,756,361.51	36,905,549.74	-17,645,020.57
Grand Totals				0.00	240,767,831.20	240,767,831.20	0.00

Number of Accounts: 246

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00090	transfer to align Title II with DPI approved	2024-2025	12/06/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to align Title II with DPI approved budget (St. John)	10 E 809 310 299000 365 013 000		12/05/2024	0.00	364.03
2		transfer to align Title II with DPI approved budget (St. John)	10 E 809 343 299000 365 013 000		12/05/2024	364.03	0.00
3		transfer to align Title II with DPI approved budget	10 E 809 100 120000 365 809 205		12/05/2024	0.00	25,250.00
4		transfer to align Title II with DPI approved budget	10 E 809 100 221300 365 809 205		12/05/2024	0.00	6,750.00
5		transfer to align Title II with DPI approved budget	10 E 809 212 120000 365 809 205		12/05/2024	0.00	1,873.00
6		transfer to align Title II with DPI approved budget	10 E 809 212 221300 365 809 205		12/05/2024	0.00	115.00
7		transfer to align Title II with DPI approved budget	10 E 809 222 120000 365 809 205		12/05/2024	0.00	1,852.00
8		transfer to align Title II with DPI approved budget	10 E 809 222 221300 365 809 205		12/05/2024	0.00	520.00
9		transfer to align Title II with DPI approved budget	10 E 809 140 221300 365 809 207		12/05/2024	21,680.00	0.00
10		transfer to align Title II with DPI approved budget	10 E 809 212 221300 365 809 207		12/05/2024	1,600.00	0.00
11		transfer to align Title II with DPI approved budget	10 E 809 222 221300 365 809 207		12/05/2024	1,740.00	0.00
12		transfer to align Title II with DPI approved budget	10 E 809 411 299000 365 809 000		12/05/2024	5,000.00	0.00
13		transfer to align Title II with DPI approved budget	10 E 809 310 221300 365 809 000		12/05/2024	500.00	0.00
14		transfer to align Title II with DPI approved budget	10 E 809 342 221300 365 809 000		12/05/2024	5,840.00	0.00
TOTALS						36,724.03	36,724.03

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00089	Transfer funds to cover purchases	2024-2025	12/04/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer funds to cover purchases	10 E 200 415 127000 000 127 000		12/04/2024	26.44	0.00
2		transfer funds to cover purchases	10 E 200 440 127000 000 127 000		12/04/2024	0.00	26.44
TOTALS						26.44	26.44

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00088	Transfer funds to cover accounts	2024-2025	12/04/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer funds	10 E 200 360 127000 000	127 000	12/04/2024	29.52	0.00
2		transfer funds	10 E 200 440 127000 000	127 000	12/04/2024	0.00	29.52
TOTALS						29.52	29.52

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00087	Transfer funds to cover Newsella for ELA and	2024-2025	12/04/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer funds to cover Newsella for ELA and Social Studies	10 E 200 360 241000 000	241 000	12/04/2024	2,188.56	0.00
2		Transfer funds to cover Newsella for ELA and Social Studies	10 E 200 440 241000 000	241 000	12/04/2024	0.00	2,188.56
TOTALS						2,188.56	2,188.56

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00086	Transfer to cover fees	2024-2025	12/04/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer fee from General Supply (Math) to cover white board table.	10 E 200 440 124000 000	124 000	12/04/2024	138.93	0.00
2		Transfer fee to non-cap equipment to cover purchase of white board table.	10 E 200 411 124000 000	124 000	12/04/2024	0.00	138.93
TOTALS						138.93	138.93

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00085	transfer to cover overage	2024-2025	12/04/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover overage	10 E 824 342 211000 000	212 000	12/04/2024	0.00	250.00
2		transfer to cover overage	10 E 824 342 213200 000	212 000	12/04/2024	250.00	0.00
TOTALS						250.00	250.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00084	Created new account for Retail Sales	2024-2025	12/02/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Vending Food	80 E 861 415 395000 000	650 000	12/02/2024	0.00	3,000.00
2		New account for vending retail sales	80 E 861 450 395000 000	640 000	12/02/2024	3,000.00	0.00
TOTALS						3,000.00	3,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00083	funds for staff tshirts	2024-2025	12/02/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for staff tshirts	10 E 300 411 241000 000 241 000		12/02/2024	0.00	708.00
2		funds for staff tshirts	10 E 300 420 120000 000 241 000		12/02/2024	708.00	0.00
TOTALS						708.00	708.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00082	Funds transfer to cover additional DARE T shi	2024-2025	12/02/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds transfer to cover additional DARE T shirts	10 E 824 411 211000 000 212 000		12/02/2024	0.00	160.00
2		Funds transfer to cover additional DARE T shirts	10 E 824 420 110000 000 212 000		12/02/2024	160.00	0.00
TOTALS						160.00	160.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00081	Replace glasses broken by student - unexpecte	2024-2025	11/27/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Replace glasses broken by student - unexpected purchase	27 E 809 310 158000 341 809 000		11/26/2024	0.00	670.00
2		Replace glasses broken by student - unexpected purchase	27 E 809 324 254410 341 809 000		11/26/2024	670.00	0.00
TOTALS						670.00	670.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00080	Odyssey 360 to 432	2024-2025	11/26/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		From info tech	10 E 105 360 222200 031 220 000		11/26/2024	0.00	0.89
2		To Library books	10 E 105 432 222200 031 220 000		11/26/2024	0.89	0.00
TOTALS						0.89	0.89

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00079	Kiln relays, thermostats, & coils needed	2024-2025	11/25/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		SH art travel not needed	10 E 400 342 121000 000 121 000		11/25/2024	0.00	350.00
2		Dues and fees not needed	10 E 400 940 121000 000 121 000		11/25/2024	0.00	90.00
3		pupil travel not needed	10 E 400 341 256770 000 121 000		11/25/2024	0.00	150.00
4		tech supplies not needed	10 E 400 481 121000 000 121 000		11/25/2024	0.00	461.50
5		kiln relays, thermostats and coils needed	10 E 400 411 121000 000 121 000		11/25/2024	1,051.50	0.00
TOTALS						1,051.50	1,051.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00078	Funds needed for Lamers Bus invoice	2024-2025	11/25/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DCE to NCTC invoice	10 E 300 411 127000 000 127 000		11/25/2024	0.00	1,107.12
2		DCE to NCTC Invoice	10 E 300 342 127000 000 127 000		11/25/2024	1,107.12	0.00
TOTALS						1,107.12	1,107.12

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00077	To bring account to zero and cover expenses	2024-2025	11/25/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To bring account 10e8094111136000577809000 to zero and cover additional expenses	10 E 809 310 136000 577 809 000		11/25/2024	0.00	984.55
2		To bring account 10e8094111136000577809000 to zero and cover additional expenses	10 E 809 411 136000 577 809 000		11/25/2024	984.55	0.00
TOTALS						984.55	984.55

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00076	To cover food for Holiday Party	2024-2025	11/22/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover food for Holiday Party	10 E 301 411 129000 000 301 000		11/22/2024	0.00	200.00
2		To cover food for Holiday Party	10 E 301 415 129000 000 301 000		11/22/2024	200.00	0.00
TOTALS						200.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00075	Funds moved from Art budget to Equipment comp	2024-2025	11/22/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Kiln repair	10 E 104 411 121000 000 121 000		11/22/2024	0.00	179.16
2		Kiln repair	10 E 104 460 121000 000 121 000		11/22/2024	179.16	0.00
TOTALS						179.16	179.16

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00074	Funds Shorted in other CTE Accounts	2024-2025	11/22/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed in 105809411136000577809000 and 105809342135000577809000 per Aaron Hoffman	10 E 809 310 136000 577 809 000		11/22/2024	0.00	426.38
2		Naval Jelly Purchase and PCard transaction	10 E 809 411 136000 577 809 000		11/22/2024	70.88	0.00
3		Travel for FACE	10 E 809 342 135000 577 809 000		11/22/2024	355.50	0.00
TOTALS						426.38	426.38

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00073	SCHOOL MENTAL HEALTH GRANT	2024-2025	11/21/2024	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		SCHOOL MENTAL HEALTH GRANT	10 E 809 100 219000 297 809 505		11/21/2024	12,000.00	0.00
		SCHOOL MENTAL HEALTH GRANT					
2		SCHOOL MENTAL HEALTH GRANT	10 E 809 222 219000 297 809 505		11/21/2024	918.00	0.00
		SCHOOL MENTAL HEALTH GRANT					
3		SCHOOL MENTAL HEALTH GRANT	10 E 809 411 219000 297 809 000		11/21/2024	0.00	12,000.00
		SCHOOL MENTAL HEALTH GRANT					
4		SCHOOL MENTAL HEALTH GRANT	10 E 809 100 264400 297 809 205		11/21/2024	0.00	918.00
		SCHOOL MENTAL HEALTH GRANT					
TOTALS						12,918.00	12,918.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00072	Musical/Drama show materials, items	2024-2025	11/21/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		musical advertising is paid for, not as expensive as thought	10 E 300 351 122600 000 125 000		11/21/2024	0.00	305.77
2		plywood for musical set construction	10 E 300 411 122600 000 125 000		11/21/2024	305.77	0.00
TOTALS						305.77	305.77

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00071	Tr funds to proper acct for a additional staf	2024-2025	11/20/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from 417 to 420	10 E 108 417 110000 000 241 000		11/20/2024	0.00	50.00
2		Tr from 417 to 420	10 E 108 420 110000 000 241 000		11/20/2024	50.00	0.00
TOTALS						50.00	50.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00070	GTCC Fitness Instructor Transfer to Salary Ac	2024-2025	11/20/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		GTCC Fitness Instructor Transfer to Salary Account (Per Meeting with Aaron Mull)	80 E 861 310 393000 000 300 000		11/20/2024	0.00	3,000.00
2		GTCC Fitness Instructor Transfer to Salary Account	80 E 860 100 310000 000 320 205		11/20/2024	3,000.00	0.00
TOTALS						3,000.00	3,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00069	TB-TRANSFER TO PAY FOR UW STUDENT COLLEGE CLA	2024-2025	11/20/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER TO PAY FOR UW STUDENT COLLEGE CLASSES FROM CORRECT ACCOUNT	10 E 809 387 431000 000 809 000		11/20/2024	974.60	0.00
2		TB-TRANSFER TO PAY FOR UW STUDENT COLLEGE CLASSES FROM CORRECT ACCOUNT	10 E 809 389 431000 000 809 000		11/20/2024	0.00	974.60
TOTALS						974.60	974.60

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00068	Generation Genius Subscription	2024-2025	11/20/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Wendorf Subscription	10 E 200 411 126000 000 126 000		11/20/2024	0.00	225.00
2		Wendorf Subscription	10 E 200 360 126000 000 126 000		11/20/2024	225.00	0.00
TOTALS						225.00	225.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00067	transfer to align Title IV with DPI approved	2024-2025	11/19/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to align Title IV with DPI approved -evacuation chair at Rothschild	10 E 809 440 120000 381 809 000		11/19/2024	0.00	1,350.00
2		transfer to align Title IV with DPI approved -evacuation chair at Rothschild	10 E 809 440 219000 381 809 000		11/19/2024	1,350.00	0.00
TOTALS						1,350.00	1,350.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00066	transfer to purchase math intervention resour	2024-2025	11/19/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to purchase math intervention resource (Weston)	10 E 809 490 221400 141 809 000		11/19/2024	0.00	150.00
2		transfer to purchase math intervention resource (Weston)	10 E 809 362 124000 141 809 000		11/19/2024	150.00	0.00
TOTALS						150.00	150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00065	TB-TRANSFER TO PAY FOR STUDENT COLLEGE CLASSE	2024-2025	11/19/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER TO PAY FOR STUDENT COLLEGE CLASSES FROM CORRECT ACCOUNT	10 E 809 385 431000 000 809 000		11/19/2024	0.00	974.60

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00065	TB-TRANSFER TO PAY FOR STUDENT COLLEGE CLASSE	2024-2025	11/19/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		TB-TRANSFER TO PAY FOR STUDENT COLLEGE CLASSES FROM CORRECT ACCOUNT	10 E 809 389 431000 000 809 000		11/19/2024	974.60	0.00
TOTALS						974.60	974.60

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00064	Transfer to IDEA Info Tech for WSDLC	2024-2025	11/18/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		From Idea Library books	10 E 301 432 222200 031 220 000		11/18/2024	0.00	81.68
2		To Idea Info Tech	10 E 301 360 222200 031 220 000		11/18/2024	81.68	0.00
TOTALS						81.68	81.68

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00063	Transfer funds from general account to food a	2024-2025	11/18/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer funds from general account to food account.	10 E 823 411 126241 000 210 000		11/18/2024	0.00	132.00
2		Transfer funds from general account to food account.	10 E 823 415 126241 000 210 000		11/18/2024	132.00	0.00
TOTALS						132.00	132.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00062	Move general funds to food accounts for Twin	2024-2025	11/14/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Move general funds to food accounts for Twin Oaks	10 E 823 411 126241 000 210 000		11/14/2024	0.00	665.73
2		Move general funds to food accounts for Twin Oaks	10 E 823 415 126241 000 210 000		11/14/2024	665.73	0.00
TOTALS						665.73	665.73

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00061	transfer to align Title IV with DPI approved	2024-2025	11/14/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to align Title IV with DPI approved budget -trauma training by social worker at our wraparound daycare 4K sites	10 E 809 100 219000 381 809 205		11/14/2024	0.00	850.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00061	transfer to align Title IV with DPI approved	2024-2025	11/14/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		transfer to align Title IV with DPI approved budget -trauma training by social worker at our wraparound daycare 4K sites	10 E 809 100 212200 381 809 205		11/14/2024	850.00	0.00
3		transfer to align Title IV with DPI approved budget -trauma training by social worker at our wraparound daycare 4K sites	10 E 809 212 219000 381 809 205		11/14/2024	0.00	60.00
4		transfer to align Title IV with DPI approved budget -trauma training by social worker at our wraparound daycare 4K sites	10 E 809 212 212200 381 809 205		11/14/2024	60.00	0.00
5		transfer to align Title IV with DPI approved budget -trauma training by social worker at our wraparound daycare 4K sites	10 E 809 222 219000 381 809 205		11/14/2024	0.00	65.00
6		transfer to align Title IV with DPI approved budget -trauma training by social worker at our wraparound daycare 4K sites	10 E 809 222 212200 381 809 205		11/14/2024	65.00	0.00
7		transfer to align Title IV with DPI approved budget -TeamBuildr strength training software for Jr & Sr High	10 E 809 310 219000 381 809 000		11/14/2024	0.00	2,400.00
8		transfer to align Title IV with DPI approved budget -TeamBuildr strength training software for Jr & Sr High	10 E 809 362 110000 381 809 000		11/14/2024	2,400.00	0.00
11		transfer to align Title IV with DPI approved budget -Second Step for Newman at St Mark	10 E 809 482 110000 381 014 000		11/14/2024	0.00	749.00
12		transfer to align Title IV with DPI approved budget -Second Step for Newman at St Mark	10 E 809 371 431000 381 014 000		11/14/2024	749.00	0.00
13		transfer to align Title IV with DPI approved budget -Polar licenses for three PE Teachers	10 E 809 440 253000 381 809 000		11/14/2024	0.00	1,050.00
14		transfer to align Title IV with DPI approved budget -Polar licenses for three PE Teachers	10 E 809 310 221200 381 809 000		11/14/2024	1,050.00	0.00
TOTALS						5,174.00	5,174.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00060	MS Social Studies Budget Transfer	2024-2025	11/13/2024	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MS Social Studies Budget Transfer	10 E 200 440 127000 000 127 000		11/13/2024	60.00	0.00
		MS Social Studies Budget Transfer					
2		MS Social Studies Budget Transfer	10 E 200 551 127000 000 127 000		11/13/2024	0.00	60.00
		MS Social Studies Budget Transfer					
TOTALS						60.00	60.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00059	MS Social Studies Budget Transfer	2024-2025	11/13/2024	Web Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		MS Social Studies Budget Transfer	10 E 200 360 127000 000 127 000		11/13/2024	445.00	0.00
		MS Social Studies Budget Transfer					
2		MS Social Studies Budget Transfer	10 E 200 940 127000 000 127 000		11/13/2024	0.00	445.00
		MS Social Studies Budget Transfer					
TOTALS						445.00	445.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00058	Cover laptop purchase	2024-2025	11/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Cover laptop purchase	10 E 300 432 222200 031 220 000		11/13/2024	0.00	865.00
2		Cover laptop purchase	10 E 300 482 222200 031 220 000		11/13/2024	865.00	0.00
TOTALS						865.00	865.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00057	Support for the Substitute Workshop Sign In	2024-2025	11/13/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Support for the Substitute Workshop Sign In	10 E 836 310 264100 000 264 000		11/13/2024	0.00	695.82
2		Support for the Substitute Workshop Sign In	10 E 824 310 221300 000 212 000		11/13/2024	0.00	695.82
3		Support for the Substitute Workshop Sign In	10 E 814 321 295000 000 232 000		11/13/2024	0.00	695.82
4		Support for the Substitute Workshop Sign In	10 E 820 341 256770 000 210 000		11/13/2024	0.00	695.82
5		Support for the Substitute Workshop Sign In	10 E 809 140 110000 000 809 207		11/13/2024	1,850.00	0.00
6		Support for the Substitute Workshop Sign In	10 E 809 222 110000 000 809 207		11/13/2024	141.71	0.00
7		Support for the Substitute Workshop Sign In	10 E 809 212 110000 000 809 207		11/13/2024	24.15	0.00
8		Support for the Substitute Workshop Sign In	10 E 809 140 110000 000 809 507		11/13/2024	700.00	0.00
9		Support for the Substitute Workshop Sign In	10 E 809 222 110000 000 809 507		11/13/2024	53.62	0.00
10		Support for the Substitute Workshop Sign In	10 E 809 212 110000 000 809 507		11/13/2024	13.80	0.00
TOTALS						2,783.28	2,783.28

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00056	Pat On The Back Expense Transfer to T/C Budge	2024-2025	11/12/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Pat On The Back Expense Transfer to T/C Budget	10 E 811 999 231100 000 231 000		11/12/2024	0.00	2,400.00
2		Pat On The Back Expense Transfer to T/C Budget	10 E 836 146 264200 000 809 980		11/12/2024	2,095.00	0.00
3		Pat On The Back Expense Transfer to T/C Budget	10 E 836 212 264200 000 809 980		11/12/2024	145.00	0.00
4		Pat On The Back Expense Transfer to T/C Budget	10 E 836 222 264200 000 809 980		11/12/2024	160.00	0.00
TOTALS						2,400.00	2,400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00055	Account entry error?	2024-2025	11/12/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Account entry error?	10 E 102 411 125000 000 125 000		11/12/2024	100.00	0.00
2		Account entry error?	10 E 102 411 254410 000 125 000		11/12/2024	0.00	100.00
TOTALS						100.00	100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00054	Instrument Repairs	2024-2025	11/12/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Instrument Repair invoices Heid	10 E 400 411 125000 000 125 000		11/12/2024	0.00	271.50
2		Instrument Repair Invoices Heid	10 E 400 324 254200 000 125 000		11/12/2024	271.50	0.00
TOTALS						271.50	271.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00053	transfer to cover purchases	2024-2025	11/11/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover purchases (postcards and workbooks)	10 E 828 411 110000 000 828 000		11/11/2024	0.00	750.00
2		transfer to cover purchases (postcards)	10 E 828 354 110000 000 828 000		11/11/2024	250.00	0.00
3		transfer to cover purchases (workbooks)	10 E 828 472 110000 000 828 000		11/11/2024	500.00	0.00
TOTALS						750.00	750.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00052	Transfer from Building Committees to Subscrip	2024-2025	11/11/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from Building Committees to Subscriptions	10 E 103 411 241000 000 241 000		11/11/2024	0.00	20.68
2		Transfer from Building Committees to Subscriptions	10 E 103 439 110000 000 241 000		11/11/2024	20.68	0.00
TOTALS						20.68	20.68

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00051	Transfer portion of Idea private school set-a	2024-2025	11/08/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover purchase for private school	27 E 809 411 156600 341 012 000		11/07/2024	0.00	373.00
2		Transfer to cover digital license purchase for private school	27 E 809 362 158000 341 012 000		11/07/2024	373.00	0.00
TOTALS						373.00	373.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00050	transfer to align Title III with approved DPI	2024-2025	11/07/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to align Title III with approved DPI budget (sal/ben)	10 E 809 100 171000 391 809 205		11/07/2024	0.00	5,206.00
2		transfer to align Title III with approved DPI budget (sal/ben)	10 E 809 100 219000 391 809 504		11/07/2024	5,206.00	0.00
3		transfer to align Title III with approved DPI budget (sal/ben)	10 E 809 212 171000 391 809 205		11/07/2024	0.00	840.00
4		transfer to align Title III with approved DPI budget (sal/ben)	10 E 809 212 219000 391 809 504		11/07/2024	840.00	0.00
5		transfer to align Title III with approved DPI budget (sal/ben)	10 E 809 222 171000 391 809 205		11/07/2024	0.00	400.00
6		transfer to align Title III with approved DPI budget (sal/ben)	10 E 809 222 219000 391 809 504		11/07/2024	400.00	0.00
TOTALS						6,446.00	6,446.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00049	funds moved from technology to office	2024-2025	11/07/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer from technology to office budget	10 E 104 481 110000 000 241 000		11/07/2024	0.00	300.00
2		transfer from technology to office budget	10 E 104 411 110000 000 241 000		11/07/2024	300.00	0.00
TOTALS						300.00	300.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00048	funds to cover account	2024-2025	11/07/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds to cover account	10 E 300 342 241000 000 241 000		11/07/2024	0.00	139.00
2		funds to cover account	10 E 300 342 221300 000 241 000		11/07/2024	139.00	0.00
TOTALS						139.00	139.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
24-00047	transfer to align Title III with approved DPI	2024-2025	11/07/2024	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to align Title III with approved DPI budget	10 E 809 310 221300 391 809 000		11/07/2024	0.00	2,500.00
2		transfer to align Title III with approved DPI budget (conf. registration to conf. travel)	10 E 809 342 221300 391 809 000		11/07/2024	1,500.00	0.00
3		transfer to align Title III with approved DPI budget (increase EL Club snack budget)	10 E 809 415 171000 391 809 000		11/07/2024	1,000.00	0.00
4		transfer to align Title III with approved DPI budget (from textbooks to software)	10 E 809 470 171000 391 809 000		11/07/2024	0.00	5,000.00
5		transfer to align Title III with approved DPI budget (from textbooks to software)	10 E 809 362 171000 391 809 000		11/07/2024	5,000.00	0.00
TOTALS						7,500.00	7,500.00

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

Approval to Apply for Grant

A copy of all grant applications must be submitted to the Curriculum Office.

1. Obtain your principal's signature on this document.
  - a. **Prior to submitting your request**, send original and completed grant application to Curriculum Office at the Administration Building.
  - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: Thriving Together: Collaborative Approaches to Wellness

Funding Source: Aspirus Health

Name(s) of Grant Writer(s):


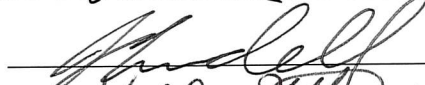
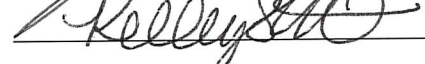
Name	Signature	Email
<u>Gina Lehman</u>	<u></u>	<u>gilehman@dce.k12.wi.us</u>

Amount Requested: \$ 5000 Total Project Cost: \$ 39192.85


Targeted Age Group/Grade: Staff School: DCE & Wausau

Date of Request: 10/25/24

Signatures:

Principal Approval:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u></u>
Assist. Superintendent of Learning:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u></u>
Assist. Supt. of Business/Personnel:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u></u>

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u></u>
School Board Clerk:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u></u>

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

Approved 2/7/2022





## Aspirus Health Foundation Grant Application & Guidelines

### **Grant Application Process**

The Aspirus Health Foundation accepts grant applications to support programs and services within Aspirus Wausau Hospital and the Aspirus Health System. Grant requests are considered on a bi-monthly basis, though exceptions will be made for requests that need more immediate attention. Grant applications are reviewed by the Foundation and ratified by the Foundation Board of Directors where appropriate.

### **Deadline for Application**

- **Applications are due the 1st Monday in January, March, May, July, September, and November.** *Note: applications received after the deadline will be reviewed in the following grant cycle.*
- The Committee reserves the right to request an in-person presentation by the department at a Committee or Board meeting.
- All applications or questions about the process should be emailed to: [ahf@aspirus.org](mailto:ahf@aspirus.org)

### **Grant Eligibility**

Any department or program within the hospital is eligible to apply. **Grant applications must include a program budget or equipment quote and the department manager's or director's signature.**

### **Grant Criteria**

#### **Funded projects will:**

- Support the Mission of Aspirus Health to heal people, promote health and strengthen communities.
- Advance and strengthen the quality of healthcare services for patients and families using innovative approaches
- Demonstrate reasonable and measurable outcomes that have a long-term impact
- Support programs that are essential to the provision of high-quality services

### **Types of Grants Funded**

- **Program Grants** support new programs or services, or expansion of existing programs or services that impact the patients and families served by Aspirus.
- **Capital Grants** support the remodeling of spaces or purchase of equipment for departments within Aspirus hospitals.

### **Use of Foundation funds**

- When reviewing requests, the Foundation will determine whether funds are available and within budget
- If approved, the department requesting funds will submit a purchase order to the Foundation, signed by the department manager or director. The Foundation will provide appropriate coding and forward to Purchasing to be held until an invoice is received.
- NOTE: In most instances, the Foundation does not pay vendors directly. The department absorbs the expense and is reimbursed by the Foundation.

### **Notification of Approval/Denial**

When final approval is given from the Foundation and Foundation Board of Directors, recipients are notified of approval or denial of their grant request. It is the responsibility of the department to follow up with the Foundation as funds are used so the Foundation can provide impact back to donors.



Contact Information	
Name and title of applicant:	Gina Lehman, Director of Student Services
Department/Business Unit/Facility:	D.C. Everest Area School District
Preferred Phone:	715-359-4221 est. 1351
Email:	gilehman@dce.k12.wi.us

Program/Capital Information	
My Request is a (please check appropriate selection):	<input checked="" type="checkbox"/> Program Request <input type="checkbox"/> Capital Request
Program/Capital Name:	Thriving Together: Collaborative Approaches to Wellness
Brief Summary: (one to two sentences)	A professional development day hosted by D. C. Everest Area School District and the Wausau School District. There will be 4 Wellness Tracks exploring classroom dynamics, challenging behaviors, innovative strategies for empowering staff and students, empowering your wellness, and engagement protocols to transform classroom behavior.
Requested Amount:	\$5000
Who will be served by this grant?	All staff in the D.C. Everest and Wausau School Districts.
How many people annually will be served by this grant?	2000
Has your department/organization received funding from the Aspirus Health Foundation in the past?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>** If yes, please list most recent project name and funded amount.</b>	



We received \$5000 last year for our Community Professional Development Day under Caring for our Community Kids.

**Manager or Director's Approval is Required**

Was this program or capital purchase denied during the Fiscal Budget Process?  Yes  No

Is there a gap in funding this project in your department?  Yes  No

If the Foundation does not fund this project, where will funding be sought? Other grants within the community.

Additional Leader Comments:

Director's Name: Gina Lehman      Date: 10/25/24

Director's Signature: \_\_\_\_\_

**Needs Assessment:**

Describe how you determined a need for this project/service. What issues will be addressed? What significant long-term impact will result if funding of this grant is approved? How does it align with Aspirus and its mission? Is this project supported by colleagues?

See attachments



**Information about Your Program or Capital Grant Request**

**Project Goal:**

Continue to educate our community on strategies on how to best support our youth inside and outside of the classroom.

**Objective:**

Enhance education in the following areas:

- Mastering Classroom Dynamics: Proven Strategies for Managing Challenging Behavior
- Unlocking Brain Power: Innovative Strategies for Empowering Staff and Students with Advanced Emotional and Cognitive Techniques
- Strategy Slam: Dynamic Engagement Protocols and Expert Insights for Transforming Classroom Behavior
- Empower Your Wellness: Harnessing Brain Science for Staff Well-being

**Expected Outcome(s):**

More educated community members and staff on how to embed wellness strategies into everyday life.

**Evaluation:**

Exit ticket was asked to be completed by all participants.

**Return on Investment (if appropriate):** More community members (youth and adults) who are emotionally and socially aware of the importance of wellness.

**Project Request: Resources Overview**

\*\*\*\* PLEASE INCLUDE AN ITEMIZED BUDGET OF THE REQUESTED EXPENDITURE AMOUNT. \*\*\*\*

**What additional resources are in place to complete or fulfill your grant request or ensure success?**

Support D.C. Everest and Wausau Area School Districts to cover remaining funds as well as support from Marathon County Mental Health Collaboration.

**Is this a one-time request, or will there be anticipated future requests to support this project?** One-time request as it is a professional learning day for our staff and community.

**For Aspirus Health CAPITAL PURCHASE only:**

\*\*\*\* PLEASE INCLUDE A QUOTE FROM AN ASPIRUS CONTRACTED VENDOR. \*\*\*\*



Please check all that apply:

- This equipment was budgeted but denied during the fiscal year budget process.
- This grant is requesting a new piece of equipment. Explain the benefits of the new equipment:
- This grant will replace current equipment. Explain the reason for replacing:
- This grant was unanticipated/not budgeted. Please explain why:
- Does this equipment transmit any data?  
If yes, have you secured IT review and/or approval? (Required prior to submitting your application.)

**For Aspirus Health CAPITAL Grant Requests**

**SITUATION:** Explain the issue or problem at hand that you are trying to solve or improve.

**BACKGROUND:** Provide information such as data/statistics to validate that this situation exists. Include historical information regarding other attempts to improve or solve the situation; or other improvements that have been made that led to this situation.

**ASSESSMENT:** Provide information about the process used to determine a solution or different options that you've considered. Describe your proposed solution and how it will improve the situation. What steps or processes do you anticipate need to be completed to achieve these results? Are there additional costs in implementing the solution?



**RECOMMENDATION:** Can you outline your action plan and provide the timeline to implement your recommendation?

**Applicant's Agreement and Signature:**

By signing below, you agree:

- The grant is consistent with Aspirus Health's mission and values.
- The approved grant will only be used for the specified purposes defined.
- As steward/manager of the grant funds, I accept responsibility to initiate the grant in a timely manner. I understand that future grants will be ineligible for review if I do not comply as instructed.
- Grants awarded for \$5,000 or more will need to go through the Aspirus capital review process.

Applicant's Name: \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Approval to Apply for Grant

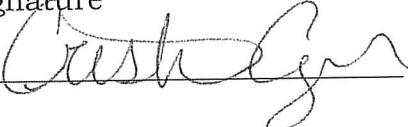
A copy of all grant applications must be submitted to the Curriculum Office.

1. Obtain your principal's signature on this document.
  - a. **Prior to submitting your request**, send original and completed grant application to Curriculum Office at the Administration Building.
  - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: Senior High Food Pantry

Funding Source: Gettsch Charitable Trust

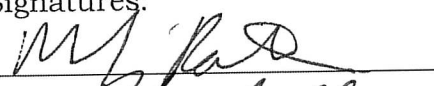


Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Cristin Gerwonka</u>	<u></u>	<u>cgerwonka@dce.k12.wi.us</u>

Amount Requested: \$ 0000 Total Project Cost: \$ Ongoing

Targeted Age Group/Grade: 10-12 School: D.C. Everest Senior High

Date of Request: 12/4/24

Signatures:  
  
  


Principal Approval:  Yes  No

Assist. Superintendent of Learning:  Yes  No

Assist. Supt. of Business/Personnel:  Yes  No

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval:  Yes  No 

School Board Clerk:  Yes  No \_\_\_\_\_

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

Each year, D.C. Everest Senior High School serves approximately 1300 students in the district. Of that number, 34% have been identified as economically disadvantaged. The 34% does not necessarily include the families that encounter unexpected hardships throughout the year. As a school, we have been committed to serving students and families in all of their challenges, not just in their educational endeavors.

Without a predictable and stable access to food, clothing, and shelter, we know that students will struggle to succeed to the best of their ability. At D.C. Everest we try to use our resources to help feed our students and their families. On a day-to-day basis, students have access to a food pantry that is available at all times of day. They can grab food that they need for lunch at school, a snack between classes, or they can take a bag and fill it for their needs at home and to support their families. Staff members can work to gather items for families who they have relationships with. This food may be delivered or for a dignified pickup can be arranged that does not require parents to try and access resources in the community that have limited hours and limited giving. We understand that the trust that we build with students spans beyond just the classroom and food can be a bridge to relationships within homes.

Another way the food pantry is used throughout the year is through meal deliveries around seasonal breaks from school. Knowing that 34% of our student body struggles economically and relies on assistance through free and reduced meals at school, it is important that while students are away from school they still have a way to eat. Historically we have provided meal and food deliveries for Thanksgiving and Christmas. This year we are hoping to help balance the times of year that families may be in need of that extra nutritional giving by giving one food delivery around the winter break and giving another food delivery for spring break. We have chosen to expand into spring break because it is a time of year that families are often less supported by outside help and yet still need to support extra meals that a child would normally get at school.

What we are asking of the Getsch Charitable Trust is for their continued support and partnership to provide food for the students in need at D.C. Everest School District. We are asking for \$8000 that would primarily be used to fund the groceries and supplies needed for the spring break meal delivery. With the cost of food having increased over the last year, we are hoping to provide a similar amount of food as in previous years knowing it will come at an additional cost.

Thank you so much for your consideration and if you have any questions, please contact Cristin Czerwonka, School Social Worker, by phone at 715-359-6561 extension 4200 or by email at [cczerwonka@dce.k12.wi.us](mailto:cczerwonka@dce.k12.wi.us). Again, thank you for your partnership.

Approval to Apply for Grant

A copy of all grant applications must be submitted to the Curriculum Office.

1. Obtain your principal's signature on this document.
  - a. **Prior to submitting your request**, send original and completed grant application to Curriculum Office at the Administration Building.
  - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: Classroom Logitech Crayon Sets

Funding Source: DC Everest Area Education Foundation

Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Brady Messenberg</u>	<u>Brady Messenberg</u>	<u>bmesenberg@dce.k12.wi.us</u>

Amount Requested: \$ 15,000 Total Project Cost: \$ 30,000

Targeted Age Group/Grade: K-12 School: District-wide

Date of Request: \_\_\_\_\_

Signatures:

Principal Approval:  Yes  No Brady Messenberg

Assist. Superintendent of Learning:  Yes  No [Signature]

Assist. Supt. of Business/Personnel:  Yes  No [Signature]

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval:  Yes  No [Signature]

School Board Clerk:  Yes  No \_\_\_\_\_

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

Approved 2/7/2022



## D.C. Everest Education Foundation Grant Application Cover Sheet

**All grant applications must be submitted to the D.C. Everest Education Foundation via email at [dceverestfoundation@gmail.com](mailto:dceverestfoundation@gmail.com) or mail at DCE Education Foundation, PO Box 114, Schofield, WI 54476 by the first Wednesday of the month to be considered for approval by the board at their second Wednesday of the month meeting.**

Project Title: Classroom Logitech Crayon Sets

Date of Request: 10/31/24

Amount Requested: \$15,000 (\$1,459.60 per class set) Date Funds Needed: November 2024

Total Project Cost: \$ Up to \$30,000 Targeted Grade(s): K-12

Are there additional funders?  No  Yes (Please list): District (Technology Department)

Name of Grant Writer(s)	Signatures(s)	Email address(es)
<u>Brady Mesenberg</u>	<u><i>Brady Mesenberg</i></u>	<u>bmesenberg@dce.k12.wi.us</u>
<u>Felecity Treptow</u>	<u></u>	<u>FTreptow@dce.k12.wi.us</u>
<u>Tammy Trzebiatowski</u>	<u></u>	<u>Ttrzebiatowski@dce.k12.wi.us</u>
<u></u>	<u></u>	<u></u>

School: District Wide Principal: All Buildings

Principal's Signature: *Brady Mesenberg* (Administrator in charge of project)

*Please complete this form and attach it to your application*

Below are the basic details of the current work the district is doing with Logitech Crayons along with the impact we have seen so far. We are again seeking a partnership the Education Foundation to support creative technology integration into classrooms across the district.

### **History (22-23 and 23-24 school years)**

DCE Technology Dept has partnered with the DC Everest Education Foundation over the last two years and released an application for class sets of Logitech crayons to all staff. This partnership has allowed us to impact instruction and provide creative and tangible use of the district's iPads to teachers and students in every building in the district! **We have received 172 applications from teachers and our partnership has provided 90 teachers with classroom sets (a total of 1,912 crayons).**

### **Proposal for 2024-2025 School Year**

We anticipate large interest in this year's application (we expect around 50 applicants again this year). Our proposal for involvement from the DCE Foundation is outlined below. The district will be putting \$15,000 towards the initiative again this year. If the foundation is interested in partnering again we would look to spread out our successful awards across teachers in as many buildings and across as many subject areas as possible. The DCE Technology Department would again handle the application, distribution and training for the Crayons. The timeline would include an application going out in November with the goal to order, train and distribute in December/ early January.

#### **Proposal**

District Technology Dept Contribution: \$15,000

Potential DCE Foundation Contribution: \$15,000

Total Potential Impact: \$30,000 = 20-22 Classroom sets (depending on classroom sizes of successful applicants)

GIFTS AND/OR BEQUESTS TO THE SCHOOL DISTRICT

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

Donor: James D. Greenheck Foundation, 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: jennifer.rauscher@intelligent-future.org

OR

Donor Address: \_\_\_\_\_

Description of Gift/Donation: Funds to support Senior High Technology & Engineering Education

Estimated Value: \$7500

Given to: Senior High Technology & Engineering Education Department  
(school, organization of a school, employee, etc.)

Date Received: 12/10/24

Recipient - District employee we may contact with questions: Aaron Hoffman


Purpose of Gift/Donation: Support of Technology & Engineering Education

Principal Approval of Gift:  YES  NO

  
(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

  
(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.



Book	Policy Manual
Section	Second Reading by Board
Title	MEETINGS
Code	po0164
Status	Second Reading
Adopted	November 15, 2023

## 0164 - MEETINGS

### Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board. Regular Board meetings will be recorded and posted on the District YouTube channel at <https://www.youtube.com/channel/UCrYDZCV5lwInSHhWI0od8g/videos>. Meetings will be posted for one (1) year as per po8310 - Public Records.

### Change of Regular Meetings

If the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the front door of the Administrative Office Building, on the District website, and at such places as the Board may determine. Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (See also Policy 0166 - Agenda)

### Special Meetings

A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provisions and State law.

The School District Clerk or, in the School District Clerk's absence, the President shall fix a reasonable date, time, and place for the meeting. The School District Clerk or, in the School District Clerk's absence, the President shall notify each Board member of the date, time, and place of the meeting, in a manner likely to give the Board member notice of the meeting, at least twenty-four (24) hours before the meeting. If the School District Clerk or, in the School District Clerk's absence, the President determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School District Clerk or President, impossible or impractical, the School District Clerk or President may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the District office and such other places as the Board may determine unless, for good cause, such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

A special meeting may be held without prior notice if all Board members are present and consent, or if each member consents in writing even if the Board member does not attend, provided appropriate notice is provided as defined under Chapter 19.

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

### Notice of Meetings

Public notice of all Board meetings, and other meetings subject to Policy 8309 - Open Meetings for Non-Board Committees, shall be given pursuant to statute. Such notice shall be given, without cost, to any news media which submits a written request for meeting notices. In addition, such notice shall be made public posting the notice in at least one (1) public place likely to give notice to persons affected and on the governmental body's website.

The notice shall list the date, time, place, and subject matter of each regularly scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

"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."

### **Cancellation of Meetings**

If a regularly scheduled and legally noticed meeting needs to be canceled (e.g., inclement weather, electrical outage, broken water pipe, lack of quorum, etc.), the Board President or designee shall have the authority to cancel or reschedule the meeting. To the extent practical, a notice of cancellation should be provided, similar to the notice of the meeting.

### **Virtual Participation in Meetings**

Unless otherwise determined by the Board or Board President or due to an order by an authorized authority preventing in-person attendance at a meeting, Board members are expected to attend meetings in person at the location set by the Board for the meeting. A Board member may attend virtually in instances where a member is unable to attend in person due to a scheduled absence from the District or due to a physical restriction preventing attendance. The Board member is responsible for making advance arrangements with the District administration to facilitate participation in the meeting.

Any Board member attending a meeting remotely may vote in accordance with Bylaw 0167.1 – Voting.

Any Board member attending a meeting or who intended to attend a meeting remotely but is unable to attend or unable to maintain attendance due to technological complications, such as a poor connection or other equipment failures, will be considered absent for all or part of the meeting. The meeting may continue in the member's absence provided that a quorum is still present.

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Legal	19.84, Wis. Stats.
	120.11, Wis. Stats.
	985.05(3), Wis. Stats.

**Last Modified by Ellen Suckow on December 2, 2024**



Book	Policy Manual
Section	Second Reading by Board
Title	MEETING MINUTES
Code	po0168.1
Status	Second Reading
Adopted	May 25, 2016
Last Revised	August 21, 2020

#### 0168.1 - **MEETING MINUTES**

The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, **general subject matter**, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Clerk; or by a person designated by the presiding officer which should ordinarily occur at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be publicized on District website within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the Board.

The minutes shall show the date, time, place, Board members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called.

Minutes of the preceding meetings shall be approved by the Board at its next regular meeting.

Revised 9/6/19

T.C. 8/21/20

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Legal 19.88(3), Wis. Stats.  
120.11, Wis. Stats.

**Last Modified by Ellen Suckow on December 2, 2024**



Book	Policy Manual
Section	Second Reading by Board
Title	DISTRICT-SPONSORED TRIPS
Code	po2340
Status	Second Reading
Adopted	May 25, 2016
Last Revised	October 1, 2024

### 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. 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. Any overnight trip by students or athletes requires Form 2340F2 - **School-Sponsored Events - Outside Standard School Hours-Overnight Grades 8-12** and if out of state Form 2340F3 - **Field Trip**

## Consent Form for Out of State/Country.

### 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. (See also Form 2340F2 - School-Sponsored Events - Outside Standard School Hours-Overnight Grades 8-12 and F3-Field Trip Consent Form for Out of State/Country)

International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. (See also Form 2340F2 - School-Sponsored Events - Outside Standard School Hours-Overnight Grades 8-12 and F3-Field Trip Consent Form for Out of State/Country)

Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary.

### 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.

~~All out of country trips need to be approved by the Board. See also Forms 2340F2 and 2340F3)~~

### Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Any staff member may propose a trip by presenting details of the proposed trip to the principal.

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.

Ad list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved.

### 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 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 - **School Sponsored Events**.

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 Superintendent 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.

### **Transportation for Field and other District Sponsored Trips**

**[ X ]** Transportation shall be provided by regular (Commercial Driver's License (CDL) not required) or special-purpose (CDL required) school vehicles for field and other District-sponsored trips. **[END OF OPTIONAL PARAGRAPH]**

**[ X ]** The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. **[END OF OPTIONAL PARAGRAPH]**

**[ X ]** The District will provide transportation for all other trips including co-curricular, athletic, and other extra-curricular trips. **( - )** as approved by the Superintendent **[END OF OPTION]**. **[END OF OPTIONAL PARAGRAPH]**

**[ X ]** Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. **[END OF OPTIONAL PARAGRAPH]**

**[ X ]** All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home. **[END OF OPTIONAL PARAGRAPH]**

**[ X ]** All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception. **[END OF OPTIONAL PARAGRAPH]**

**[ X ]** District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle

**( X )** without the approval of Administration.

Transportation by private vehicle shall be in accordance with Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.


**[ X ]** The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles. ~~**[END OF OPTIONAL PARAGRAPH]**~~


Revised 1/15/20  
Revised 2/22/23  
T.C. 7/22/23  
Revised 2/21/24  
Revised 4/17/24  
Revised 5/29/24  
Revised 9/24/24

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Legal 121.54(7), Wis. Stats.

Cross References [ag2340 - SCHOOL SPONSORED EVENTS](#)

 [2340\(A\) Field Trip Request Fillable 9.24.2024.pdf \(293 KB\)](#)

 [2340F2 School-Sponsored Events-Outside Standard School Hours-Overnight - Grades 8-12.pdf \(272 KB\)](#)

 [2340F3 Field Trip Out of State or Country.pdf \(210 KB\)](#)

**Last Modified by Ellen Suckow on December 2, 2024**



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	Second Reading
Adopted	May 25, 2016
Last Revised	August 6, 2021

**3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The ~~School~~ Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines. ~~Members of the District's professional staff will be afforded first opportunity for coaching positions, provided they are qualified for the position.~~

**X ]** As openings occur they shall be noticed in appropriate locations. ~~[END OF OPTIONAL PARAGRAPH]~~

**[X ]** Applications for co-curricular/extra-curricular activities will be made in writing to the ~~( )~~ Activities/Athletic Director **(X )** Talent & Culture Department\_\_\_\_\_ . ~~[END OF OPTIONAL PARAGRAPH]~~

~~[ ]~~ The Activities/Athletic Director will vet the candidates and conduct interviews which will include another member of the Administration. ~~[END OF OPTIONAL PARAGRAPH]~~

**[Drafting Note: Select either Option #1 or Option #2]**

**Option #1**

~~[ ]~~ The District Administrator shall make a recommendation to the Board for approval.

**Option #2**

**[X ]** The ~~District Administrator~~ Superintendent or designee is responsible for making employment decisions for co-curricular/extra-curricular positions. ~~END OF OPTIONS]~~

The Superintendent shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an electronic agreement ~~which that~~ includes the **specifics of the assignment**, conditions of employment, compensation arrangements, and agreement termination procedures, which shall normally allow for termination at will.

Any such appointment may be terminated by the Superintendent for any reason that is not arbitrary or capricious.

~~There must also be verification that a satisfactory background check has been conducted by the District through appropriate State agencies or other applicable means.~~ There must also be verification that the District through appropriate **State agencies or other applicable means has conducted a satisfactory background check.**

Coaching/advisory duties accepted by a **teaching or administrative staff member** ~~member of the teaching staff or administrative staff~~ shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy 3340 – Grievance Procedure or Policy 4340 – Grievance Procedure.

T.C. 8/6/21

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Cross References

[ag3120.08 - APPOINTMENT OF PERSONNEL TO COMPENSATED CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES](#)

**Last Modified by Ellen Suckow on December 2, 2024**



Book	Policy Manual
Section	Second Reading by Board
Title	CLASS RANK
Code	po5430
Status	Second Reading

**Revised Policy – Vol. 33, No. 2**

5430 - **CLASS RANK**

The Board acknowledges that students may need their computed class rank for reasons related to post-secondary opportunities, including the Academic and Technical Excellence Scholarships, and the University of Wisconsin Guaranteed Admission Program.

The Board authorizes a system of class ranking, by grade point average, for students following the completion of ( X ) grade 11. ( ) in grade(s) 11, \_\_\_\_\_ ( ) grades 9, 10, 11, and 12 **[name grade(s) by number. Note that grade 11 is mandatory for any District operating a high school for eligible students to participate in the University of Wisconsin System's Guaranteed Admission Program.]**

The District Administrator shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

- A. ( X ) a provision for students completing graduation requirements before their class;
- B. ( X ) a system for fairly averaging makeup courses;
- C. ( X ) a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;
- D. ( X ) whether the GPA will be unweighted or will use weighting for certain classes in recognition of the heavier burden of certain work, classes, courses, etc., and if weighted, a description of the criteria and classes afforded different weight ~~(Academic Excellence Scholarships will not apply);~~ **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship, in addition any high school with fewer than eighty (80) students must use an unweighted average on a 4.0 scale to qualify their students for the Academic Excellence Scholarships.]**
- E. ( X ) the subjects, if any, that are excluded from to be included in the GPA; **[DRAFTING NOTE: The Wisconsin Academic Scholarship Program requires that the highest GPA(s) be determined including all subjects.]**
- F. ( X ) how pass/fail grades are calculated in the GPA; **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship.]**
- G. ( X ) how grades from study abroad, alternative, and home schools are calculated in the GPA; **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship.]**
- H. ( X ) how grades from another country earned by students are calculated in the GPA. **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship.]**

The class rank for students completing 11th grade shall be based on the GPA calculated pursuant to this policy and shall identify students in the top five percent (5%) and the top ten percent (10%) of the class. Once the class rank

is established, the District Administrator shall notify each student ranked in the top ten percent (10%) of their ranking in either the top five percent (5%) or ten percent (10%) of the class and shall note the applicable ranking on the student's transcript as of the completion of grade 11.

Grade point average for purposes of the Wisconsin Academic Scholarship program will be calculated using the determinations made in this policy and in Policy 5451.01 – Wisconsin Academic Excellence Scholarship.

X ] A system using GPA and other factors may be established by the District Administrator for the purpose of identifying the student(s) afforded cum laude honors. The system may consider GPA, extra-curricular activities, leadership roles, and other factors in determining honors under this section. No criteria may be based on any discriminatory or otherwise unlawful criteria.

39.41, 118.58, Wis. Stats.  
Wis. Admin. Code HEA 9.05

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Legal                                    39.41, 118.58, Wis. Stats.  
   Wis. Admin. Code HEA 9.05

**Last Modified by Ellen Suckow on December 2, 2024**



Book	Policy Manual
Section	Second Reading by Board
Title	GRADUATION REQUIREMENTS
Code	po5460
Status	Second Reading
Adopted	May 25, 2016
Last Revised	January 20, 2021

#### 5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

A student must earn **23.5 credits**, including the credit requirements set by State statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and the Board are met. The Board requires the following credit requirements for a diploma:

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Health	0.5 credits
Physical Education	1.5 credits
<b>Personal Financial Literacy</b>	<b>.5 credits (Class of 2028 and beyond)</b>

In order to earn a high school diploma, a student must successfully complete a civics assessment and have participated in curriculum relating to financial literacy in accordance with State Statute.

**A student graduating prior to 2028 must also have participated in curriculum relating to financial literacy in order to earn a diploma.**

In accordance with State law, a Board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7) (e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.

A student must successfully complete the community service requirement in order to receive a high school diploma. **[END OF OPTIONAL PARAGRAPH]**

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit. **[END OF OPTIONAL PARAGRAPH]**

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§-PI 18.03 and PI 18.04.

**[DRAFTING NOTE: ANY OF THE FOLLOWING STATUTORY OPTIONS MAY BE INCLUDED IN THIS POLICY.]**

**[OPTION #1 – The State statute permits, but does not require, the Board to allow students to use a physical activity to substitute for a 0.5 credit of physical education with the completion of a 0.5 credit of academic subjects.]**

**Physical Education Credits**

Students who have participated in interscholastic athletics, ( ) marching band, ( ) cheerleading, or ( ) \_\_\_\_\_ **[END OF OPTIONS]** **[additional activities may be added]** for at least \_\_\_\_\_ **[specify period of involvement required]** as defined in the \_\_\_\_\_ handbook, while enrolled in grades ( ) nine (9), ( ) ten (10), ( ) eleven (11) and ( ) twelve (12) **[END OF OPTIONS]**, and as documented by the \_\_\_\_\_ **[athletic director, assistant principal, school counselor, etc.]** ( ) and approved by the principal **[END OF OPTION]**, may be excused from 0.5 credits of the high school physical education requirement, provided they take an additional 0.5 credit in English, social studies, mathematics, science, or health education, at their choosing. **[END OF OPTIONAL PARAGRAPH]**

The Board may grant, upon a student's request, permission for that student to take an additional 0.5 credit in English, social studies, mathematics, science, or health education towards high school graduation requirements in lieu of 0.5 credits in physical education based on the students' participation in an organized physical activity the Board deems appropriate for this purpose. The student's participation in such organized school activity must meet the stated requirements of the Board in terms of duration of participation and verification of same. **[END OF OPTIONAL PARAGRAPH]**

**[END OF OPTION #1]**

**[OPTION #2: The State statute permits, but does not require, the Board to allow students to earn high school graduation credits while enrolled in middle school.]**

**Graduation Credit as a Middle School Student**

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

Credit may be earned in **(must select one (1) of the following):** ( ) any subject area meeting the requirements under this policy ( ) any of the core required course areas of English, social studies, mathematics, science, physical education, or health ( ) any course qualifying for credit in an elective area.

Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received ( ) **[RECOMMENDED]** however the grade and class will not be factored into the students' high school grade point average ( ) and the class will be factored into the students' high school grade point average.

When classes are held at the high school, appropriate transportation shall be arranged **[CHOOSE ONE]** ( ) by the student's parent ( ) by the middle school principal ( ) by the District **[END OF OPTIONS]** prior to a student being enrolled in an approved course at the high school.

The Board directs the District Administrator to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The District Administrator shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

**[END OF OPTION #2]**

**[OPTION #3 – This option should be selected only if the Board does pass a resolution as required that permits credits to be earned in this fashion. The law then requires that the Board adopt policies and procedures setting forth the criteria.]**

**Portfolio Credits**

Board resolution adopted \_\_\_\_\_ **[date of adoption]** permits students to earn credit by demonstrating competency or by creating a learning portfolio. If a student meets the criteria established, the course will be listed on the student's high school transcript and be used to meet the requirements for high school graduation.

A student may not earn more than half (1/2) of the credits required for high school graduation through this process.





Book	Policy Manual
Section	Second Reading by Board
Title	SEARCH AND SEIZURE
Code	po5771
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 19, 2023

### 5771 - **SEARCH AND SEIZURE**

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

#### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually at the discretion of the Principal of all such storage places.

The Board directs that the searches may be conducted by the Superintendent, building principals, assistant principals, ~~School Resource~~ **School Resource** Officer, and others as assigned by the Superintendent.

#### **Student Person and Possessions**

The Board recognizes that the privacy of students or student belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

The Principal or other school official may arrange for a breath test for blood alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules, as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Except as provided below (Use of Dogs), a request for the search of a student or a student's possessions will be directed to the Principal or an available Administrator. The Administrator shall attempt to obtain the freely-offered, consent, in writing if possible, of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the search may be conducted without such consent. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the administrator conducting the search. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. (X) Whenever feasible, the Administrator may secure the assistance of a school resource officer in conducting searches. ~~[END OF OPTION]~~

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

### Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by an school Administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an Administrator determines a search is necessary, he or she the Administrator should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator an Administrator may proceed with the search. An Administrator may contact the School Resource school resource officer or law enforcement agency for assistance in conducting a search.

~~Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal. The Principal shall attempt to obtain the freely offered, consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the Principal may conduct the search without such consent. Whenever possible, a search will be conducted by an administrator and the School Resource officer in the presence of the student. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.~~

~~Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.~~

### Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. ~~The~~ presence of the dogs on school property is authorized in advance by the Superintendent, except in emergency situations, or is pursuant to a court order or warrant.;
- B. ~~The~~ dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.;
- C. ~~The~~ dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers at the direction of a District official. Law

enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The Superintendent shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

Revised 3/22/17

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Legal	118.32, 118.325, 118.45 Wis. Stats. 948.50, Wis. Stats. Wisconsin Const. Art. 1 Section 11 U.S. Constitution, 4th Amendment
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Cross References	<a href="#">ag5771 - SEARCH AND SEIZURE</a>
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**Last Modified by Ellen Suckow on December 2, 2024**



Book	Policy Manual
Section	Second Reading by Board
Title	SCHOOL NUTRITION
Code	po8500
Status	Second Reading
Adopted	May 25, 2016
Last Revised	February 21, 2024

#### 8500 - **SCHOOL NUTRITION**

The Board shall provide cafeteria facilities in all school buildings where space permits and will provide School Nutrition 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~~ **United States Department of Agriculture (USDA) School Breakfast Program**.

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** 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 School Nutrition staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be **provided and** 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 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.

**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 Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la 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 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be vended in accordance with the rules and regulations set forth in 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 to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards. ( ) The Superintendent shall assure that the District's vendors and/or School Nutrition 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. **[END OF OPTION]**

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

**Dietary Modifications** ~~[DRAFTING NOTE: This section contains three (3) categories of circumstances in which a student may receive a modified meal. The first category "Compliant Medical Documentation" is mandatory; whereas the second two (2) categories, i.e., "Noncompliant 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.]~~

## Dietary Modifications

### Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions, a dentist, physician, optometrist, physician assistant, podiatrist, registered dietitian, or nurse practitioner. The request must contain the following information ( X ) and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs **[End of Option]**:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or School Nutrition director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to ( ) the School Nutrition Director who shall serve as the Special Dietary Accommodation Coordinator ( X ) the Special Dietary Accommodation Coordinator, D.C. Everest Middle School, 9302 Schofield Ave., Weston, WI 54476, (715) 241-9700, ext. 2406. **[End of Options]** ~~[insert name, address, phone, email address.]~~ ~~[DRAFTING NOTE – at least one person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]~~

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>) ( X ) or upon request to the District's School Nutrition Director or Special Dietary Accommodation Coordinator **[END OF OPTION]**.

~~Substitutions to the standard meal requirements shall be made, at no additional charge, for students who have received from a health care provider with prescriptive authority in the State of Wisconsin, 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 individual making an initial request for such substitutions must inform the Director of School Nutrition that the student has a ~~medical condition~~ **disability** 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.~~ ~~ed.~~ upon receipt of the required documentation from a State authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

~~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.

### Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the School Nutrition program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the  Building Principal  District's Compliance Coordinator  Superintendent  \_\_\_\_\_ Director of School Nutrition **[End of Options] [DRAFTING NOTE: the grievance procedure can be designed as appropriate for each District]** and shall provide any communications between the student or parent and School Nutrition officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed  the decision is final  the decision may be appealed to the Superintendent whose decision is final  \_\_\_\_\_ **[End of Options]**.
- B. Any other complaint or disagreement with the School Nutrition administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

### ~~[Optional Provision – for medical statements not compliant with 7 C.F.R. Part 15b]~~

#### ~~[ ] Modifications Based on Noncompliant Medical Requests~~

#### ~~[ ] 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 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). [DRAFTING NOTE: This gives students the ability to decline some of the food options offered as part of the reimbursable meals. For example: 5 components need to be offered and students need to take 3 options. They can decline~~

**milk for example, and it is still a reimbursable meal. The intent is to give students a choice and avoid food waste. Schools have the ability whether or not they use 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 School Nutrition Director shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

### 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 student or parent will shall make every effort to contact the School Nutrition Director or by 9:00 a.m. the same day.

### Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the School Nutrition Director 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 School Nutrition Director, or shall be discontinued consistent with the medical authorities recommendation provided with the Medical Statement for Special Dietary Needs.

~~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 to support the operation and improvement of the school meal program(s) through allowable expenditures** as determined by the Superintendent. 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 PTO, 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 shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student 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 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. 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.

### **Nondiscrimination Statement**

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%20Program\\_Discrimination\\_Complaint\\_Form\\_0508\\_0002\\_508\\_11\\_28\\_17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA_OASCR%20Program_Discrimination_Complaint_Form_0508_0002_508_11_28_17Fax2Mail.pdf), <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Revised 3/22/17  
Revised 7/26/17  
Revised 1/15/20  
Revised 2/1/21  
Revised 1/31/22  
Revised 6/15/21  
Revised 9/1/22

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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](#)

 [8500F MedicalStatement2024.pdf \(158 KB\)](#)

**Last Modified by Ellen Suckow on December 2, 2024**



Book	Policy Manual
Section	Second Reading by Board
Title	TRANSPORTATION
Code	po8600
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 19, 2023

8600 - **TRANSPORTATION**

It is the policy of the Board to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

The District shall contract for transportation services in accordance with Policy 8680 - Transportation Services Contracts for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted ( **X** ) for as provided in Policy 8680 - Bus Services Contracts ~~[END OF OPTION]~~ shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

**[ ] Nonroutine Use of School Buses**

The Board may permit the school buses owned or leased by this District to be used for purposes other than regularly scheduled routes to and from school in accordance with legal requirements, provided such trips do not interfere with routine school transportation services.

Vehicles must be operated when possible by an employee of this District, or otherwise by a qualified individual approved by the District Administrator. The cost of transportation shall be reimbursed to the Board ( **-** ) based on the actual cost to the District of the school bus usage ( **-** ) in accordance with a formula established in the District's administrative guidelines ~~[END OF OPTIONS]~~.

~~[ ] The District Administrator shall develop administrative guidelines which should include provision for insurance coverage and the requirement that for each school bus trip involving school age passengers chaperones will be used to assist the staff member(s) in maintaining passenger control and in enforcing procedures for the safety of all passengers.~~

**[ ] Surveillance on School Buses**

~~[DRAFTING NOTE: Whether posted notice of audio surveillance in a school facility is sufficient to establish~~

**consent is not a clearly settled legal concept in Wisconsin. However, there is express regulatory authority for the use of audio surveillance on school buses.]**

~~[ ] The Board authorizes the District Administrator Superintendent to install and operate video ( ) and audio [END OF OPTION] surveillance on District buses to enhance student safety and well-being.~~

~~( ) Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video ( ) and audio [END OF OPTION] surveillance on all school buses [END OF OPTION]~~

~~It is strongly recommended that the District provide notification to parents regarding video ( ) and audio [END OF OPTION] on District buses.~~

~~[ ] The District's process for signing up for transportation services shall include notice of the policies regarding student behavior and conduct expectations and regarding surveillance technology on the buses, if applicable. [END OF OPTION]~~

### **District-Owned Vehicles Used for Transporting Students**

All drivers of motor vehicles owned by the District and used for transportation of students shall be under written contract with the Board as required by 121.52, Wis. Stats.

All operators of motor vehicles owned by the District and used for transportation of students shall be subject to the provisions of 121.555, Wis. Stats. and may be subject to the District's employee drug testing policy in accordance with Policy 8601 - Controlled Substance and Alcohol Policy for Employees that Transport Students.

To qualify for transportation, a student must attend, or reside at or beyond the following distance by grade, or otherwise reside in a hazardous area:

- A. A.M. 4K – home pick-up and drop-off
- B. Grades K-9 - more than one half (1/2) mile
- C. Grades 10-12 - more than one (1) mile
- D. Hazardous areas. Regardless of distance, students whose home is located in one of the designated hazardous areas, will be transported to and from school.

Students are expected to walk up to  $\frac{3}{4}$  mile to a bus pickup point depending on grade level as shown below:

- A. Grades K-5 - one-quarter (1/4) mile
- B. Grades 6-9 - one-half (1/2) mile
- C. Grades 10-12 - three-quarters (3/4) mile

~~School buses and student transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 – Bus Service Contracts for the transportation of resident students between their home areas and the schools of the District to which they are assigned.~~

~~In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.~~

~~All school buses and student transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 – Bus Service Contracts shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.~~

~~The Board shall approve the attendance area boundary lines designated by the governing body of all private schools receiving services from the District. The purpose of these boundary lines will be for constituting the attendance areas for transportation purposes. Attendance areas of private schools affiliated with the same religious denomination shall not overlap. No later than May 15 in each year by statute, each private school shall notify the Board of the names, grade levels and location of all students eligible to have transportation provided by the School Board and are planning to attend such private school during the forthcoming school term. The Board may extend the notification deadline.~~

~~Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.~~

~~Transportation privileges may be revoked if the student's conduct is in violation of the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily required procedures.~~

~~The Board authorizes the Superintendent or designee to install and operate video and audio surveillance on District buses to enhance student safety and well being.~~

~~Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video and audio surveillance on all school buses.~~

~~It is strongly recommended that the District provide notification to parents regarding video and audio on District buses.~~

~~The District's process for signing up for transportation services shall include notice of the policies regarding student behavior and conduct expectations and regarding surveillance technology on the buses, if applicable.~~

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Legal Wis. Admin. Code Trans 300.81  
120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.

Cross References ag8600 School Bus Rider Rules

**Last Modified by Ellen Suckow on December 2, 2024**



Book	Policy Manual
Section	Second Reading by Board
Title	RESCIND - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640
Status	Second Reading
Adopted	May 25, 2016
Last Revised	November 20, 2019

~~8640~~ **TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

~~It shall be the policy of the School Board to use regular or special purpose school vehicles for transportation on field and other District sponsored trips.~~

~~The transportation for all District sponsored trips, including co-curricular, athletic, and other extra-curricular trips, is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.~~

~~It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips with approval. For groups who wish to upgrade transportation from a yellow bus to a charter bus, the group will be responsible to provide funding for the cost variance.~~

~~Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.~~

~~All field trips shall be supervised by members of the staff. All other District sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.~~

~~All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.~~

~~District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.~~

~~No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.~~

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Legal 121.54(7), Wis. Stats.

**Last Modified by Ellen Suckow on December 2, 2024**



Book Policy Manual  
 Section Second Reading by Board  
 Title TRANSPORTATION SERVICES CONTRACTS  
 Code po8680  
 Status Second Reading  
 Adopted May 25, 2016

**8680 - ~~BU~~TRANSPORTATION SERVICES CONTRACTS**

The ~~School~~ Board policy regarding fulfillment of its obligation to provide transportation to students within the District is defined in Policy 8600 - ~~Transportation~~ and ~~AG 8600~~. State law requires ~~that~~ the District ~~to~~ take certain measures ~~to~~ ~~ensure~~ ~~regarding~~ the competence of those operating the buses to assure student safety.

The owner or lessee of all privately owned motor vehicles ~~used by the District to transport students~~ shall be under written contract with the Board ~~of the District for which such transportation is provided~~. ~~The contract must specify that the owner or lessee is obligated to perform any action necessary to fulfill its obligation under 121.555, Wis. Stats.~~

All contracts for transportation services between the District ~~and its employees, and/or~~ a private entity ~~shall contain provisions requiring that the owner or lessee of the privately owned motor vehicles assure that all operators of said vehicles are subject to drug testing as required by law. The contract shall require that the owner or lessee provide the District with its drug testing policy for approval.~~ ~~contracted for the purpose of providing transportation services, must be in the form prescribed by the Wisconsin Department of Transportation and specify that all parties to the contract are at all times subject to the rules adopted by the Secretary of the Wisconsin Department of Transportation under Wis. Stats. 110.06(2), Wis. Stats. and by the Wisconsin Department of Transportation.~~

~~All contracts for transportation services between the District and a private entity shall contain provisions requiring that the owner or lessee of the privately owned motor vehicles assure that all operators of said vehicles are subject to drug testing in accordance with U.S. Department of Transportation regulation. The contract shall require that the owner or lessee provide the District with its drug testing policy for approval.~~

**~~District Owned Vehicles Used for Transporting Students~~**

~~All drivers of motor vehicles owned by the District and used for transportation of students shall be approved by District administration.~~

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Legal 110.06, 121.52, 121.555, Wis. Stats.  
 49 C.F.R. Chapter 40

**Last Modified by Ellen Suckow on December 2, 2024**

1 WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.  
2 Madison, Wisconsin  
3 December 1, 2024  
4

5 REPORT TO THE MEMBERSHIP ON PROPOSED 2025 RESOLUTIONS  
6 WASB Policy & Resolutions Committee  
7 Andrew Maertz, Reedsville School Board, Chair  
8  
9

10 **Resolution 25-01: *Blue Ribbon Commission on School Funding***  
11

12 **Create:** The WASB supports all twenty of the recommendations of the bipartisan Blue Ribbon  
13 Commission on School Funding, as published in January 2019 ~~that align with WASB resolutions.~~ The  
14 WASB further calls upon the Legislature to provide an equal opportunity for every pupil to have a  
15 sound basic education.  
16

17 **Rationale:** The current challenges facing school districts are numerous and growing. Declining  
18 enrollment, staffing shortages, high inflation, and lagging state support threaten to upend school  
19 finance and students' education across the state of Wisconsin. In 2018 the Legislature established a  
20 bipartisan Blue Ribbon Commission on School Funding that published 20 recommendations designed  
21 to help districts in critical areas.  
22

23 Despite the bipartisan nature of their work and support from the public K-12 education community,  
24 the findings of the Commission have yet to be acted upon.  
25  
26

27 **Resolution 25-02: *Pathway to Licensure for Paraprofessionals***  
28

29 **Amend Existing Resolution 4.61 (a) as follows:** The WASB supports reasonable efforts to  
30 provide pathways to licensure for teaching candidates in subject or content areas where there is a  
31 shortage of licensed teachers, provided that candidates have bachelor's degrees and/or are  
32 qualified to be in a classroom as demonstrated by appropriate experience, knowledge, and skills  
33 in the subject or content area, and rigorous training in pedagogy, assessment, and classroom  
34 management.  
35

36 **Rationale:** In a time of staffing shortages in K-12 education, districts have been looking for  
37 alternative pathways to teacher licensure to provide opportunities for licensure to individuals  
38 who may struggle to overcome the barriers of entry in a traditional pathway to licensure. Last  
39 legislative session, a proposal was put forward to create a provisional license for  
40 paraprofessionals already working in a school district, to teach in that school district.  
41

1 This new pathway would give districts the ability to sponsor qualified paraprofessionals in their  
2 districts to become licensed teachers in a time of great need.

3  
4  
5 **Resolution 25-03: *Early Literacy Assessments for English Learners***

6  
7 **Create:** The WASB supports that early literacy assessments, screeners, and diagnostics required  
8 in state law be provided in an English Learner (EL) student’s home language in accordance with  
9 current best practices in assessment and instruction for bilingual program students. EL students  
10 tested in English should not be labeled “at risk” without verification that the student also fails an  
11 early literacy test in their home language.

12  
13 **Rationale:** 2023 Wisconsin Act 20 requires traditional public schools and independent charter  
14 schools to administer a universal screening assessment. A student that scores below the 25th  
15 percentile is identified as “at-risk,” meaning the student must be given certain interventions.  
16 Students who are not English proficient may be labeled “at risk” by a reading screener in English  
17 even though they may not have reading difficulties but instead may have a language barrier that  
18 the reading interventions will not address.

19  
20  
21 **Resolution 25-04: *Decoupling Public and Private School Funding***

22  
23 **Create:** The WASB supports separating state funding for voucher schools and independent  
24 charter schools from the school aid formula.

25  
26 **Rationale:** Future school choice expansion (under current law) could increase local property  
27 taxes to the extent school boards increase their levy to make up for the deducted aid. Taxpayers  
28 would be protected from additional property tax increases if decoupling occurs as compared to  
29 the current funding system that would use further state aid reductions and higher property taxes  
30 to fund the program.

31  
32 Removing voucher and independent charter school funding from the school aid formula would  
33 reduce the burden on local property taxpayers, who currently are facing increases in property  
34 taxes as a result of the current funding structure for the programs.

35  
36 **Resolution 25-05: *Consistent Standards Across All Wisconsin Schools***

37  
38 **Amend Existing Resolution 2.70 (2nd paragraph):** All publicly funded schools, including  
39 private schools receiving voucher funding, must have the exact same accountability, reporting,  
40 and transparency standards/~~and~~ requirements.

1 **Rationale:** Currently there is a disparity in the accounting, reporting, and adherence to state  
2 education statutes within Wisconsin public, private, and charter school districts and local  
3 education agencies who receive state funds. There exist differences in rules for public versus  
4 private schools in application of state education reporting requirements and participation in  
5 statutory mandates. The current statutory structure lacks transparency for state taxpayers by  
6 allowing random inequities in accountability and adherence to state statutes among like groups  
7 with no rational basis.

8  
9  
10 ***Resolution 25-06: Early Childhood Education Funding and Public-Private Partnerships***

11  
12 **Create:** The WASB supports state funded public school 3K and full day 4K for all Wisconsin  
13 children. The WASB also supports collaboration between public schools and other public  
14 agencies and programs, private childcare providers, and Wisconsin institutions of higher  
15 learning. The WASB further supports district discretionary use of expanded Title I dollars to  
16 earlier grade levels by districts meeting the benchmarks for National School Lunch Program  
17 (NSLP) direct and categorical participation, and 3K and 4K student households meeting income  
18 eligibility for NSLP.

19  
20 **Rationale:** There exist challenges with the cost and availability of high-quality childcare and  
21 early childhood education for many families. Additionally, many areas in Wisconsin are  
22 experiencing an increase in poverty and economic disadvantage, and childcare deserts exist in  
23 many areas.

24  
25 Early interventions such as high-quality early childhood education and childcare, including early  
26 literacy and social skills development, that counteract poverty and student economic  
27 disadvantage have positive, lasting effects, and a high return on public investment, especially  
28 when applied early in a child's education.

29  
30  
31 ***Resolution 25-07: Staff Mental Health***

32  
33 **Create:** The WASB supports legislation to fund statewide mental health initiatives for district  
34 staff in order to help improve staff mental health and increase retention rates.

35  
36 **Rationale:** Many school staff members experience significant stress due to the unique demands  
37 of working in a school district. School staff are asked to support students' social, emotional,  
38 behavioral, physical, and academic needs in concert with the cooperation of families, the  
39 community, and an elected school board. This is due in no small part to the dedication, talents,

1 and perseverance of all school personnel. However, in some cases, school staff members find  
2 themselves feeling overwhelmed, exhausted, underappreciated, or may even be experiencing  
3 burnout.

4  
5 In a time of great staff turnover in education, increasing access to mental health services for staff  
6 could help retain teachers in the profession.

7  
8  
9 **Resolution 25-08: *Accountability and School Report Card Standards***

10  
11 **Create:** The WASB supports timely revision of the school accountability system to calculate  
12 school and district report card overall scores based on student achievement only. Other data may  
13 be included for informational purposes, but not used in calculating the overall score. Consistent  
14 grade bands should be used rather than school building configuration.

15  
16 **Rationale:** This resolution aims to redefine the state school accountability system to provide  
17 greater simplicity and transparency by focusing on solely student achievement in calculating  
18 school and district report card scores. This redefinition additionally aims to establish consistent  
19 scoring metrics across grade bands (such as K-5, 6-8, 9-12) rather than individual school  
20 building configurations that may differ from district to district.

21  
22  
23 **Resolution 25-09: *Educational Objectives***

24  
25 **Amend Existing Resolution 3.05 Educational Objectives as follows:** The WASB supports  
26 local initiatives that promote increased student academic achievement in key curricular areas  
27 including science, math, language arts, social studies, foreign language, and technology with the  
28 intent of ensuring college, career, and workforce readiness, in addition to supporting the  
29 development of critical thinking and problem-solving skills. The WASB affirms local school  
30 board responsibility to establish student course offerings and credit requirements that support the  
31 education mission as stated above.

32  
33 **Rationale:** The original resolution is limited by listing a finite number of curricular areas. The  
34 goal of support for local district initiatives should be ensuring they have the resources necessary  
35 to provide course offerings that lead to college, workforce, and career readiness.

1 **Resolution 25-10: Truancy**

2

3 **Amend Existing Resolution 3.83 Truancy as follows:** The WASB supports legislation which  
4 would clarify the responsibilities of school districts, parents, students, courts, and law  
5 enforcement agencies in the enforcement of truancy laws ~~and provide greater latitude in~~  
6 ~~applying disciplinary measures to keep students in school~~ with the goal of keeping students in  
7 school by using strengths-based and evidence-based approaches that focus on families, schools,  
8 and community organizations.

9

10 **Rationale:** Amending the current resolution on Truancy will better align it with emerging  
11 research and data that suggest an increase of disciplinary measures may not produce positive  
12 outcomes in this regard. A strengths-based approach is a way of working that focuses on an  
13 individual's strengths, rather than their deficits.

14

15

16 **Resolution 25-11: Funding for School Meal Debt**

17

18 **Create:** The WASB supports legislation that allocates money to reimburse districts for the  
19 cost of unpaid school meal debt if they are feeding all students without stigma.

20

21 **Rationale:** Communities continue to show that they are willing to bear the burden of paying  
22 for school meals if students are unable to do so by fundraising and donating money to cover  
23 unpaid school meal balances. Several districts within the state pay for school meals for all  
24 students. The state could alleviate that burden on districts, students, and families by allocating  
25 to a fund that districts can submit for reimbursement at the end of the year.

26

27

28 **Resolution 25-12: Cybersecurity**

29

30 **Create:** The WASB calls upon the legislature to allocate funding to school districts for  
31 cybersecurity measures, including, but not limited to, cybersecurity software/hardware  
32 upgrades and trainings for personnel.

33

34 Furthermore, the WASB encourages school boards to develop a plan of action and/or a policy  
35 on how the district will respond in the event of a cyber-attack. This may include whether a  
36 ransom will be paid, how to operate in the event of a loss of power or data records, and  
37 determining authority structures and procedures for communicating with law enforcement.

38

1 **Rationale:** Ransom attacks and other such cybersecurity threats continue to be a growing  
2 problem for school districts. Often viewed by malicious actors as particularly vulnerable  
3 targets, schools unfortunately have very little funding and experience in cybersecurity matters  
4 to help resist cybersecurity threats. The proposed resolution language would aid schools by  
5 calling on the state for investment in key protections, as well as providing guidance on best  
6 practices that could help alleviate damage in the event of an attack.

7  
8

9 ***(Note: Headings/Titles of resolutions and placement in the book are decided by WASB staff.***  
10 ***The delegates need to approve resolution language changes and deletions. The numbers in***  
11 ***parentheses indicate the year the original/existing language was adopted by delegates.)***



Book	Policy Manual
Section	First Reading by Board
Title	TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS
Code	po8660
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 31, 2022

#### 8660 - **TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS**

When the Board provides transportation for District-sponsored activities or District-sponsored trips, students are expected to use such transportation for the duration of the activity or trip.

**[X ]** Parents, including Board employees, may transport their own child for District-sponsored activities or trips when the District's procedures for notification are followed and authorization for private vehicle transportation is issued. Otherwise, the Board does not allow the transportation of students in a private vehicle for District-sponsored activities or trips **(X )** unless authorized by the District Administrator Superintendent **[END OF OPTION]**.

The Board authorizes the transportation by private vehicle of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator unless emergency permission to use a larger capacity vehicle is obtained, in writing, from the Wisconsin Department of Transportation.

Any transportation of students in a private vehicle must be approved in advance by the Principal.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

A person may be approved for the transportation of students in a private vehicle if the person is an employee of this Board, an approved volunteer, and/or the parent of a student enrolled in this District, and the person is also the holder of a currently valid license to operate a motor vehicle in the State of Wisconsin, is at least eighteen (18) years of age, physically capable of operating a vehicle, including use of both hands and foot required to operate the vehicle or has medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion.

Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

Any private vehicle used for the transportation of students must be owned or leased by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the Principal.

Expenses incurred by drivers of private vehicles in the course of transporting students may be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Revised 11/20/19

Revised 2/1/21

T.C. 1/31/22

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Legal 121.52, 121.53, Wis. Stats.

Cross References [ag8660 - STAFF/PARENT TRANSPORTING STUDENTS BY PRIVATE VEHICLE](#)

 [8660 F1 Driver Record Check Authorization Form.pdf \(115 KB\)](#)

**Last Modified by Ellen Suckow on December 10, 2024**

**DRIVER RECORD CHECK AUTHORIZATION FORM**

**Purpose:**

This form authorizes the DC Everest Area School District to obtain a copy of the individual's driving record from the Department of Motor Vehicles (DMV) to verify eligibility for driving responsibilities as part of their employment or volunteer duties.

**Section 1: Employee/Volunteer Information**

Full Legal Name: (As it appears on your driver's license) \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Position/Role:(e.g., Teacher, Staff, Volunteer)\_\_\_\_\_

Amount of Auto Liability Insurance \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

**I have verified the following (circle yes or no):**

YES NO There are safety belts for each passenger

YES NO The vehicle transporting students is in proper operating condition

YES NO I will obtain proper parent/guardian consent before transportation is provided

YES NO I will only allow approved district drivers to transport students

**Section 2: Consent to Obtain Driving Record**

I, the undersigned, authorize the DC Everest Area School District to request and obtain a copy of my driving record from the Department of Motor Vehicles (DMV). I understand that this record will be used to evaluate my eligibility for driving as part of my employment or volunteer duties with the district.

I acknowledge that the information obtained from my driving record may be used in decisions related to my eligibility to drive district-owned or personal vehicles for district purposes.

**Section 3: Acknowledgment and Signature**

I certify that the information provided in this form is accurate and complete. I understand that providing false information or omitting information may result in disciplinary action or disqualification from driving-related responsibilities within the district.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Great Place to Learn**

**23-24 WI Accountability**

**Report Card**



**D.C. Everest Area**

**SCHOOL DISTRICT**

# Key discussion items

- <sup>1.</sup>
  1. Report Card breakdown
  
- <sup>a.</sup>
  2. Our District's report card
  
- <sup>a.</sup>
  3. The DCE perspective
    - <sup>a.</sup>

# The DPI Report Card - Accountability Categories

- Consists of 5 Accountability Rating Categories
  - Significantly Exceeds Expectations - 5 stars
  - Exceeds Expectations - 4 stars
  - Meets Expectations - 3 stars
  - Meets Few Expectations - 2 stars
  - Fails to Meet Expectations - 1 star
- Each school and district is scored on a 0-100 scale that corresponds to one of these categories

# Report Card - priority areas

- Measures 4 Priority Areas - each scored on a 0 to 100 scale
  - **Achievement** - ELA and Math (Up to 3 years and now all post-Covid shutdown of Spring 2020)
  - **Growth** - ELA and Math
  - **Target group outcomes** (Bottom quartile) - Measured through achievement, growth, chronic absenteeism, and graduation
  - **On track to graduation** - Measured through chronic absenteeism, graduation, 3rd grade ELA, and 8th grade math

# Our District's Report Card

- D.C. Everest "Exceeds Expectations" - 70.8
- Comparison data for schools is based on the following grade bands
  - K-5
  - K-8
  - K-12
  - 6-8
  - 6-12
  - 9-12

# The DCE Perspective

- The Report Card can be helpful:
  - Helps identify subgroups in need of intervention in all categories
  - Shows where we fit in comparison to Statewide districts in ELA, Math, chronic absenteeism, graduation rate, growth, etc.
- We also see the Report Card as only a single data point...
  - iReady/FastBridge/aimswebPlus
  - Bloomsights
  - Connections data
  - Attendance data
  - Student engagement
  - YRBS

## ...the rest of the story for DCE

- Pathways learning experiences - IDEA, Odyssey, New Horizons, Alt. High School, Challenge, EVA, VALOR, and more
- 20 languages spoken in our district
- 127 DCE grad have earned 149 Industry Certified Credentials
- 170 Youth Apprenticeship placements and 389 total industry recognized certifications over the last 3 school years
- 60+ job shadow experiences

## ...the rest of the story for DCE

- 91% of seniors earned college credit through DE and/or AP coursework
- Approximately 75% of DCE AP Exams taken resulted in a 3 or higher and approximately 90% of freshman AP Gov students
- 12,500+ documented community service hours for 10-12 students
- ~1,300 secondary students participated in athletic co-curriculars
- ~1,300 secondary students participated in academic co-curriculars

Questions??

Thank you!



## D.C. Everest Area School District

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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. Nye & D.C. Everest School Board

**From:** Dr. Jeff Lindell, Assistant Superintendent of Learning.  
Dr. Kelly Thompson, Director of Curriculum, Literacy, Assessment, EL

**Date:** 12-12-2024

**Subject:** Course Proposals for 2025-2026

It is that time of year in our planning process to review and update our course offerings. The proposed courses for our Junior and Senior High School students this year are designed to align with the learning needs and interests of our students, as outlined within the *Portrait of a Graduate* framework.

As with all courses, the final decision on whether a course will be offered will depend on student enrollment. Some courses have been discontinued due to low enrollment, creating space for these new offerings.

Please review the attached proposals for your approval.

***Course Title: Advanced Game Design. SH .5 credit semester course***

Department: Career and Technical Education – Business, Marketing and I.T.

This course offering will increase opportunity for students to earn the industry-standard certification (titled “Unity Certified User”) which aligns to the D.C.E. School Board Goal of Portrait of a Graduate. Students will learn to use Unity, the standard in the video game industry, to create 2D and 3D games, as well as virtual reality games. Unity is further utilized in creating real-life simulations in a variety of disciplines, including architecture, engineering, construction, art, and design.

Open to students in grades 10-12

***Course Title: Video Production #2. SH .5 credit semester course***

Video Production II is designed for students to advance after successful completion of Video Production I. This course equips students with the skills, knowledge, and creativity necessary to produce compelling video content for a variety of audiences. Students will learn the fundamentals of pre-production, production, and post-production, with an emphasis on social media, video announcements, and highlight reels for athletic and drama events. Students will have opportunity to work within our district and community to publish professional content and gain career, post-secondary schooling, and workplace experiences and knowledge.

Open to students in grades 10-12

***Course Title: Foundations of Leadership. JH .5 credit semester course***

“Leaders aren’t born, they are made” (Vince Lombardi). The ability to positively lead and be led exists in each and every person no matter the circumstances. This course focuses on developing the foundational leadership elements and skills a person needs to self-lead as well as lead others. Course curriculum focuses on understanding and developing an individual’s values, goal setting, and positive habits, as well as study on confidence, vulnerability, and communication skills.

Coursework will include leadership and motivational-themed texts with an emphasis on small-group discussions, reflective journaling, service projects and guest speakers.

Note: This course will run as an overload FTE (the 6<sup>th</sup> course period for a teacher)

Open to students in grades 8-9



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2025-2026 Course Proposals for Board Approval:

## SENIOR HIGH LEVEL

### ***SENIOR HIGH: Art***

#### **1. Art for Therapy and Wellness II (semester long - .5 credit)**

Art for Therapy and Wellness II is a continuation of the first course, delving deeper into the therapeutic potential of art for self-expression, emotional exploration, and personal growth. This class encourages students to explore their inner worlds through various artistic mediums and techniques. The focus is on the process of creation rather than the final product, providing students a safe and supportive environment to engage in reflective practices, stress relief, and mindfulness. Students will build on the skills learned in Art for Therapy and Wellness I by exploring more advanced projects that focus on self-awareness, healing, and community building through art.

### ***SENIOR HIGH: Career and Technical Education***

#### **1. Technology in Agriculture I (semester long - .5 credit)**

In Technology in Agriculture students will discover how technology is changing the way we grow food. This introductory course covers basic concepts such as modern farming tools, irrigation systems, and the use of computers in agriculture. Students will engage in hands-on activities, including simple experiments and projects that highlight the role of technology in improving farming practices. Field trips to local farms will provide real-world examples of how technology helps farmers increase productivity and sustainability. By the end of the course, students will have a foundational understanding of how technology impacts agriculture and will be encouraged to think about future advancements in this important field.

### ***SENIOR HIGH: Business, Marketing, and IT***

#### **1. Sales Principles DE (semester long - .5 credit HS - NTC DE 3 credits)**

This course is for students interested in exploring the world of professional sales and its critical role within marketing. Students will gain hands-on experience in the art of selling, learning how to build meaningful customer relationships, understand consumer behavior, and effectively communicate the value of products and services.

Real-world simulations, role-playing activities, and guest speakers from the industry will immerse students in the sales environment, providing practical insights and experience. This course also explores the ethical considerations in sales and how to build long-term customer loyalty through trust and professionalism.

## ***SENIOR HIGH: Social Studies***

### **1. Introduction to Diversity Studies DE (semester long .5 credit - NTC DE 3 Credits)**

The course aims to provide a multidisciplinary perspective on American values, focusing on justice, equality, cultural understanding, and the importance of both legal and artistic contributions to society. Additionally, it will include an overview of perspectives of diverse peoples including Native Americans, Hispanic and Latino Americans, Arab Muslim Americans, African Americans, Asian Americans and Women. Students will read and analyze the book *The LateHomecomer: A Hmong Family Memoir*. In search of a place to call home, thousands of Hmong families made the journey from the war-torn jungles of Laos to the overcrowded refugee camps of Thailand and onward to America. But lacking a written language of their own, the Hmong experience has been primarily recorded by others. Driven to tell her family's story after her grandmother's death, *The LateHomecomer* is Kao Kalia Yang's tribute to the remarkable woman whose spirit held them all together.

### **2. Advanced Placement African American Studies (yearlong - 1.0 credit)**

AP African American Studies is an interdisciplinary course that examines the diversity of African American experiences through direct encounters with authentic and varied sources. Students explore key topics that extend from early African kingdoms to the ongoing challenges and achievements of the contemporary moment. Given the interdisciplinary character of African American studies, students in the course will develop skills across multiple fields, with an emphasis on developing historical, literary, visual, and data analysis skills. This course foregrounds a study of the diversity of Black communities in the United States within the broader context of Africa and the African diaspora.

## **JUNIOR HIGH LEVEL**

### **JUNIOR HIGH: CTE**

#### **1. *Business 101* Length of Course: One Semester, one class period every day**

**Prerequisite: None**

Rationale:

This fun and exciting class is intended for 8th and 9th grade students as an introduction to the many aspects of running a business. The class will look at business management, marketing, entrepreneurship, human resources, finance and more. The class is intended to get students interested in taking more business classes in high school and to help them understand what goes on behind the scenes in any business.

Course Description:

This dynamic, hands-on course introduces students to the fundamentals of business through the exciting and interactive world through a simulation. Throughout the semester, students will cover key business concepts such as marketing, budgeting, customer service and product development. They'll design a food truck, develop a menu, create a business plan, and implement strategies to attract customers, all while working in teams to simulate real-world business challenges.

#### **2. *Invest in Your Future* Length of Course: One Semester, one class period every day**

**Prerequisite: None**

Rationale:

This class is intended for 8th and 9th grade students to build core personal finance skills and develop real-world strategies to effectively manage their personal finances as they enter high school and beyond. The Invest in Your Future class will also set students up for success with their financial literacy credit in high school. This class is not intended to take the place of that credit or count as that credit. The entire class is built around the



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National Jump\$tart Financial Literacy Standards for 8th grade.

#### Course Description:

Do you want to be a millionaire? Then this class is for you. Set your life on a path to success. This class is designed to help students start making good financial habits and choices while still young. We will look at saving and investing for your future, preparing for success, credit and loans, consumer skills, and budgeting.

### **3. *Tech for Teens* Length of Course: One Semester, one class period every day. Prerequisite: None.**

#### Rationale:

This class is intended for 8th and 9th grade students to build core business skills using Google Docs, Slides, and Sheets. A high emphasis will be placed on keyboarding skills. Students will be taught how to format a business letter, create a business presentation, and produce a chart or graph from data on a spreadsheet. These are all critical skills needed for both high school and beyond.

#### Course Description:

Are you interested in computers? Do you want to be successful in the business world? Then, this class is for you. Set your life on a path to success. This class is designed to help students improve their word processing, presentation, and spreadsheet skills, with Google Docs, Slides and Sheets, all while increasing their keyboarding speed and accuracy. We will also do some coding and work with the new LEGO Education SPIKE robots!



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**Jeff Lindell, Ed.D.**  
Assistant Superintendent of Learning

### MISSION STATEMENT

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TO: D.C. Everest School Board

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: December 18, 2024

SUBJECT: Director of Teaching and Learning Job Description

Board Policy 1400 - Job Descriptions - requires job descriptions of licensed personnel be approved by the Board and then maintained by the Talent and Culture Department. As part of Dr. Thompson's retirement, our team has revamped the Director of Curriculum, Literacy, Assessment, and EL to a Director of Teaching and Learning role. Feedback was provided by building and district-level administrators, as well as our team of coaches and administrative assistants within the Curriculum Department. The attached job description represents the product of that work, and the job title provides the opportunity to adjust the focus of the role to meeting specific needs related to teaching and learning on a year-to-year basis.

**Recommendation:** Approve the job description for the Director of Teaching and Learning role.



Job Description	
Title	Director of Teaching and Learning
Reports To	Assistant Superintendent of Learning
Terms of Employment	52 Weeks, Exempt, Administrator Contract
Board Approved Date	December 2024

**JOB GOAL**

The Director of Teaching and Learning will champion equitable student achievement for all PK-12 learners by fostering a data-driven, research-based approach to curriculum development and alignment, instructional practices, and assessment. Through close collaboration with district administration, teacher leaders, classroom teachers, and the broader community, the director will support the continuous improvement of teaching and learning across the district. Additionally, the director will ensure that all practices align with the policies, rules, and regulations of the School Board, as well as the laws and administrative regulations of the State of Wisconsin and the United States.

**ESSENTIAL FUNCTIONS**

*Leader Development*

- Leads building-level administrators in their own development related to teaching and learning.
- Leads and collaboratively builds systems that engage building leaders and teachers around curriculum, assessment, and instructional practices.

*Curriculum and Instruction Leadership*

- Takes the lead role in identifying, implementing, and evaluating evidence-based curriculum in partnership with district and building leadership to ensure all subject areas have current and relevant learning opportunities.
- Coordinates, develops, reviews, and revises curriculum and resources for the classroom through a transparent and collaborative approach.
- Provides direction and leadership to department chairs and elementary building leadership teams, in partnership with building principals, to ensure research-based instructional strategies are implemented to foster growth in student learning outcomes in each department and across elementary classrooms.
- Ensures a personalized learning experience based on student need while maintaining a guaranteed and viable curriculum.
- Collaborates with ESS Coordinator and other District leaders to analyze both state and local assessment data to aid in continuous improvement efforts at the building level.
- Supports the development and implementation of Title I and III plans.
- Ensures the D.C. Everest system of support has a strong foundation in Tier I Universal instruction.
- Supports the team that develops and implements tiered supports to meet the instructional needs of all students, including students with special needs, English Learners, at-risk students, and gifted students.
- Oversees EL programming across the district and ensures alignment to State Statute and DPI guidelines.
- Ensures alignment and implementation of equitable practices in support of EL students.
- Collaborates with Talent & Culture to ensure District meets DPI Bilingual-Bicultural (BLBC) requirements.

*Supervision*

- Supervises Curriculum team and Administrative Assistant to the Director of Teaching and Learning.

*Staff Professional Development*

- Supports the development of a New Teacher Institute and mentor training that provides necessary learning for teachers new to D.C. Everest.
- Provides oversight of the Frontline Professional Development platform and assists in ensuring evidence-based PD offerings are available to staff.

- Assists in planning Professional Development experiences for District PD days.

*Resource Management*

- Provides leadership in the development of the Curriculum, Title I, and Title III budgets.
- Facilitates budget development and leads in establishing priorities for departments in collaboration with building administrators and department chairs.

*Other Responsibilities*

- Establishes strong lines of communication with administrators, teachers, support staff, and the community related to teaching and learning.
- Attends all School Board meetings and Board Committee meetings as required by the Assistant Superintendent of Learning.
- Collaborates at the local, state, and national level as necessary to carry out the responsibility of the director role subject to the approval of the Assistant Superintendent of Learning.
- Performs additional duties and responsibilities as assigned.

**QUALIFICATIONS AND SKILLS**

- Certified by the Wisconsin Department of Public Instruction as a Director of Instruction (#5010).
- Master's degree with an emphasis in curriculum and instruction.
- Three or more years of successful experience working directly with students.
- Significant experience with curriculum development, instructional methodology, assessment practices, and student data analysis.
- Leadership experience in a school environment preferred.

**TERMS OF EMPLOYMENT**

- 52 Week Administrator Contract (July 1 – June 30).
- Salary to be determined based on qualifications and experience.
- All insurance and fringe benefits provided by the individual administrator contract.
- Reimbursement for all actual and necessary expenses legitimately incurred in the performance of duties and included in the budget.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01/Policy 4122.01 throughout his/her employment in the District.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## D.C. Everest Area School District

6100 Alderson Street  
Weston, 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.

**To:** Dr. Casey Nye & D.C. Everest School Board

**From:** Brady Mesenberg, Director of Technology

**Date:** 12-10-2024

**Subject:** Library Plan





The D.C. Everest School Board is asked to formally acknowledge and approve the district's library plan for 2024-2028. In Wisconsin, district long-range plans for library services are required through [Wisconsin Administrative Code PI8.01\(2\)\(h\)](#). The "Future Ready Librarian" framework provides a foundation for building a plan to align with district goals and priorities. Each of the 8 wedges of the framework focus on different areas of impact for our librarians.


I have met and planned with the district librarian team (Elissa Ruppert, Jim Hostvedt, Marie Wardall, Sarah Thompson, Eric Heeren, Cori Soukup, Jake Stingl and Evan Sorenson). Throughout these meetings and conversations, we have selected topics within each "wedge" of the framework that we think are current strengths as well as areas of potential growth (these are the areas in red on the plan). We then took the areas of growth and formulated the big ideas into two goals for the library team to focus on through the 2027-2028 school year. The last page of the plan shows the two goals that will be the focus of the library team over the next few years.

## D.C. Everest Area School Library Plan 2024-2028

*D.C. Everest, 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.*

*\* **Red Highlighted Text** designates areas of focus for the 2024-25, 2025-26, 2026-27 and 2027-28 school years\**

<div data-bbox="73 661 451 856" style="background-color: #2e7d32; color: white; padding: 10px;"> <p><b>Designs Collaborative Spaces</b></p> <p> <i>Use of Space and Time</i></p> </div> <div data-bbox="73 877 451 1050"> <p> Provides flexible spaces that promote inquiry, creativity, collaboration and community.</p> </div>	<ul style="list-style-type: none"> <li>● Seek opportunities to enhance learning with flexible design for our spaces.</li> <li>● Re-designed our media center spaces to meet student needs.</li> <li>● Provide online opportunities for student collaboration.</li> <li>● <b>Continue to evaluate and re-design media center spaces to meet student needs and be sure access is possible (digital and physical for all students).</b></li> </ul>	<p><b>Alignment to District mission Statement:</b> “...committed to be innovative educational leaders...”</p> <p><b>Alignment to <a href="#">District Policy:</a></b> po2260</p> <p><b>Explanation:</b> The enhanced learning from group spaces and re-designed media centers will provide teachers and students opportunities to extend the classroom and engage in practices that promote learning.</p>
<div data-bbox="73 1396 451 1591" style="background-color: #0070c0; color: white; padding: 10px;"> <p><b>Builds Instructional Partnerships</b></p> <p> <i>Curriculum, Instruction and Assessment</i></p> </div> <div data-bbox="73 1612 451 2005"> <p> Partners with educators to design and implement evidence-based curricula and assessments that integrate elements of deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation and the active use of technology.</p> </div>	<ul style="list-style-type: none"> <li>● Regularly partner with teachers to integrate technology and information literacy skills.</li> <li>● Collaborate with teachers to provide “just in time” technology instruction, enabling them to focus on content.</li> <li>● Work with Literacy Coach to better understand how the library media program can support the writing curriculum.</li> <li>● Strengthen our partnerships with teachers by attending grade level and department PLC meetings.</li> <li>● Evaluate curriculum and alignment to best determine how the Library Media Program</li> </ul>	<p><b>Alignment to District mission Statement:</b> “...committed to be innovative educational leaders in developing knowledgeable, productive, caring, creative, responsible individuals...”</p> <p><b>Alignment to <a href="#">District Policy:</a></b> po2522</p> <p><b>Explanation:</b> Working collaboratively with classroom teachers</p>

	<p>can best support teachers and students.</p> <ul style="list-style-type: none"> <li>● Provide and support evidence based curriculum through ITL, ISTE, and AASL standards.</li> <li>● Digital Citizenship lessons from Common Sense Media (Elem.)</li> <li>● <b>Continue to evaluate curriculum and alignment to best determine how the Library Media Program can best support teachers and students.</b></li> </ul>	<p>to incorporate the specialization of the library media specialist into proven course experiences will enhance the student experience and outcomes by intentionally aligning classroom activities and learning with universal learning goals like literacy and digital citizenship.</p>
<div data-bbox="73 598 451 789" style="background-color: #0070C0; color: white; padding: 10px;"> <p><b>Empowers Students as Creators</b></p> <p><i>Curriculum, Instruction and Assessment</i></p> </div> <div data-bbox="73 814 224 940">  </div> <p>Encourages and facilitates students to become increasingly self-directed as they create digital products of their learning that engage them in critical thinking, collaboration and authentic, real-world problem solving.</p>	<ul style="list-style-type: none"> <li>● Integrate engineering and robotics concepts into the curriculum using the design process as a guide.</li> <li>● Provide opportunities and challenges to foster student exploration.</li> <li>● Teach production skills at all grade levels to ensure students understand the creation process.</li> <li>● Continue to work with students to foster problem solving and creation through STEM/STEAM.</li> <li>● Maintain dedicated areas of the media center for makerspaces and digital/physical projects.</li> <li>● Provide students opportunities to participate in local and statewide reading programs that encourage critical thinking and collaboration.</li> <li>● <b>Create flexible library spaces that are conducive to all types of physical and digital learning.</b></li> <li>● <b>Work with teachers to help integrate makerspace materials into instruction.</b></li> </ul>	<p><b>Alignment to District mission Statement:</b></p> <p>“...developing...individuals prepared to meet the challenges of an ever-changing global society.”</p> <p><b>Alignment to <a href="#">District Policy</a>:</b> po2522</p> <p><b>Explanation:</b> Through the exposure of engineering, robotics in the field of STEAM, our IMC’s will provide students opportunities to practice specific skills (coding, math, engineering) while increasing their ability to problem solve and collaborate. This will put them in a much better place to address the challenges they will face in a rapidly globalizing society.</p>

## Curates Digital Resources and Tools

 Curriculum, Instruction and Assessment



Leads in the selection, integration, organization,

and sharing of digital resources and tools to support transformational teaching and learning and develop the digital curation skills of others.

- Expand and evaluate a variety of relevant online research tools and digital reading options, and make them available to students and teachers 24/7 through the library website or school site.
- Create web-based or other organizational online documents for students and teachers to guide their learning and research.
- Provide various online reading and research tools and teach students how to access, log in and use the resources.
- Connect students to tools and resources in such a way as to maximize their use and enhance learning opportunities.
- Use knowledge of certified library media specialist to select and procure both print and digital resources for our school communities. This knowledge helps to match students and staff to resources that enhance learning and achievement.
- **Library Media Specialists will continue to utilize review sources, professional journals, and organization materials that inform the selection of up-to-date, relevant resources.**
- **Continue collaboration with staff and students to ensure that our collections will meet their needs.**
- **Continue to modify policies to reflect best practices in our field.**

### Alignment to District mission Statement:

“...developing...individuals prepared to meet the challenges of an ever-changing global society.”

### Alignment to [District Policy](#): po2522

### Explanation:

Offering students online access to the materials and the knowledge we have on hand allows students to connect with help and resources WHEN THEY NEED THEM. Thus increasing their ability to succeed in their studies while simultaneously enhancing their employability skills of independent learning, self motivation, and digital content comfort.

## Facilitates Professional Learning

 *Personalized Professional Learning*



Leads professional learning to cultivate broader understanding of

the skills that comprise success in a digital age (e.g., critical thinking, information literacy, digital citizenship, technology competencies, etc.)

- Provide professional development to teachers and staff to support available resources, online tools and newest technologies.
- Attend Conferences (WEMTA, ISTE), workshops, and webinars on information literacy related topics in order to learn the newest trends and technologies.
- Continue to present at in-district and out of district conferences.
- Provide ongoing training for staff as needed.
- Attend Library PLC meetings on a regular basis.

### Alignment to District mission Statement:

“...are committed to be innovative educational leaders...”

### Alignment to [District Policy](#): po2522

### Explanation:

Offering Professional Development opportunities to our staff provides them with the tools and strategies they will need to remain current and capable of preparing students to compete globally upon graduation.

## Ensures Equitable Digital Access

 *Technology and Infrastructure*



Provides and advocates for equitable

access to connectivity, digital devices, information, resources, programming, and services in support of the district's strategic vision.

- Provide 24/7 access to digital library resources such as databases, ebooks, and audiobooks. Download options are available for students without internet access at home.
- Provide opportunities for equitable digital access with extended library hours through various programs and clubs.
- Continue to explore options to provide students with equitable access to connectivity, such as overnight internet hotspot checkouts.
- Explore options for summer reading opportunities for students.

### Alignment to District mission Statement:

“...developing...individuals prepared to meet the challenges of an ever-changing global society.”

### Alignment to [District Policy](#): po2260, po2522

### Explanation:

Offering students online access to the materials and the knowledge we have on hand allows all students to have equitable access to help and resources WHEN and WHERE they need them. This increases their likelihood of success by enhancing their access to information and online access.

## Invests Strategically in Digital Resources



 Leverages an understanding of school and community needs to identify and invest in digital resources to support student learning.

- Maintain current core collections in both digital and print formats.
- Provide digital resources to support students, teachers, and curriculum.
- Share digital/print resources among buildings.
- Leverage Common School Funds and our expertise as certified library media specialists to identify the best value among local and statewide consortiums.
- Continue to make best use of resources by exploring new venues of purchasing power.

### Alignment to District mission Statement:

“..are committed to be innovative educational leaders...”

### Alignment to [District Policy](#): po2522

**Explanation:** Securing collections to enhance student literacy and interest in learning requires creative expenditures and revenue sources. By working to leverage CSF money and collaborating to share resources among buildings we are committing to be innovative educational leaders.

## Cultivates Community Partnerships



 Cultivates partnerships within the school and local community (families and caregivers, non-profit organizations, government agencies, public and higher education libraries, businesses, etc.) to promote engagement and a lifelong learning process.

- Work with parent organizations to support reading programs.
- Bring in outside opportunities
- Host night time events to showcase student learning opportunities.
- Provides opportunities for the community to engage in literacy activities.
- Explore opportunities to engage the community in special programming.

### Alignment to District mission Statement:

“...in partnership with the community...”

### Alignment to [District Policy](#): po5730

**Explanation:** Providing equitable access to real world audiences for students while simultaneously engaging the community that supports them is perfectly inline with district goals and educational best practices.

## Advocates for Student Privacy



Teaches and promotes student data privacy through their instruction and role as educational leaders.

- Digital Citizenship Scope and Sequence (Common Sense Media)
- Continue to support student and staff privacy in the changing digital environment.
- Work with school administration and parents to leverage technological supports to provide digital learning opportunities to students who have traditionally struggled with them.

### Alignment to District mission Statement:

“...prepared to meet the challenges of an ever changing global society...”

**Alignment to [District Policy](#):** po2522 see Parental/Police Access to IMC information section

### Explanation:

In a world that is more and more connected, it is imperative that we both protect students and their data AND increase their ability to succeed in a digital world by offering them opportunities and supports to increase their digital skills.

## Leads Beyond the Library



Participates in setting the district's vision and strategic plan for digital learning and fosters a culture of collaboration and innovation to empower teachers and learners.

- Participate in building level and district-wide leadership meetings, professional development opportunities and related activities.
- Participate, develop, and maintain the District K-12 Library Media Plan.
- Advocate for information literacy programs.
- Subscribe to membership in Library/Technology based organizations (WEMTA, ISTE, AASL, etc.)
- Advocate for internet connectivity for every learner.
- Work with principals to coordinate strategic planning time for PLC collaboration.

### Alignment to District mission Statement:

“...committed to be innovative educational leaders in developing...individuals prepared to meet the challenges of an ever changing global society.”

**Alignment to [District Policy](#):** po2522

### Explanation:

Advocating for a larger role in enhancing literacy, both traditionally and digitally, provides our IMC specialists with the ability to support teachers and students in ways that will increase their ability to prepare for the world ahead of them. Increased training and presence in PLC meetings will provide opportunities to work collaboratively with classroom teachers to get them the support they need.

# DC Everest School District Library Goals

## Goal #1

DC Everest libraries will work to ensure equitable digital access for all students through book collections, digital resources, instructional programming and access to technology. This will include:

- Promoting circulation to all staff and students.
- Increase professional development opportunities to showcase existing digital tools. (Total Number)
- Increase Accessibility (Language Options)

### Data CheckPoints

2024-25 (Collection Year)	2025-26	2026-27	2027-28

## Goal #2

DC Everest libraries will work to develop/enhance collections across all buildings. This will include:

- Collect annual data on circulation and digital resource usage.
- Decrease the overall age of each collection by 6 months- 3 years. (Dependant on starting point of collection in each building)

### Data CheckPoints

2024-25 (Collection year)	2025-26	2026-27	2027-28





TO: Dr. Casey Nye

FROM: Kendra Gilbertson

DATE: December 10th, 2024

SUBJECT: D.C.Everest Idea School- Washington D.C.Trip

I am excited to present to you the opportunity for Idea School students to take a school trip to Washington D.C.. Students from grade 9-12 will have the opportunity to travel to DC from April 24-27, 2025. We are partnering with Explorica by World Studies who have been leading student trips since 2000. We used this same organization to travel to Boston in March 2023 and found them to be very reliable and informed. During our trip students will have the opportunity to extend the learning they have been doing through their project work in U.S. History and hopefully spark some new project ideas. Day one of the trip will be a travel day, plus a visit to the National Mall. Day two includes a Mount Vernon Excursion, guided U.S Capitol tour, Supreme Court visit and a visit to the National Holocaust museum. Day three includes a visit to Arlington National Cemetery, the Smithsonian Museums, and Ford's Theatre. The final day includes a visit to the International Spy Museum and travel home.

The cost of the trip will be \$1,872 per student. This price includes round trip airfare flying from Green Bay, accommodations along with breakfast and dinner each day. Idea advisors Kendra Gilbertson and Aaron Riemer will accompany the students on the trip.

I ask, Dr.Nye, that you bring this opportunity to the attention of the school board for approval.

Respectfully Submitted,

Kendra Gilbertson  
Advisor  
D.C.Everest Idea School



## D.C. Everest Area School District

6300 Alderson Street  
Weston, WI 54476  
Phone 715-359-4221

**Jason Jablonski**  
Director of Buildings and Ground

### MISSION STATEMENT

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**TO:** Dr. Casey Nye, Superintendent  
Dr. Kelley Strike, Assistant Superintendent of Operations

**FROM:** Jason Jablonski, Director of Buildings and Grounds

**DATE:** November 13, 2024

**RE:** Storm Water and Sewer Lateral Repairs at JHS – Update and Budget Allocation

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We are currently addressing necessary repairs to the storm water and sewer laterals at the JHS, which were originally constructed using clay piping in the early 1950's. Over time, these clay pipes have developed cracks and joint failures, leading to leaks and potential structural concerns. Many of the main laterals are buried 10-20 feet below the building's finish grade, making repairs particularly challenging without disrupting school operations.

To address this, we engaged a local contractor to perform pipe repairs using "Pipe Bursting" methods. This technique allows for the insertion of a new sleeve within the existing pipe cavity, minimizing disruption.

We began our repairs in August, following the collapse of a main storm drainpipe under the building. Our approach is as follows:

**1. Inspection and Prioritization:**

- a. We have been camera-inspecting all pipes 4" and larger under the building to assess their condition.
- b. Based on the inspection, we assign a priority to each pipe and schedule repairs as time allows, aiming to complete work during school breaks or when students are not present.

**2. Progress to Date**

- a. **Storm and Sewer Pipe Inspections:** 70% of the piping has been inspected (August through November)
- b. **Repairs Completed:** We have replaced and relocated part of the main storm piping that was beyond repair. On November 4<sup>th</sup>, we successfully relined the first main sewer pipe serving the school's main bathrooms.

**Cost Incurred to Date:**

- **Emergency Repairs (August-Storm Piping):** \$62,601.67
- **Camera Inspection and Research (August-November, 70% of the Piping):** \$17,624.00
- **Sewer Reline (November 4<sup>th</sup>, Mian Bathrooms):** \$36,488.00

## Estimated Future Repair Costs:

The following repairs are anticipated in the coming months:

- **Camera Remaining 30% of Piping:** \$12,500.00
- **Relining Storm Drain (Kitchen to Manhole):** \$17,194.00
- **Relining Main Storm Pipes:**
  - 210' of 10" Clay Pipe (Main Storm Under Gym): \$48,300.00
  - 80' of 6" Clay Pipe (Secondary off Gym Main): \$18,400.00
  - Relocation of the Collapsed Storm Drain (Exterior of Building): \$200,000.00
- **Relining Main Sewer Pipes:**
  - 400' of 8" Clay Pipe: \$92,000.00
  - 155' of 6" Clay Pipe: \$35,650.00
  - 100' of 4" Galvanized Pipe: \$23,000.00

## Recommendation


1. We recommend the allocation of \$563,757.67 to cover the projected repair costs listed above. In addition, we request the inclusion of a contingency fund of \$150,000.00 to address any unforeseen issues that may arise during the repair process. This brings the total requested allocation to \$713,757.67.

## Additional Notes

1. **Scope of Repairs:** The above repair estimates only cover the storm and sewer piping under the building and do not include any work on the exterior piping.
2. **Limited to Main Lines:** The repairs are focused exclusively on the main sewer and storm lines. Branch lines under 4" in size are not included in the current budget or scope of work.

We appreciate your attention to this matter and are available to discuss further should you have any questions or require additional details.

Jason Jablonski  
Director of Buildings and Grounds

	<p><b>D.C. Everest Area School District</b></p> <p>6100 Alderson Street Weston, WI 54476 Phone 715-359-4221 www.dce.k12.wi.us</p> <p><b>Dr. Kelley Strike</b> Assistant Superintendent of Operations</p>	<p><b>MISSION STATEMENT</b></p> <p>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.</p>
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TO: Dr. Casey Nye, Superintendent  
FROM: Dr. Kelley Strike, Assistant Superintendent of Operations  
DATE: December 18, 2024  
SUBJECT: Budget Calendar

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Attached is the proposed budget calendar for the 25-26 school year. A budget calendar provides a clear timeline for budgeting activities, ensuring that our financial planning process is timely, coordinated, and aligned with our organizational goals.

**Recommendation:**

It is recommended that the board approve the budget calendar for the 2025-2026 fiscal year.

**Budget Calendar**  
**D.C. Everest Area School District**  
**2025-2026 School Year**

November 2024	<ul style="list-style-type: none"> <li>❖ Build budget projections</li> <li>❖ Complete enrollment review/projections</li> </ul>
December 2024	<ul style="list-style-type: none"> <li>❖ Board review and approval of budget calendar</li> <li>❖ Begin review student/teacher ratios &amp; FTE allocations</li> </ul>
January 2025	<ul style="list-style-type: none"> <li>❖ Review budget projections and determine resource allocations based on projections including FTE allocations</li> <li>❖ Complete January Student Count</li> </ul>
February 2025	<ul style="list-style-type: none"> <li>❖ Share department and building budget process with administrators and budget managers</li> <li>❖ Board review and approval of per pupil building allocations</li> <li>❖ Student course selection process</li> </ul>
March 2025	<ul style="list-style-type: none"> <li>❖ Conduct budget review meetings with Principals and Directors</li> <li>❖ Finalize Staffing FTE</li> <li>❖ Prepare Salary/Negotiations for 25-26</li> </ul>
April 2025	<ul style="list-style-type: none"> <li>❖ Close purchasing requisitions for 24-25 - (April 1)</li> <li>❖ Current year budget performance review</li> </ul>
May 2025	<ul style="list-style-type: none"> <li>❖ Prepare preliminary 25-26 budget</li> </ul>
June 2025	<ul style="list-style-type: none"> <li>❖ Review cash flow projections</li> <li>❖ Approve line of credit (if needed)</li> <li>❖ Present a preliminary budget to board</li> <li>❖ Assess ongoing capital projects to verify incurred expenses, ensuring they are accurately recorded in the appropriate fiscal year</li> <li>❖ Review expenditures in comparison to budget and actual revenue and expenses and make budget transfers or revisions as needed</li> </ul>
July 2025	<ul style="list-style-type: none"> <li>❖ Receive July 1 preliminary aid estimate from DPI</li> <li>❖ Request approval of preliminary spending as of July 1, 2025</li> <li>❖ Ongoing budget revisions in preparation for final budget</li> <li>❖ Update and board approval of 10 year capital plan</li> </ul>
August 2025	<ul style="list-style-type: none"> <li>❖ Finalize and submit budgets and applications for IDEA/ESSA grants</li> <li>❖ Finalize and approve benefit renewals</li> </ul>
September 2025	<ul style="list-style-type: none"> <li>❖ Complete September Student Count</li> </ul>
October 2025	<ul style="list-style-type: none"> <li>❖ Final adjustments with October 1 property value report</li> <li>❖ Final adjustments with final state aid amount on October 15</li> <li>❖ Annual Meeting</li> <li>❖ School Board adopts budget and sets final tax levy</li> <li>❖ Prepare and send tax levy certifications to municipal clerks and file with DPI</li> </ul>
November 2025	<ul style="list-style-type: none"> <li>❖ Begin budget model projections for 2026-2027</li> </ul>



## D.C. Everest Area School District

6100 Alderson St.  
Weston, WI 54476  
Phone 715-359-4221  
[www.dce.k12.wi.us](http://www.dce.k12.wi.us)

**Jeff Lindell, Ed.D.**  
Assistant Superintendent of Learning

### MISSION STATEMENT

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TO: D.C. Everest School Board

FROM: Dr. Jeff Lindell, Assistant Superintendent of Learning

DATE: December 18, 2024

SUBJECT: Board Policy 5113 - Open Enrollment Program (Inter-district)

Board Policy 5113 - Open Enrollment Program (Inter-district) - governs the implementation of the Wisconsin Public School Open Enrollment Program. The statute and administrative code provide districts with some level of flexibility. For some time, D.C. Everest has utilized one of those areas of flexibility to guarantee open enrollment approval of students whose families have moved out of the District's boundaries and wish to remain a D.C. Everest student through the Open Enrollment Program.

The policy edits as presented shift the language of guaranteed approval for these students to a preferred status and would base approval on space availability the Board will determine in January. As in the past several years, there will be caps set based on Special Education staffing and workload responsibility of this staff. Our team has had much discussion around the change in policy language and collectively feel a shift to this language will better support our ability to provide high quality support for the students our case managers and service providers serve.

**Recommendation:** Motion to approve changes to Policy 5113 as presented.



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	February 21, 2024

### 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 students attending the District for whom tuition is paid by written agreement with the resident district under 121.78(1)(a), Wis. Stats. ~~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**

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.
- 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. 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.

#### **E. 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.

#### **REVIEW AND REVISION OF POLICY**

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

Revised 12/21/22

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Legal 118.51, Wis. Stats.  
Wis. Admin. Code. Ch. P.I. 36

Cross References [ag5113 - ADMISSION OF STUDENTS PARTICIPATING UNDER OPEN ENROLLMENT](#)

**Last Modified by Ellen Suckow on December 11, 2024**



Book	Policy Manual
Section	First Reading by Board
Title	FEDERAL FUNDS
Code	po6110
Status	First Reading
Adopted	May 25, 2016
Last Revised	May 24, 2017

## 6110 - FEDERAL FUNDS

It is the objective of the ~~School~~ Board to provide equal educational opportunities for all District students. ~~within the District.~~ Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefit students and the educational program. Therefore, it is the intent of the Board to ~~study Federal legislation~~ consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs ~~s/he~~ the Superintendent deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants having a value of more than \$2,500. Refer to Policy 7230 - Gifts, Grants, Bequests.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. All Federal funds received by the District will be used in accordance with the applicable Federal regulations and guidelines. The Superintendent shall ensure that each draw of Federal monies is as close as administratively feasible to the related program expenditures.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless the instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in the schools.

### Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

### Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.
- B. The Superintendent shall present the following proposal to the Board for approval: proposals with budgets exceeding \$2,500.00.

### **Mandatory Disclosures**

The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, any fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the Civil False Claims Act (2 C.F.R. 200.113) regarding the obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency and the agency's Office of Inspector General, and to the pass-through entity, such as the Department of Public Instruction.

### **Whistleblower Protections**

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1211/Policy 3211/Policy 4211 - Whistleblower Protection and Policy 8900 - Fraud.

### **Grant Administration**

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, ~~program~~ applicable statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

- F. The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- G. ~~( ) Written amendments requiring the District Administrator's signature shall be presented to the Board for approval.~~
- H. ~~( ) Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.~~
- I. ~~( ) Program reports including but not limited to audit, site visits and final reports shall be submitted to the District Administrator for review and distribution to the Board and other appropriate parties.~~

### **Financial Management**

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The Superintendent shall provide for the following:

- A. ~~Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and~~

~~name of the pass-through entity, as applicable.~~ Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, the year the Federal award was issued, and name of the Federal agency or pass-through entity.

- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

- C. ~~Records that identify adequately the source and application of funds provided for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.~~
- D. Effective control over and accountability for all funds, property, and other assets.

The District must adequately safeguard all assets and ~~assure that~~ ensure they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;
  2. comply with the U.S. Constitution, Federal statutes, regulations and the terms and conditions of the Federal award;
  3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award; and
  4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
  5. ~~take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.~~
- E. Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality. ~~Comparison of expenditures with budget amounts for each Federal award.~~
- F. Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.
- G. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability, including, but not limited to the following areas:
1. cash management in accordance with 2 C.F.R. 200.305;
  2. allowability of costs in accordance with subpart E and the terms and conditions of the Federal award;
  3. conflict of interest;
  4. procurement;
  5. equipment management;
  6. conducting technical evaluations of proposals and selecting recipients;

7. compensation and fringe benefits;
  8. travel.
- H. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.
- I. insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

### Audit Requirements

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends \$1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than \$1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

#### The District shall:

- A. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;
- B. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;
- C. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and
- D. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

### Certifications and Records Retention

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report or longer if required by the Board-adopted retention schedule.

### ~~We do not currently have this last section:~~ Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such similar revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income. Finally, license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless the District has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

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Legal 2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307  
2 C.F.R. 200.309, 200.310, 200.313, 200.318 - .320, 200.343(b) & (e), 200.403

2 C.F.R. 200.404 and 200.406, 200.501-511

34 C.F.R. 75.707, 76.563, 76.565, 76.707

Compliance Supplement for Single Audits of State and Local Governments

20 U.S.C. 7906

31 U.S.C. 3729-3733

**Last Modified by Ellen Suckow on December 6, 2024**



Book	Policy Manual
Section	First Reading by Board
Title	INTERNAL CONTROLS
Code	po6111
Status	First Reading
Adopted	May 24, 2017

### 6111 - INTERNAL CONTROLS

The Superintendent shall establish, document, and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all Federal awards in compliance with applicable the U.S. Constitution, statutes, regulations, and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

These internal controls should comply with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards;
- B. evaluate and monitor its compliance with the U.S. Constitution, statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified ~~including noncompliance identified in audit findings~~; and
- D. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality. ~~"personally identifiable information" (PII) and other information the awarding agency or pass-through~~

~~entity designates as sensitive or the District considers sensitive consistent with applicable Federal, state, local, and tribal laws and District policies regarding privacy and obligations of confidentiality.~~

PII is defined at 2 C.F.R. Section 200.791 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not anchored-attached to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

**Suggested Resources:**

- A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;
- B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and
- D. Internal control guidance issued by the U.S. Department of Education.

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Legal	2 C.F.R. 200.1
	2 C.F.R. 200.303

**Last Modified by Ellen Suckow on December 5, 2024**



Book	Policy Manual
Section	First Reading by Board
Title	CASH MANAGEMENT OF GRANTS
Code	po6112
Status	First Reading
Adopted	May 24, 2017

### 6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payments methods shall minimize the time elapsing between the transfer of funds from the ~~United States Treasury~~ ~~Federal agency~~ or the Department of Public Instruction (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit ~~requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used.~~ **payment requests as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used. See Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).**

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested ~~will~~ **must** be as close as is administratively feasible to the actual disbursement **by the District** for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payments to contractors in accordance with contract provisions.
- C. **Whenever possible, advance payment requests by the District must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or Wisconsin Department of Public Instruction (DPI).**
- D. ~~To the extent~~ **If** available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on ~~such~~ **Federal** funds before requesting additional cash payments. **[DRAFTING NOTE: It is generally recommended that the District request program income be added to their total award, but separating program income out and then noting how applicable credits are addressed.]**
- E. The District shall account for the receipt, obligation, and expenditure of funds.

F. Advance payments will be deposited and maintained in insured accounts whenever possible.

G. Advance payments will be maintained in interest-bearing accounts unless the following apply:

1. The District receives less than \$~~120,000~~250,000 in Federal ~~awards~~funding per year.
2. The best ~~reasonably~~ available interest-bearing account would not ~~reasonably~~ be expected to earn interest in excess of \$500 per year on Federal cash balances.
3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
4. A foreign government or banking system prohibits or precludes interest-bearing accounts.
5. An interest-bearing account is not readily accessible (for example, due to public or political unrest in a foreign country).

H. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal ~~advance payments deposited in interest-bearing accounts must be remitted~~ funds must be returned annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either ~~the~~ Automated Clearing House (ACH) network or a Fedwire Funds Service payment. ~~Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another Federal agency payment system.~~

I. All interest in excess of \$500 per year must be returned to PMS regardless of whether the District was paid through PMS. Instructions for returning interest can be found at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.

J. All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency. All returns to PMS should follow the instructions provided at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.

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2 C.F.R. 200.305

Last Modified by Ellen Suckow on December 5, 2024



Book	Policy Manual
Section	First Reading by Board
Title	COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	First Reading
Adopted	May 24, 2017
Last Revised	March 16, 2022

#### 6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

#### Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services costs for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and;
5. the degree to which the cost represents a deviation from the Board's established written policies and procedures for incurring costs. whether the cost does not represent any significant deviation from the established practices or Board policy which may unjustifiably increase the expense.

Whether an expenditure is necessary is determined based on the needs of the program. The expenditure must be necessary to achieve an important program objective and it must be established that the expenditure addresses and existing need. While Federal regulations do not provide specific descriptions of what satisfies the necessary element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost

**addresses an existing need, and can prove it**

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

This standard is met if the cost:

1. is incurred specifically for the Federal award;
  2. benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; **or**
  3. ~~and~~ is necessary to the overall operation of the District and is assignable, **in part**, to the Federal award in accordance with **these** cost principles ~~mentioned here~~.
- B. Conform to any limitations or exclusions set forth in the cost principles ~~as required by law~~ **2 C.F.R. Part 200** or in the terms and conditions of the Federal award, **including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment or as a substantial or essential component of any system or as critical technology as part of any system. Such prohibition also applies to funds generated as program income, indirect cost recoveries, or to satisfy cost share requirements.**
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles
- F. Be representative of actual cost, net of all applicable credits, **or** offsets.
- The term "applicable credits" refers to those ~~receipts or reductions of expenditures that operate to offset or reduce expense items~~ **transactions that offset or reduce direct or indirect costs** allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; **insurance refunds or rebates**; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the ~~State-District~~ **State-District** relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.
- G. Be not included as a match or cost-share **requirements of any other Federally-financed program in either the current or a prior period**, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to ~~assure~~ **document** that only permissible personnel expenses are allocated;
  2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

- I. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

All other costs must be incurred during the approved budget period. At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend incur financial obligations of the funds awarded, including any funds carried forward or other revisions pursuant to the law 2 C.F.R. 200.308. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

### Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures (as defined in Policy 7455 – Accounting System for Capital Assets):

- A. Capital expenditures for general-purpose equipment, buildings, and land are unallowable allowed as direct charges, except but only with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$510,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which that materially increase their value or useful life are unallowable as a direct cost except but only with the prior written approval of the Federal awarding agency, or pass-through entity.
- D. All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- G. The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.
- H. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- I. Equipment and other capital expenditures are unallowable as indirect costs.

Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.

Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.

### Prior Written Approval

To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.

### Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

### **Determining Whether a Cost is Direct or Indirect**

The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$10,000.

If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement, not supplant, provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to (1) one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education (ODE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

### **Timely Obligation of Funds**

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

~~When Obligations are Made~~

~~Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment.~~

~~This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.~~

~~The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:~~

<del>If the obligation is for:</del>	<del>The obligation is made:</del>
<del>Acquisition of Property</del>	<del>On the date the District makes a binding written commitment to acquire property</del>
<del>Personal services by an employee of the District</del>	<del>When the services are performed</del>
<del>Personal services by a contractor who is not an employee of the District</del>	<del>On the date the District makes a binding agreement to obtain the services</del>
<del>Performance of work other than personal services</del>	<del>On the date when the District makes a binding written commitment to obtain the work</del>
<del>Public utility services</del>	<del>When the District receives the services</del>
<del>Travel</del>	<del>When the travel is taken</del>
<del>Rental property</del>	<del>When the District uses the property</del>
<del>A pre award cost that was properly approved by the Secretary under federal regulations, 2 CFR part 200, Subpart E</del>	<del>On the first day of the project period</del>

**Period of Performance**

All financial obligations must occur during the period of performance. **Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period.**~~Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work~~

~~authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods.~~ The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. **Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.**

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the ~~awarding~~ agency or the pass-through entity (e.g., Wisconsin Department of Education) to reimburse for pre-approval expenses.

If a Federal ~~awarding~~ agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the **conclusion of the period of performance of the award (or an earlier date as agreed upon by the DPI and the District).** ~~end of the funding period unless an extension is authorized, or other terms are provided for in the grant.~~ Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the ~~awarding~~ agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

Revised 2/17/21

Revised 12/2/21

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- 2 C.F.R.200.344(b)
- 2 C.F.R. 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.458
- 34 C.F.R. 75.703
- 34 C.F.R.76.707-.708(a)

**Last Modified by Ellen Suckow on December 5, 2024**



Book	Policy Manual
Section	First Reading by Board
Title	PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	First Reading
Adopted	May 24, 2017
Last Revised	April 17, 2024

### 6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds including any District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses, minority business, women's business enterprises, veteran-owned businesses, and labor surplus area firms, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing policy and administrative guidelines (Policy 6320 and AG6320).

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130 - Ethics and Conflict of Interest, and Policy 3230 - Ethics and Conflict of Interest, and Policy 4230 - Ethics and Conflict of Interest.

The District will avoid the acquisition of unnecessary or duplicative items. ~~Additionally, c~~ Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase ~~and, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.~~ ~~When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach.~~ These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements, where appropriate, for procurement or use of common or shared goods and services.

### Competition

All procurement transactions ~~for the acquisition of property or services required under a~~ ~~under the~~ Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that ~~encourages~~ ~~provides~~ full and open competition and ~~that is~~ in accordance with ~~good~~ ~~2 C.F.R. Part 200, good~~ administrative practice, and sound business judgment. ~~To ensure~~ ~~In order to promote~~ objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids ~~or requests for proposals~~ from competition for such procurements.

~~Examples of situations that may restrict competition include, but are not limited to:~~ Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms ~~in order~~ for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement;
- G. any arbitrary action in the procurement process.

~~Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.~~

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services, ~~that are subject to this policy,~~ the pre-qualified list includes enough qualified sources ~~as to ensure maximum open and free competition.~~ The District allows vendors to apply for consideration to be placed on the list continuously. **~~DRAFTING NOTE: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]~~**

The District shall require that all prequalified lists of persons, firms, or products which are used in ~~procurement transactions are current and include enough qualified sources to provide maximum open competition.~~ When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition. ~~acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition.~~ The District shall not preclude potential bidders from qualifying during the solicitation period.

~~To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.~~

### Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures ~~(in accordance with 2 C.F.R. 200.319(d))~~ that require all solicitations incorporate a clear and accurate description of the technical requirements for the ~~property, equipment, or service being procured. material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition.~~ The description may include a statement of ~~property, equipment, or service~~ the qualitative nature of the material, product or service to be procured, ~~and, when necessary, When necessary, the description must shall set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform. which it shall conform if it is to satisfy its intended use.~~ Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to ~~make a clear and accurate description of~~ clearly and accurately describe the technical requirements, a "brand name or equivalent" description ~~may be used as a means to define the performance or other salient requirements of procurement~~ of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the

offerors must fulfill and all other factors that will be used in evaluating bids or proposals. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

## Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

### A. Informal Procurement Methods

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal procurement methods used for procurement of property or services at or below the simplified acquisition threshold include:

#### 1. Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the class maximum deviation by Federal Acquisition Regulation. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history, or other relevant information, and maintains documents to support its conclusion documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

#### **WE do not have this part:**

~~[ ] Unless otherwise defined by State or local law, districts are responsible for determining and documenting an appropriate micro purchase threshold in accordance with 2 C.F.R. 200.320(a)(iv) based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations.~~

~~An eligible District may self certify a threshold of up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass through entity and auditors in accordance with 2 C.F.R. 200.334. A district which is qualified as a low risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro purchase threshold up to \$50,000. An eligible district may self certify the increased micro purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks. The self certification, in accordance with 2 C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of the qualifications listed above.any of the following:~~

- ~~a. a qualification as a low risk auditee in accordance with the criteria in 2 C.F.R. 200.520;~~
- ~~b. an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or~~
- ~~c. for public institutions, a higher threshold is consistent with State law.~~

~~**[DRAFTING NOTE: The Federal regulation allows for a \$50,000 threshold. While this authority is allowed for an entity qualified as a low-risk auditee by Federal regulation, this increased threshold has not yet been addressed by the Department of Public Instruction (DPI) and Neola does not suggest its use due to the complexity and subjectivity of the mechanism.] [END OF OPTION]**~~

#### 2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of the class maximum deviation by Federal Acquisition Regulation, except as otherwise required by State law. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of

qualified sources. **DRAFTING NOTE: Unless the pass-through entity or State law defines the number of quotes required, the District may define in policy how many quotations are adequate. The number must be greater than one (1).]**

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations ("FAR"). When applicable, a lower simplified acquisition threshold used by the non-Federal entity District must be authorized or not prohibited under State, local, or tribal laws or regulations.

## B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

### 1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$150,000 unless otherwise required by State law.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders have been identified as are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm, fixed-price contract and the selection of the successful bidder can be made principally based on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond. must define the items or services with specific information, including any required specifications, for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm, fixed-price contract is awarded award will be made in writing to the lowest responsive bid and responsible bidder. Where/When specified in bidding documents the invitation for bids, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may/must only be used to determine the low bid when the District determines they are a valid factor based on prior experience. indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids but must document and provide a justification for all bids it rejects. for sound documented reason.

### 2. Proposals

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement type contract is awarded. Proposals are generally This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. **DRAFTING NOTE: Federal**

~~law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. The threshold established herein should be consistent with Policy 6320 – Purchasing.]~~

If this method is used, the following requirement apply:

- a. Requests for proposals ~~shall be publicized and~~ require public notice and must identify all evaluation factors and their relative importance. ~~Any response to the publicized requests for proposals shall be considered to the maximum extent practical.]~~ To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District ~~shall use its written method~~ must have written procedures for conducting technical ~~evaluations of the proposals received and for selecting recipients.~~ and for making selections.
- d. Contracts ~~shall~~ must be awarded to the responsible firm/offeror whose proposal is most advantageous to the District considering price and other factors. ~~program, which price and other factors considered.~~

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used in the procurement of to procure A/E professional services. ~~It~~ The method cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

### 3. Noncompetitive Procurement

Procurement by noncompetitive proposals ~~allows for solicitation of a proposal from only one source and~~ may be used only when one (1) or more of the following circumstances apply:

- a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold ~~micro purchases;~~
- b. ~~the item is available only from~~ the procurement transaction can only be fulfilled by a single source;
- c. the public exigency or emergency for the requirement will not permit a delay resulting from ~~publicizing~~ providing public notice of a competitive solicitation;
- d. ~~the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District~~ the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or;
- e. after ~~soliciting several~~ solicitation of a number of sources, competition is determined to be inadequate.

### Domestic Preference for Procurement

~~As appropriate and to the extent consistent with law, the District shall,~~ The District should, to the extent practicable and consistent with law, under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards, contract, subawards ~~including all contracts~~ and purchase orders for work or products under the Federal award.

### Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

- A. procuring only items designated in the guidelines of the Environmental Protection Agency ("EPA") at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000;
- B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

- C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

### Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications, for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently \$250,000). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals.

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

The method and degree of analysis are dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

### Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials. A time-and-materials type contract means a contract whose cost to the District is the sum of: the actual costs of materials; and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

### Suspension and Debarment

The District will award contracts only to responsible contractors possessing that possess the ability to perform successfully under the terms and conditions of the proposed procurement contract. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources. compliance; 4) proper classification of employees; 5) record of past performance and 6) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

~~Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)~~

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government’s System for Award Management, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

**Bid Protest**

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the ~~awarding~~ agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals ("RFPs") or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

**Maintenance of Procurement Records**

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

**Records Retention**

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule, if longer. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

Revised 9/25/19  
Revised 2/17/21

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- Legal
- 2 C.F.R. 200.317 - .326
- Appendix II to Part 200
- 2 C.F.R. 200.334-200.336
- 2 C.F.R. 200.520

**Last Modified by Ellen Suckow on December 6, 2024**



Book	Policy Manual
Section	First Reading by Board
Title	DISPOSITION OF PERSONAL PROPERTY
Code	po7310
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 2, 2021

### 7310 - **DISPOSITION OF PERSONAL PROPERTY**

The Board requires the Superintendent to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

The disposition of real property is governed by Policy 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

#### **A. Instructional Material**

The District shall review instructional materials (i.e., textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum;
2. information that may not be current, or
3. worn beyond salvage.

#### **B. Equipment**

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds \$ 5,000 ( ) to replace (X) as a single unit ~~[END OF OPTIONS]~~ and does not lose its identity when incorporated into a more complex unit.

The District shall inspect ~~any and all District~~ the equipment used in the educational program ~~and other equipment owned by the District~~ periodically to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available;





Book	Policy Manual
Section	First Reading by Board
Title	PROPERTY INVENTORY
Code	po7450
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 31, 2022

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall: ~~Neola give the following two options, neither of which match what we had (pink here), but we were closest to Option 2. conduct a complete inventory of all District owned equipment and supplies, including computing devices, that meet the fixed asset capitalization threshold annually.~~

**{OPTION 1}**

~~( ) conduct a complete inventory of all District owned equipment and supplies, including computing devices ( ) annually.~~

~~( ) every \_\_\_\_\_ years. [Drafting Note: Insert the frequency with which the District completes its physical inventory. Federal regulations require non-Federal entities to complete a physical inventory at least once every two (2) years. As long as the District meets the minimum frequency, the District may choose to design the inventory so that it coincides with other events, including property insurance renewals or any applicable GAAP reporting requirements.]~~

~~( ) at such intervals as will coincide with property insurance renewal.~~

~~( ) and Generally Accepted Accounting Principles (GAAP) reporting requirements.~~

**{END OF OPTION 1}**

**{OPTION 2}**

**(X ) maintain a continuous inventory of all District-owned equipment and supplies, including computing devices.**

**{END OF OPTION 2}**

~~The inventory accounting process will meet the Generally Accepted Accounting Principles (GAAP) reporting requirements.~~

~~For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per unit acquisition cost which equals or exceeds \$5,000. For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year and a per-unit cost that equals or exceeds \$\_\_\_\_\_5,000 [ENTER AMOUNT], ( ) to replace (X ) as a single unit [END OF OPTION] and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$\_\_\_\_\_5,000. [ENTER AMOUNT]. [DRAFTING NOTE: The Federal regulation (2~~

**C.F.R. 200.439) allows for a \$10,000 threshold. Capital expenditures with a unit cost of \$10,000 or more require prior written approval of the Federal agency or pass-through entity such as the Department of Public Instruction (DPI).]**

Capital assets include equipment as well as the following:

- A. land, buildings (facilities), and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases;
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Capital expenditures, which are expenditures for capital assets, require prior approval in order to be allowable in certain situations. General-purpose equipment, buildings, and land, as well as improvements to land, buildings, or equipment which materially increase their value or useful life, are unallowable as direct charges unless the Federal awarding agency or pass-through entity provides prior approval. Whereas capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.

When defining computing devices for inventory purposes, no items will be counted whose total acquisition cost is less than \$5,000.

"Computing devices" are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories for printing, transmitting and receiving, or storing electronic information. Examples of computing devices include laptops, smartphones, tablets, etc. Computing devices are classified as equipment if their acquisition cost meets the above-mentioned equipment threshold. Computing devices that do not meet the acquisition cost threshold are considered supplies. Regardless of whether a computing device is classified as equipment or supply, it must be counted during the inventory.

It shall be the duty of the Business Office to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

The District shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. description of the property;
- B. serial number or other identification number;
- C. source of funding for the property;
- D. acquisition date;
- E. acquisition cost;
- F. percentage of Federal participation in the project costs for the Federal award under which the property was acquired;
- G. location;
- H. condition of the property;
- I. ultimate disposition data including the date of disposal and sales price;
- J. manufacturer.

**The District is responsible for maintaining and updating property records when there is a change in the status of the property.**

Equipment and computing devices acquired **in whole or in part** under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project. The property shall be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award.
1. When no longer needed for the original program or project, the property may be used in other activities in the following order of priority: (1) activities under a Federal award from the Federal awarding agency which funded the original program or project; then (2) activities under Federal awards from other Federal awarding agencies.
  2. During the time that property is used on the project or program for which it was acquired, the District must also make the property available for use on other projects or programs currently or previously supported by the Federal program, provided that the use will not interfere with the work on the original project or program.
- B. While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity. The property shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal agency or the pass-through entity and Policy 7300—Disposition of Real Property/Personal Property and Policy 7310—Disposition of Surplus Property ( ), and AG 7310—Disposal of Nonfixed Asset Property **[END OF OPTION]**. The property may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310 and AG 7310.
- D. The District must use equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity. Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), title entity, acquisition date, cost of the property, percentage of Federal participation in the project costs for the award under which the property was acquired, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property, in accordance with this policy.
- E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority: A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years, in accordance with this policy.
1. activities under other Federal awards from the Federal agency that funded the original program or project; then
  2. activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.
- F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-Federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment. Adequate maintenance procedures shall be implemented to keep the property in good condition.
- H. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number ("FAIN")), title holder, acquisition date, cost of the property, percentage of Federal agency contribution towards the

original purchase, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property. Proper sales procedures shall be established to ensure the highest possible return in the event the District is authorized or required to sell the equipment/property.

- I. A physical inventory of the property must be conducted and results reconciled with property records at least once every two (2) years. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.
- J. A control system shall be in place to provide safeguards for preventing loss, damage, or theft of the property. Any such loss, damage, or theft of the property must be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.
- K. Regular maintenance procedures shall be implemented to keep the property in proper working condition.
- L. Proper sales procedures shall be established to ensure the highest possible return in the event the District is authorized or required to sell the equipment/property.
- M. When equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal agency, the District shall request disposition instructions from the Federal agency or the pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.

Revised 5/24/17

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Legal

2 C.F.R. 200.313

**Last Modified by Ellen Suckow on December 6, 2024**

D.C. Everest School Board Members,

Thank you for the beautiful plant  
arrangement given in memory  
of my mom, Margaret.  
I feel so fortunate to work  
with such a great group of  
caring & supportive people.

Ann

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.

Ann Jugler  
and  
family

*Thank you for your thoughtfulness  
during this trying time.  
-The Mead Family*