

Regular School Board Meeting  
Wednesday, September 17, 2025, 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:

D.C. Everest School Board Meeting September 2025

Date and time:

Wednesday, September 17, 2025 6:30 PM | (UTC-05:00) Central Time (US & Canada)

Join link:

<https://dce.webex.com/dce/j.php?MTID=me583373764893969d5ffc32800687510>

Webinar number:

2482 252 8384

Webinar password:

BoardSep2025 (26273738 when dialing from a phone or video system)

Join by phone

+1-415-655-0003 United States Toll

Access code: 248 225 28384

Meetings are recorded and will be available a day or two after the meeting

at: <https://www.youtube.com/channel/UCrYDZCV5lwlInSHhWl0od8g/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

7

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

13

D. Balance Sheet

E. Budget Transfers - None this month- no adopted budget yet.

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

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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.

F. Budget Revisions - None this month- no adopted budget yet.	
G. Grant Application(s)/Budget(s) Approval	
1. DNR Grant for Riverside Water	46
H. Fundraising Requests	
1. Senior High FFA	60
2. Hatley PTO	61
I. Gift/Bequests	
1. Rothschild Kids in Need Foundation & 3M	62
J. Bus Accident Report	
<b>VII. Reports/Considerations</b>	
A. WASB Legislative Network Member	
B. CESA #9 Representative	63
C. Student Representative	
D. Superintendent	
1. District Update	
<b>VIII. Unfinished Business</b>	
A. Mission Moment: An Evergreen Journey - Olivia Marcell	
<b>IX. New Business</b>	
A. Staff Professional Development Update	67
B. Approve Agenda for Annual Meeting	68
C. Staff Stipend	69
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3. po0166.1 Consent Agenda	80
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19. po6210 Fiscal Planning	116
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D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221	123
<p style="margin-left: 40px;">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.</p>	

25. po8500 School Nutrition	129
26. po8510 Wellness	136
27. po8531 Free and Reduced-Price Meals	142
28. po8540 Vending Machines	145

F. In October Ellen will need a commitment for the State Education Convention attendance January 20-23, 2026.

**X. Petitions and Communications**

- A. Thank You for Memorial Tribute from P. Drake and Family
- B. Thank You for Memorial Tribute from Meuret/Dickerson Families 147

**XI. Future Meeting Dates**

A. Annual Meeting/Budget Hearing  
 October 22, 2025, at 6:00 p.m.  
 D.C. Everest Administration Building  
 6100 Alderson Street  
 Weston, WI 54476

Regular Board Meeting  
 October 22, 2025, immediately following the Annual Meeting/Budget Hearing  
 D.C. Everest Administration Building  
 6100 Alderson Street  
 Weston, WI 54476

Regular Board Meeting  
 November 12, 2025, at 6:30 p.m.  
 D.C. Everest Administration Building  
 6100 Alderson Street  
 Weston, WI 54476

**XII. Adjourn**

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

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 in developing knowledgeable, productive, caring, creative, responsible individuals  
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Regular School Board Meeting  
Wednesday, August 20, 2025, at 6:30 PM  
D.C. Everest Administration Building  
6100 Alderson Street  
Weston, WI 54476



## **I. Call to Order**

## **II. Roll Call**

Attendance Taken at 6:30 PM. Ben Bliven: Present, Joshua Dickerson: Present, Katie Felch: Present, Shannon Grabko: Present, Lindsey Lewitzke: Absent, Larry Schaefer: Present, Yee Leng Xiong: Present. Present: 6, Absent: 1. Yee online

## **III. Pledge of Allegiance**

## **IV. Approval of Agenda**

Motion made by Katie Felch and seconded by Larry Schaefer to approve the agenda for this meeting. With a voice vote, this motion passed.

## **V. Public Comment - none**

## **VI. Consent Agenda**

Motion made by Joshua Dickerson and seconded by Katie Felch to approve the Consent Agenda without Item 6B for this meeting. With a roll call vote, this motion passed,  
Ben Bliven: Yea, Joshua Dickerson: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Absent, Larry Schaefer: Yea, Yee Leng Xiong: Yea

Motion made by Felch and seconded by Schaefer to approve item 6B. Motion passed with a roll call vote.

Lindsey Lewitzke: Absent, Ben Bliven: Yea, Joshua Dickerson: Abstained, Katie Felch: Yea, Shannon Grabko: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea

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.H. Fundraising Requests

VI.I. Gift/Bequests

VI.I.1. WEA Member Benefits Association

VI.J. Bus Accident Report

## **VII. Reports/Considerations**

VII.A. WASB Legislative Network Member – The Fall WASB Regional Meeting will be held Nov. 4. The Fall Legislative Conference will be Nov. 8.

VII.B. CESA #9 Representative – CESA #9 had a very positive Studer Survey rating – top 5% of national service agencies.

VII.C. Superintendent

VII.C.1. Facility Study

VII.C.2. Enrollment Study

VII.C.3. Reimbursement Communication

VII.C.4. Summer Hiring and Projects

VII.C.5. District Update

## **VIII. Unfinished Business**

VIII.A. 2025-2026 Budget Update - Informational - (Attachment was added Monday after equalized values were available.)

## **IX. New Business**

IX.A. Riverside Water - Informational

IX.B. Health Insurance Renewal

Motion by Larry Schaefer and seconded by Shannon Grabko to approve renewal with Aspirus Health Plan for the 2026 plan year and increase the employee premium contribution for the Freedom Plan from 5% to 10% for full-time employees. With a voice vote, this motion passed.

IX.C. Summer School Update

IX.D. Updated Reading Plan

Motion made by Joshua Dickerson and seconded by Katie Felch to approve D.C. Everest Early Literacy Remediation Plan. With a voice vote, this motion passed.

IX.E. Approval of Idea Overnight/Out of State Trip

Motion made by Katie Felch and seconded by Larry Schaefer to approve Idea School's overnight/out-of-state trip September 25-26, 2025. With a voice vote, this motion passed.

IX.F. Approve Access to Student Records for School Resource Officers

Motion made by Larry Schaefer and seconded by Joshua Dickerson to give access to our student records to Mountain Bay Metropolitan Police Officers who serve as School Resource Officers in our District - Officer English, Officer Schremp, Officer Behnke, Officer Loveless, and Officer Zwicky. With a voice vote, this motion passed.

IX.G. Registration is open for the WASB Fall Regional Meeting on November 4 at the Rothschild Holiday Inn. Please let Ellen know if you would like to be registered.

## **X. Petitions and Communications - none**

## **XI. Future Meeting Dates**

### **XI.A. District Kick-Off**

August 28, 2025, at 11:00 a.m.

Stiehm Stadium

1000 Machmueller Street

Weston, WI 54476

In case of inclement weather:

Greenheck Turner Community Center

6400 Alderson Street

Weston, WI 54476

### **Regular Meeting**

September 17, 2025, at 6:30 p.m.

D.C. Everest Administration Building

Kasten A & B

6100 Alderson Street

Weston, WI 54476

### **Annual Meeting/Budget Hearing Followed Immediately by Regular Monthly Meeting**

October 22, 2025, at 6:00 p.m.

D.C. Everest Administration Building

Kasten A & B

6100 Alderson Street

Weston, WI 54476

### **XI.B. WASB Region 5 Meeting**

November 4, 2025, at 6:00 p.m.

Holiday Inn

1000 Imperial Ave.

Rothschild, WI 54474

## **XII. Meeting Adjourned at 7:34 p.m.**



Date: 9/17/2025

### Employment Report

#### Recommended Employment

Certified Staff			
<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Scott Jirik	Science Teacher/SH	0.40 FTE Limited Term Contract	August 25, 2025
Eva Burgess	Science Teacher/SH	1.00	September 17, 2025
Support Staff			
<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Sarah Mosure	Attendance Secretary/SH	0.81	August 25, 2025
Cali Rabbitt	Special Education Assistant/JH	0.62	September 5, 2025
Angela McMasters	Special Education Assistant (4K)/RO	0.53	September 5, 2025
Ashley Zimmerman	Health Assistant/MS	0.68	September 5, 2025
Inou Lee	Housekeeper/SH	1.00	September 10, 2025
Amanda Anderson	Cook/HA	0.45	September 15, 2025
Breanna Ekum	Special Education Assistant/WE	0.62	September 17, 2025
Jenny Oosterhuis	Apparel Staff/GTCC	0.35	September 22, 2025
Terry Mull	Apparel Staff/GTCC	0.35	September 22, 2025
Students			
<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Payten DeGrave	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC and Elementary Buildings	0.3	September 2, 2025
Ciara Fleming	Before & After Care Staff/GTCC and Elementary Buildings	0.3	September 2, 2025
Dashton Isham	Concessions Staff/GTCC	0.35	September 2, 2025
Mason Rice	Concessions Staff/GTCC	0.35	September 5, 2025
Debbie Yang	Family Programming Staff/GTCC	0.35	September 8, 2025
Sally Lor	Family Programming Staff/GTCC	0.35	September 12, 2025
Abby Wenzel	Concessions Staff/GTCC	0.35	September 15, 2025
Eleanor Barlow	Concessions Staff/GTCC	0.35	September 17, 2025
Brendan Blanchette	Concessions Staff/GTCC	0.35	September 19, 2025
Seasonal Staff/Temporary/Occasional			
<i>Name</i>	<i>Position/Building</i>	<i>Start</i>	<i>End</i>
Todd Bohm	K-6 Family Engagement Coordinator	August 26, 2025	June 8, 2026
Thomas Grossklaus	Event Worker/District	August 28, 2025	N/A

<b>Substitutes</b>			
<b>Name</b>	<b>Position/Building</b>	<b>FTE</b>	<b>Start</b>
Carolyn Lehrke	Guest Teacher/District	N/A	September 2, 2025
Jill Nelson	Guest Teacher/District	N/A	September 2, 2025
Jodi Peterson	Guest Teacher/District	N/A	September 2, 2025
Linda Carter	School Nutrition Substitute/District	N/A	September 4, 2025
Jennifer Albrecht	School Nutrition Substitute/District	N/A	September 8, 2025
Claire Tomczik	Guest Teacher & Substitute Assistant/District	N/A	September 8, 2025
Ian Theiss	Substitute Assistant/District	N/A	September 8, 2025
Kevin Peterson	School Nutrition Substitute/District	N/A	September 15, 2025
Laura Aleckson	Guest Teacher & Substitute Assistant/District	N/A	September 15, 2025
Cheryl Eisenman	Guest Teacher/District	N/A	September 17, 2025
Kelly Amsrud	Substitute Assistant/District	N/A	September 17, 2025

**End of Employment**

<b>All Staff</b>			
<b>Name</b>	<b>Position/Building</b>	<b>Reason</b>	<b>Effective Date</b>
Trista Love	Substitute Assistant/District	Resignation	August 26, 2025
Haley Larson	Guest Teacher & Before & After Care Staff & Summer Camp Staff/District	Resignation	August 29, 2025
Ber Yang	Social Worker/RI & MB	Resignation	August 28, 2025
Angela Grambow	Education Assistant/WE	Did Not Start	August 29, 2025
Todd Janke	Math Teacher/JH	Retirement	September 8, 2025
Julie Laughnan	Housekeeper/SH	Retirement	September 12, 2025
Terry Merriam	Housekeeper/MB	Resignation	October 24, 2025

**Adjustments**

<b>Certified Staff</b>			
<b>Name</b>	<b>Position From</b>	<b>Position To</b>	<b>Effective Date</b>
Cristin Czerwonka	School Social Worker/SH & HA	School Social Worker/SH, HA, Idea, ODY	August 25, 2025
Teresa Kampmeyer	School Social Worker/MS, Idea, ODY	School Social Worker/MS & MB	August 25, 2025

Sara Welsh	School Social Worker/EC/4K	School Social Worker/RI & EC/4K	August 25, 2025
<b>Support Staff</b>			
<b>Name</b>	<b>Position From</b>	<b>Position To</b>	<b>Effective Date</b>
Roxanne Nitka	Substitute Assistant/District	Special Education Assistant/EC & Substitute Assistant/District	August 26, 2025
Kalei Brandner	Education Assistant/SH	Health Assistant/SH	August 21, 2025
Kylee Jakubek	Substitute Assistant/District	Substitute Assistant/District & Member Services/GTCC	September 2, 2025
Julio Ocampo	Special Education Assistant/WE	Special Education Assistant/WE & 21st Century Grant School Age Staff/WE	September 2, 2025
Samantha Schueller	Summer Camp Staff/GTCC	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC & Elementary Buildings	September 2, 2025
Mckenna Hammond	Special Education Assistant/WE & 21st Century Grant School Age Staff/WE	Special Education Assistant/WE	September 2, 2025
Emily Szak	Education Assistant/RO	Special Education Assistant/RO	September 8, 2025
Danika Decorah	Special Education Assistant/WE	Education Assistant/WE	September 9, 2025
Kirsten Hall	Before & After Care Staff/GTCC & Elementary Buildings	Before & After Care Staff/GTCC & Elementary Buildings and Substitute Assistant/District	September 12, 2025



## Employment Report

Date: 9/17/2025

Recommended Employment			
Certified Staff			
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Seasonal Staff/Temporary/Occasional			
Name	Position/Building	Start	End
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Thomas Grossklaus	Event Worker/District	August 28, 2025	N/A

Katharine Castillo	Event Worker/District	September 19, 2025	
<b>Substitutes</b>			
<b>Name</b>	<b>Position/Building</b>	<b>FTE</b>	<b>Start</b>
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Kevin Peterson	School Nutrition Substitute/District	N/A	September 15, 2025
Laura Aleckson	Guest Teacher & Substitute Assistant/District	N/A	September 15, 2025
Cheryl Eisenman	Guest Teacher/District	N/A	September 17, 2025
Kelly Amsrud	Substitute Assistant/District	N/A	September 17, 2025
<b>End of Employment</b>			
<b>All Staff</b>			
<b>Name</b>	<b>Position/Building</b>	<b>Reason</b>	<b>Effective Date</b>
Trista Love	Substitute Assistant/District	Resignation	August 26, 2025
Emma Schoessow	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC and Elementary Buildings	Resignation	August 27, 2025
Ber Yang	Social Worker/RI & MB	Resignation	August 28, 2025
Angela Grambow	Education Assistant/WE	Did Not Start	August 29, 2025
Haley Larson	Guest Teacher & Before & After Care Staff & Summer Camp Staff/District	Resignation	August 29, 2025
Carol Esker	School Nutrition Substitute/District	Resignation	September 3, 2025
Todd Janke	Math Teacher/JH	Retirement	September 8, 2025
Julie Laughnan	Housekeeper/SH	Retirement	September 12, 2025
Terry Merriam	Housekeeper/MB	Resignation	October 24, 2025
<b>Adjustments</b>			
<b>Certified Staff</b>			
<b>Name</b>	<b>Position From</b>	<b>Position To</b>	<b>Effective Date</b>

Cristin Czerwonka	School Social Worker/SH & HA	School Social Worker/SH, HA, Idea, ODY	August 25, 2025
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<b>Support Staff</b>			
<b>Name</b>	<b>Position From</b>	<b>Position To</b>	<b>Effective Date</b>
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Samantha Schueller	Summer Camp Staff/GTCC	Before & After Care Staff and 21st Century Grant School Age Staff/GTCC & Elementary Buildings	September 2, 2025
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Danika Decorah	Special Education Assistant/WE	Education Assistant/WE	September 9, 2025
Kirsten Hall	Before & After Care Staff/GTCC & Elementary Buildings	Before & After Care Staff/GTCC & Elementary Buildings and Substitute Assistant/District	September 12, 2025
Kylee Jakubek	Substitute Assistant/District & Member Services/GTCC	Substitute Assistant/District	September 15, 2025
Myles Paulson	Substitute Assistant/District & Assistant Football Coach/JH	Assistant Football Coach/JH	September 15, 2025

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

AUGUST 31, 2025

CASH BALANCE AS OF AUGUST 1, 2025	(\$15,059.51)	
INVESTMENT ACCOUNT TRANSFERS		\$3,899,273.75
RECEIPTS CR#36052 - #36103	\$6,271,953.64	
CHECKS FOR APPROVAL: #237843 - #237984 ACH: #252600188- #252600387		\$2,462,823.98
<u>VOIDS:</u>	\$0.00	
CASH BALANCE AS OF AUGUST 31, 2025		(\$105,203.60)
	<hr/>	
	\$6,256,894.13	\$6,256,894.13
	<hr/> <hr/>	

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REGISTER  
(8/1/2025 - 8/31/2025)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
237843	CELLCOM - WAUSAU	975666	8/1/25	494.88
237844	EVEREST GRIDIRON	2025GTCCFB	8/1/25	195.00
237845	GORDON FOOD SERVICE INC	2002551768	8/1/25	(414.76)
237845	GORDON FOOD SERVICE INC	9024422329	8/1/25	17.89
237845	GORDON FOOD SERVICE INC	9024659329	8/1/25	20.35
237845	GORDON FOOD SERVICE INC	9024422329	8/1/25	51.93
237845	GORDON FOOD SERVICE INC	9024422329	8/1/25	159.16
237845	GORDON FOOD SERVICE INC	9024659324	8/1/25	1,047.30
237845	GORDON FOOD SERVICE INC	9024422325	8/1/25	1,462.13
237845	GORDON FOOD SERVICE INC	9024422337	8/1/25	5,308.25
237846	HEADRUSH LEARNING, INC.	1605	8/1/25	2,400.00
237847	HEARTLAND BUSINESS SYSTEMS INC	810445-H	8/1/25	13,160.00
237848	LAKESHORE LEARNING MATERIALS	91230321	8/1/25	12.34
237849	LAMERS BUS LINES, INC.	80988	8/1/25	60.05
237850	LEXIA LEARNING SYSTEMS, LLC	ci-00143835	8/1/25	3,312.00
237851	MEDCO SUPPLY COMPANY	IN98971038	8/1/25	39.46
237851	MEDCO SUPPLY COMPANY	IN98954807	8/1/25	1,856.67
237852	MS GRAPHICS, LLC	2014-8326	8/1/25	752.00
237853	NEWMAN CATHOLIC SCHOOLS	EF562025	8/1/25	200.00
237854	PARTS TOWN, LLC.	505882933	8/1/25	559.70
237855	SAWMILL ADVENTURE PARK	ADVCAMP1	8/1/25	44.56
237855	SAWMILL ADVENTURE PARK	ADVCAMP1	8/1/25	45.00
237856	STAPLES ADVANTAGE	6037738451	8/1/25	60.47
237857	T-MOBILE USA INC	45859	8/1/25	156.00
237858	TOBII DYNAVOX, LLC	INV00543457	8/1/25	4,298.40
237859	UW MADISON	CIV-00010288	8/1/25	3,900.00
237860	VILLAGE OF ROTHSCHILD	2026	8/1/25	75.00
237861	SWITS LTD	II-12442	8/8/25	146.00
237862	SWITS LTD	II-12443	8/8/25	1,020.00
237863	ADVANCED FITNESS SERVICE	5.30.25	8/8/25	4,963.74
237864	BREAKOUT, INC.	59950	8/8/25	2,592.00
237865	CDW GOVT IN EDUCATION	AF3BJ5Q	8/8/25	29,855.00
237866	CTECH MANUFACTURING	126602	8/8/25	24,363.81
237867	FEDEX, INC.	8-939-84326	8/8/25	20.06
237868	GORDON FOOD SERVICE INC	9024800275	8/8/25	77.50
237868	GORDON FOOD SERVICE INC	9025134114	8/8/25	146.55
237868	GORDON FOOD SERVICE INC	9024895735	8/8/25	1,340.30
237868	GORDON FOOD SERVICE INC	9024895726	8/8/25	1,376.09
237869	GREEN VALLEY SEPTIC LLC	I15004	8/8/25	330.00

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REGISTER  
(8/1/2025 - 8/31/2025)**

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237870	HOUGHTON MIFFLIN HARCOURT PUBLISHIN	956342291	8/8/25	315.19
237870	HOUGHTON MIFFLIN HARCOURT PUBLISHIN	956342291	8/8/25	714.98
237871	MEDCO SUPPLY COMPANY	IN99013101	8/8/25	14.23
237872	NEW ZOO & ADVENTURE PARK	NZ-2025-204	8/8/25	229.00
237873	SAWMILL ADVENTURE PARK	334355	8/8/25	36.00
237873	SAWMILL ADVENTURE PARK	334355	8/8/25	80.00
237874	SCHOLASTIC INC.	M7593360	8/8/25	96.25
237874	SCHOLASTIC INC.	M7624537	8/8/25	207.00
237875	SHAPE AMERICA-SOC OF HEALTH AND PE	CASH-42092763	8/8/25	239.84
237876	W EDUCATION SERVICES LLC	INV-267	8/8/25	100.00
237876	W EDUCATION SERVICES LLC	INV-268	8/8/25	150.00
237877	KOHN LAW FIRM SC	08082025A	8/8/25	57.23
237878	UNITED WAY OF MARATHON CNTY	20250808BDUWAY	8/8/25	232.37
237878	UNITED WAY OF MARATHON CNTY	20250808ADUWAY	8/8/25	376.14
237879	HIAWATHA GOLF CLUB INC	EF08182025	8/15/25	175.00
237880	ADVANCED FITNESS SERVICE	2274	8/15/25	1,142.81
237881	ALLIANT UTILITIES/WP&L	45809	8/15/25	708.55
237882	ALLIED HAND DRYER LTD	399507	8/15/25	6,680.00
237883	AMERICAN ASPHALT OF WISCONSIN	5300071237	8/15/25	6,190.00
237884	ASPIRUS MEDICAL GROUP	146395	8/15/25	84.00
237884	ASPIRUS MEDICAL GROUP	146650	8/15/25	1,680.00
237885	CALLTOWER INC	202682978	8/15/25	707.75
237886	CELLCOM - WAUSAU	965720	8/15/25	1,311.01
237887	CHARTER COMMUNICATIONS, INC.	2.49979E+14	8/15/25	298.98
237887	CHARTER COMMUNICATIONS, INC.	1.71371E+14	8/15/25	965.21
237888	CPM EDUCATIONAL PROGRAM	2501878-IN	8/15/25	1,958.00
237889	EDCLUB, INC.	289553	8/15/25	13,800.00
237890	FLINN SCIENTIFIC CO	3165508	8/15/25	878.46
237891	GREAT LAKES WEATHER SERVICE	82507	8/15/25	36.00
237892	GREATER WAUSAU CHAMBER OF COMMERC	3008252	8/15/25	475.00
237893	HOME INSULATION CO, INC	48843	8/15/25	88,550.00
237894	HOUGHTON MIFFLIN HARCOURT PUBLISHIN	956348411	8/15/25	33.93
237894	HOUGHTON MIFFLIN HARCOURT PUBLISHIN	956348411	8/15/25	76.96
237895	JOSTENS, INC.	36687514	8/15/25	167.10
237896	LAFONTAINE, ASHLEY	123456	8/15/25	555.00
237897	LAKESHORE LEARNING MATERIALS	91230322	8/15/25	56.98
237898	LAMERS BUS LINES, INC.	58289	8/15/25	(132.69)
237898	LAMERS BUS LINES, INC.	87512	8/15/25	275,000.00
237899	NASCO INC - EDUCATION	848888	8/15/25	86.84

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237899	NASCO INC - EDUCATION	846627	8/15/25	183.76
237900	NRG BUSINESS MARKETING	HS54981699	8/15/25	3,343.99
237901	OTT, ISABELLA	123456789	8/15/25	120.50
237902	RICS SEWER SERVICE LLC	JUL.28.25	8/15/25	475.00
237903	ROCKY RIDGE RANCH	1	8/15/25	468.00
237904	SCHOOL MATE	IN000637416	8/15/25	284.00
237905	STAPLES ADVANTAGE	6039123984	8/15/25	19.97
237906	STRATFORD SIGN CO LLC	70373	8/15/25	38,340.00
237907	T-MOBILE USA INC	7232025	8/15/25	312.00
237908	TITO INC	15958	8/15/25	534.00
237909	TWEET/GAROT MECHANICAL INC	161636	8/15/25	280.00
237910	US MATH RECOVERY COUNCIL	8AB9A77A-0005	8/15/25	14,360.00
237911	VESTIS SERVICES LLC	JUL2025 CUST	8/15/25	1,549.43
237912	VILLAGE OF WESTON	JUL2025 MAINT	8/15/25	17.50
237912	VILLAGE OF WESTON	APR-JUL 2025 IDEA	8/15/25	105.56
237912	VILLAGE OF WESTON	APR-JUL 2025 IDEA	8/15/25	236.65
237912	VILLAGE OF WESTON	APR-JUL 2025 IDEA	8/15/25	512.75
237912	VILLAGE OF WESTON	APR-JUL 2025	8/15/25	987.00
237912	VILLAGE OF WESTON	APR-JUL 2025	8/15/25	1,367.22
237912	VILLAGE OF WESTON	APR-JUL 2025	8/15/25	2,171.59
237913	WAUSAU EARLY BIRDS ROTARY	493863	8/15/25	660.00
237914	WI ASSN SCH DIST AD WASDA	200016491	8/15/25	205.00
237915	EVEREST FASTPITCH	45870	8/22/25	368.20
237916	FSI PRINT & DESIGN LLC	57128	8/22/25	2,239.20
237917	STEVENS PT AREA HS SPASH	EF09082025	8/22/25	50.00
237918	WI RAPIDS LINCOLN HS	EF08252025	8/22/25	150.00
237919	CLASSB INC	185615	8/22/25	384.64
237920	DIVERSE FOODWORKS EQUIP LLC	102306	8/22/25	572.19
237921	EDGEWOOD COLLEGE	633934AUG2025	8/22/25	5,940.00
237922	ENTERPRISE RENT-A-CAR COMPANY OF WI, LI	2.06001E+11	8/22/25	72.58
237923	FLINN SCIENTIFIC CO	3167210	8/22/25	26.10
237923	FLINN SCIENTIFIC CO	3172538	8/22/25	63.00
237924	FOUR SEASONS SCREEN PRINTING	4495	8/22/25	1,731.00
237925	GORDON FOOD SERVICE INC	237675	8/22/25	(1,987.28)
237925	GORDON FOOD SERVICE INC	2002653350	8/22/25	(37.41)
237925	GORDON FOOD SERVICE INC	2645228	8/22/25	(5.68)
237925	GORDON FOOD SERVICE INC	9025134112	8/22/25	58.48
237925	GORDON FOOD SERVICE INC	9025287109	8/22/25	134.55
237925	GORDON FOOD SERVICE INC	9025631094	8/22/25	383.40

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237925	GORDON FOOD SERVICE INC	9025134110	8/22/25	1,529.91
237925	GORDON FOOD SERVICE INC	9025375429	8/22/25	2,017.64
237925	GORDON FOOD SERVICE INC	9025631092	8/22/25	2,269.41
237925	GORDON FOOD SERVICE INC	9025631091	8/22/25	2,684.27
237925	GORDON FOOD SERVICE INC	9025631093	8/22/25	7,725.03
237926	GREENHECK TURNER COMMUNITY CENTER	7475	8/22/25	90.00
237927	GYNZY INC.	G1203871	8/22/25	50.00
237928	HEARTLAND SCHOOL SOLUTIONS	3167047	8/22/25	749.00
237929	JANKE BOOK STORE	8735	8/22/25	2,347.50
237930	LAMERS BUS LINES, INC.	88034	8/22/25	60.00
237930	LAMERS BUS LINES, INC.	88035	8/22/25	100.29
237930	LAMERS BUS LINES, INC.	88063	8/22/25	173.60
237930	LAMERS BUS LINES, INC.	88036	8/22/25	293.28
237930	LAMERS BUS LINES, INC.	88037	8/22/25	342.30
237930	LAMERS BUS LINES, INC.	88038	8/22/25	362.08
237930	LAMERS BUS LINES, INC.	88254	8/22/25	736.50
237930	LAMERS BUS LINES, INC.	88254	8/22/25	1,297.57
237930	LAMERS BUS LINES, INC.	88254	8/22/25	1,705.68
237930	LAMERS BUS LINES, INC.	88254	8/22/25	1,911.35
237930	LAMERS BUS LINES, INC.	88032	8/22/25	5,261.42
237930	LAMERS BUS LINES, INC.	88254	8/22/25	6,628.50
237930	LAMERS BUS LINES, INC.	88254	8/22/25	30,785.70
237931	MEJIA, CARMEN	27220	8/22/25	4.15
237932	MEURET, JOANN	Meuret Memorial	8/22/25	150.00
237933	MOUNTAIN BAY METRO PD	2025-08	8/22/25	53,650.00
237933	MOUNTAIN BAY METRO PD	2025-08	8/22/25	133,200.00
237934	MYSKA, BRAYDEN	SCHOLARSHIP	8/22/25	300.00
237935	NYE, KEEGAN	SCHOLARSHIP	8/22/25	500.00
237936	PITNEY BOWES GLOBAL FINANCIAL SERVICES	3321139891	8/22/25	408.99
237937	PRIEBE, COHEN	SCHOLARSHIP	8/22/25	750.00
237938	QUALITY CLEANING SYSTEMS LLC	4889	8/22/25	4,775.00
237939	SCHOLASTIC INC.	M7589233	8/22/25	776.90
237940	SOEHL, BENJAMIN	SCHOLARSHIP	8/22/25	500.00
237941	STAPLES ADVANTAGE	6039881314	8/22/25	8.28
237941	STAPLES ADVANTAGE	6036762074	8/22/25	25.14
237941	STAPLES ADVANTAGE	6039881312	8/22/25	89.55
237942	TEACHER DIRECT	INV/2025/05266	8/22/25	183.16
237943	TITO INC	15963	8/22/25	18,806.70
237944	TWEET/GAROT MECHANICAL INC	167558	8/22/25	171.68

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237944	TWEET/GAROT MECHANICAL INC	167552	8/22/25	171.68
237944	TWEET/GAROT MECHANICAL INC	167556	8/22/25	293.55
237944	TWEET/GAROT MECHANICAL INC	167559	8/22/25	374.03
237944	TWEET/GAROT MECHANICAL INC	165496	8/22/25	5,855.42
237945	UMS PRINT SOLUTIONS, LLC	42647	8/22/25	308.34
237946	VIRCO	1650510	8/22/25	364.32
237947	YAEGER, JULIA	SCHOLARSHIP	8/22/25	500.00
237948	UNITED WAY OF MARATHON CNTY	20250822BDUWAY	8/22/25	231.37
237948	UNITED WAY OF MARATHON CNTY	20250822ADUWAY	8/22/25	376.14
237949	APPLETON WEST HIGH SCHOOL	EF09042025	8/29/25	180.00
237950	CHIPPEWA FALLS HIGH SCHOOL	EF08262025	8/29/25	200.00
237951	CONDON OIL COMPANY	IN-049725	8/29/25	1,344.18
237952	CRYSTAL TRAINING INSTITUTE	64230	8/29/25	19,000.00
237953	EAU CLAIRE MEMORIAL HS	EF08282025	8/29/25	100.00
237953	EAU CLAIRE MEMORIAL HS	EF08282025	8/29/25	100.00
237954	EAU CLAIRE NORTH HS	EF08262025	8/29/25	200.00
237955	MARATHON SCHOOL DISTRICT	EF09042025	8/29/25	200.00
237956	MARSHFIELD HIGH SCHOOL	EF08252025	8/29/25	50.00
237957	MEDFORD AREA SENIOR HIGH SCHOOL	EF08282025	8/29/25	150.00
237958	MERRILL HIGH SCHOOL	EF08212025	8/29/25	130.00
237959	NOTRE DAME DE LA BAIE ACADEMY	EF08292025	8/29/25	300.00
237960	RHINELANDER HIGH SCHOOL	EF08282025	8/29/25	150.00
237961	SWITS LTD	II-12684	8/29/25	362.00
237962	WAUSAU WEST HIGH SCHOOL	EF09062025	8/29/25	40.00
237963	WI DEPT OF NATURAL RESOURCE	WU113923	8/29/25	125.00
237964	WSCA ADMIN	82625	8/29/25	70.00
237964	WSCA ADMIN	82625	8/29/25	770.00
237965	WSCA ADMIN	082625-1	8/29/25	1,650.00
237966	CARNEGIE LEARNING	1045564	8/29/25	4,617.45
237966	CARNEGIE LEARNING	1045564	8/29/25	13,852.41
237967	EBLI	1262	8/29/25	19,500.00
237968	FEDEX, INC.	8-961-43849	8/29/25	18.84
237969	FLINN SCIENTIFIC CO	3174996	8/29/25	442.53
237970	FRUCTUOSO, MARLISE	AUG.21.25	8/29/25	65.00
237971	GLACIER CANYON LODGE	45855	8/29/25	392.00
237972	HANSON SANITATION AND EXCAVATING INC	32115	8/29/25	3,622.50
237973	HOLA, INC.	MULTICULTURAL2025	8/29/25	47.62
237973	HOLA, INC.	MULTICULTURAL2025	8/29/25	443.08
237974	HOME INSULATION CO, INC	48870	8/29/25	379.00

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237975	HORACE MANN MIDDLE SCHOOL	WVC 2025-2026	8/29/25	125.00
237976	KAY, CASSANDRA	SCHOLARSHIP	8/29/25	1,000.00
237976	KAY, CASSANDRA	SCHOLARSHIP.	8/29/25	1,000.00
237977	KUTA SOFTWARE LLC	34867	8/29/25	1,248.00
237978	LAKESHORE LEARNING MATERIALS	91733305	8/29/25	28.49
237979	MARATHON CO HEALTH DEPT	INV08213	8/29/25	30.00
237980	MS GRAPHICS, LLC	2014-8383	8/29/25	135.00
237980	MS GRAPHICS, LLC	2014-8381	8/29/25	153.00
237980	MS GRAPHICS, LLC	2014-8383	8/29/25	1,204.00
237981	RIESTERER & SCHNELL, INC.	9130822	8/29/25	122.46
237981	RIESTERER & SCHNELL, INC.	9131416	8/29/25	198.65
237982	SHADE TREE SOLUTIONS	575-251172	8/29/25	154.45
237983	STAPLES ADVANTAGE	6040187348	8/29/25	7.68
237983	STAPLES ADVANTAGE	6040187350	8/29/25	28.69
237983	STAPLES ADVANTAGE	6040187352	8/29/25	30.50
237983	STAPLES ADVANTAGE	6040362182	8/29/25	129.60
237983	STAPLES ADVANTAGE	6040113203	8/29/25	266.13
237983	STAPLES ADVANTAGE	6040362181	8/29/25	356.84
237984	W EDUCATION SERVICES LLC	INV-269	8/29/25	800.00
252600188	ABLE DISTRIBUTING CO INC	S021827657.001	8/1/25	117.53
252600189	AMAZON CAPITAL SERVICES	17RX-NXC3-3691	8/1/25	9.49
252600189	AMAZON CAPITAL SERVICES	1NHQ-MVXM-47X6	8/1/25	10.82
252600189	AMAZON CAPITAL SERVICES	1471-DJN4-6CNG	8/1/25	13.50
252600189	AMAZON CAPITAL SERVICES	1W4J-CQVT-3CMC	8/1/25	13.99
252600189	AMAZON CAPITAL SERVICES	1M7G-QDVC-HH9F	8/1/25	14.99
252600189	AMAZON CAPITAL SERVICES	1NLT-LN1C-7K3L	8/1/25	14.99
252600189	AMAZON CAPITAL SERVICES	1KP9-PFL7-3RPQ	8/1/25	15.17
252600189	AMAZON CAPITAL SERVICES	1P4G-C7GG-67YN	8/1/25	17.99
252600189	AMAZON CAPITAL SERVICES	1NHQ-MVXM-13KC	8/1/25	18.54
252600189	AMAZON CAPITAL SERVICES	1NHQ-MVXM-13KC	8/1/25	25.34
252600189	AMAZON CAPITAL SERVICES	1F4G-J4YM-7RVT	8/1/25	25.34
252600189	AMAZON CAPITAL SERVICES	1Q4M-XM1W-HVMF	8/1/25	29.99
252600189	AMAZON CAPITAL SERVICES	1F4G-J4YM-7RVT	8/1/25	34.65
252600189	AMAZON CAPITAL SERVICES	1TQH-1GNP-6MHF	8/1/25	34.99
252600189	AMAZON CAPITAL SERVICES	1J3P-3VW6-DPHW	8/1/25	65.24
252600189	AMAZON CAPITAL SERVICES	1DV6-VYWC-3QDT	8/1/25	69.97
252600189	AMAZON CAPITAL SERVICES	1HGW-HF4T-44VW	8/1/25	101.82
252600189	AMAZON CAPITAL SERVICES	11NL-K63X-1VK6	8/1/25	140.57
252600189	AMAZON CAPITAL SERVICES	1697-FCKQ-3W7F	8/1/25	142.98

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252600189	AMAZON CAPITAL SERVICES	1NHD-CCQH-GWMT	8/1/25	177.30
252600189	AMAZON CAPITAL SERVICES	19FV-LGMH-4X7R	8/1/25	277.16
252600189	AMAZON CAPITAL SERVICES	1PRR-NWTW-TD4D	8/1/25	297.47
252600189	AMAZON CAPITAL SERVICES	1VG9-MKDR-RJWG	8/1/25	399.99
252600189	AMAZON CAPITAL SERVICES	1QLH-JQHL-391J	8/1/25	643.58
252600189	AMAZON CAPITAL SERVICES	1RWR-PFWT-1CCP	8/1/25	688.27
252600189	AMAZON CAPITAL SERVICES	1F1C-99WQ-HL9K	8/1/25	976.36
252600189	AMAZON CAPITAL SERVICES	1L6G-FPRT-R9JK	8/1/25	1,235.12
252600190	BACKGROUND INVESTIGATION BUREAU, LLC	INV-76216	8/1/25	14.00
252600191	BLUE EDGE ENERGY LLC	6064	8/1/25	345.69
252600192	COUNTY MATERIALS CORP.	4200962-00	8/1/25	669.02
252600193	FIRST SUPPLY LLC	184847-00	8/1/25	39.96
252600194	GIPP, JENNIFER	JUL2025 CONF	8/1/25	366.19
252600195	GRAINGER INC, WW	9582596095	8/1/25	27.92
252600195	GRAINGER INC, WW	9579066763	8/1/25	57.80
252600196	GREAT MINDS PBC	1611439	8/1/25	4,265.56
252600196	GREAT MINDS PBC	1611439	8/1/25	6,741.14
252600197	HEAT & POWER PRODUCTS INC.	49215	8/1/25	540.90
252600198	HOLIDAY WHOLESALE, INC	2089053	8/1/25	12.00
252600199	LEARN BY DOING, INC.	55570	8/1/25	286.00
252600200	LINDELL, JEFF	JUL2025 CONF	8/1/25	703.70
252600201	MARATHON WOOD PRODUCTS INC.	35066	8/1/25	470.00
252600202	NORTHCENTRAL TECH COLLEGE	CINV-204368	8/1/25	355.55
252600202	NORTHCENTRAL TECH COLLEGE	CINV-204370	8/1/25	356.80
252600202	NORTHCENTRAL TECH COLLEGE	CINV-204369	8/1/25	386.23
252600203	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	8/1/25	43.25
252600203	PAN O GOLD BAKING CO ST CLOUD	4.00597E+13	8/1/25	43.25
252600204	PERFORMANCE FOODSERVICE	11573-921307	8/1/25	192.55
252600204	PERFORMANCE FOODSERVICE	11573-921307	8/1/25	220.18
252600204	PERFORMANCE FOODSERVICE	11573-921307	8/1/25	242.62
252600205	PERIPOLE INC	212318	8/1/25	2,621.77
252600206	SALZMAN, JAMIE	JUL2025 ITEM	8/1/25	19.98
252600206	SALZMAN, JAMIE	JUL2025 ITEM	8/1/25	435.68
252600207	SCHOOL SPECIALTY, LLC.	2.08136E+11	8/1/25	75.60
252600208	WILSON LANGUAGE TRAINING	INV108623	8/1/25	110.00
252600208	WILSON LANGUAGE TRAINING	INV105172	8/1/25	4,003.00
252600208	WILSON LANGUAGE TRAINING	INV105172	8/1/25	27,635.88
252600209	ALECKSON, TED	JUL2025 MILEAGE	8/8/25	16.66
252600210	AMAZON CAPITAL SERVICES	1LQT-63M3-M4TR	8/8/25	(12.99)

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252600210	AMAZON CAPITAL SERVICES	1GHY-WXWQ-7M1Q	8/8/25	6.23
252600210	AMAZON CAPITAL SERVICES	1JTR-CKWT-F43R	8/8/25	6.63
252600210	AMAZON CAPITAL SERVICES	1R9R-M7RV-49NP	8/8/25	8.88
252600210	AMAZON CAPITAL SERVICES	1JNX-46XV-9R9R	8/8/25	9.99
252600210	AMAZON CAPITAL SERVICES	1DHK-KMLQ-YYFF	8/8/25	10.54
252600210	AMAZON CAPITAL SERVICES	1YG1-3GXV-1XYC	8/8/25	11.40
252600210	AMAZON CAPITAL SERVICES	1WP4-YG4L-MWWR	8/8/25	14.00
252600210	AMAZON CAPITAL SERVICES	1Y9W-MTP1-XH7R	8/8/25	14.35
252600210	AMAZON CAPITAL SERVICES	1P1C-7LG9-TDCV	8/8/25	16.77
252600210	AMAZON CAPITAL SERVICES	1M7X-P1FK-GWRJ	8/8/25	19.99
252600210	AMAZON CAPITAL SERVICES	14LH-YJWY-9XPK	8/8/25	20.37
252600210	AMAZON CAPITAL SERVICES	1PMN-7TR1-PDK6	8/8/25	24.95
252600210	AMAZON CAPITAL SERVICES	1GHY-WXWQ-7M1Q	8/8/25	29.06
252600210	AMAZON CAPITAL SERVICES	1NRT-WVVK-4DTL	8/8/25	46.98
252600210	AMAZON CAPITAL SERVICES	1MVF-F3CM-3RWY	8/8/25	59.28
252600210	AMAZON CAPITAL SERVICES	1HJC-HTV6-CRXV	8/8/25	68.54
252600210	AMAZON CAPITAL SERVICES	1L1R-9FDX-C1G9	8/8/25	72.67
252600210	AMAZON CAPITAL SERVICES	1PXM-RQ4M-FMYP	8/8/25	77.90
252600210	AMAZON CAPITAL SERVICES	1QLH-JQHL-H43R	8/8/25	81.40
252600210	AMAZON CAPITAL SERVICES	1FND-67FR-G7M6	8/8/25	82.35
252600210	AMAZON CAPITAL SERVICES	1YG1-3GXV-1XYC	8/8/25	83.25
252600210	AMAZON CAPITAL SERVICES	1FKJ-VPQH-H3FG	8/8/25	83.43
252600210	AMAZON CAPITAL SERVICES	1PPN-XVJ4-FLRW	8/8/25	98.62
252600210	AMAZON CAPITAL SERVICES	1DV6-VYWC-GGVF	8/8/25	110.13
252600210	AMAZON CAPITAL SERVICES	1TPG-CGV4-XTNV	8/8/25	110.27
252600210	AMAZON CAPITAL SERVICES	1F9X-9JMY-61CL	8/8/25	114.90
252600210	AMAZON CAPITAL SERVICES	1PXM-RQ4M-JKGQ	8/8/25	118.93
252600210	AMAZON CAPITAL SERVICES	1L46-FYXG-RN33	8/8/25	123.99
252600210	AMAZON CAPITAL SERVICES	144D-7CRH-4MDM	8/8/25	135.98
252600210	AMAZON CAPITAL SERVICES	197X-VLGL-DFQN	8/8/25	141.89
252600210	AMAZON CAPITAL SERVICES	1DLK-VTKJ-96WR	8/8/25	148.99
252600210	AMAZON CAPITAL SERVICES	1WKJ-YDCT-DK6R	8/8/25	172.90
252600210	AMAZON CAPITAL SERVICES	1KKF-T64D-6TRF	8/8/25	172.90
252600210	AMAZON CAPITAL SERVICES	16CP-PTJT-L3LL	8/8/25	188.97
252600210	AMAZON CAPITAL SERVICES	1TKX-WD16-GXTR	8/8/25	213.82
252600210	AMAZON CAPITAL SERVICES	11DJ-JH6N-H77H	8/8/25	241.57
252600210	AMAZON CAPITAL SERVICES	1QXK-NLDD-HWGR	8/8/25	248.34
252600210	AMAZON CAPITAL SERVICES	1GLV-XQ4K-3M3P	8/8/25	265.70
252600210	AMAZON CAPITAL SERVICES	1KKF-T64D-99GL	8/8/25	272.24

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252600210	AMAZON CAPITAL SERVICES	1XV7-1NYC-9C3N	8/8/25	277.79
252600210	AMAZON CAPITAL SERVICES	1XYH-PXFP-JP77	8/8/25	343.51
252600210	AMAZON CAPITAL SERVICES	11DJ-JH6N-H77H	8/8/25	346.25
252600210	AMAZON CAPITAL SERVICES	1YG1-3GXV-MJMC	8/8/25	354.56
252600210	AMAZON CAPITAL SERVICES	1PXM-RQ4M-JJP6	8/8/25	358.93
252600210	AMAZON CAPITAL SERVICES	1697-FCKQ-TRK9	8/8/25	363.36
252600210	AMAZON CAPITAL SERVICES	1PMN-7TR1-9NHY	8/8/25	375.84
252600210	AMAZON CAPITAL SERVICES	1PMN-7TR1-9NHY	8/8/25	427.73
252600210	AMAZON CAPITAL SERVICES	1MNR-XCFC-R3F4	8/8/25	452.56
252600210	AMAZON CAPITAL SERVICES	1QXK-NLDD-XRND	8/8/25	456.01
252600210	AMAZON CAPITAL SERVICES	1L1R-9FDX-C1G9	8/8/25	775.75
252600210	AMAZON CAPITAL SERVICES	1FDV-TFHT-7RLJ	8/8/25	789.22
252600210	AMAZON CAPITAL SERVICES	11R7-W7H7-HHVG	8/8/25	830.94
252600210	AMAZON CAPITAL SERVICES	1Y3M-R7Y4-JFN4	8/8/25	1,005.90
252600210	AMAZON CAPITAL SERVICES	1TPG-CGV4-XTNV	8/8/25	1,208.22
252600210	AMAZON CAPITAL SERVICES	16CP-PTJT-L3LL	8/8/25	1,252.67
252600211	ANDERSON, NICOLE	JUL2025 ITEM	8/8/25	151.00
252600212	AWSA ASSOC WI SCHL ADM	43069	8/8/25	774.00
252600213	BACKGROUND INVESTIGATION BUREAU, LLC	INV-76625	8/8/25	756.70
252600214	CARRICO AQUATIC RESOURCES, INC	20255722	8/8/25	137.50
252600215	FIRST SUPPLY LLC	185224-00	8/8/25	19.44
252600215	FIRST SUPPLY LLC	185231-00	8/8/25	22.90
252600215	FIRST SUPPLY LLC	184621-00	8/8/25	3,078.05
252600216	GADKE, GARY	JUL2025 MILEAGE	8/8/25	5.60
252600217	GRAINGER INC, WW	9594609845	8/8/25	97.50
252600218	GRAYKOWSKI'S DISTRIBUTING LLC	5360	8/8/25	297.50
252600218	GRAYKOWSKI'S DISTRIBUTING LLC	5373	8/8/25	394.50
252600218	GRAYKOWSKI'S DISTRIBUTING LLC	5361	8/8/25	436.00
252600218	GRAYKOWSKI'S DISTRIBUTING LLC	5372	8/8/25	634.50
252600219	GREAT MINDS PBC	INV242274	8/8/25	2,699.09
252600219	GREAT MINDS PBC	INV242274	8/8/25	4,265.56
252600220	HAWKINS ASH CPAS LLP	3238067	8/8/25	13,075.00
252600221	HEAT & POWER PRODUCTS INC.	49238	8/8/25	117.55
252600222	HOLIDAY WHOLESALE, INC	2095237	8/8/25	172.63
252600222	HOLIDAY WHOLESALE, INC	2095237	8/8/25	392.49
252600223	JAKUBEK, JACQUE	JUL2025 MILEAGE	8/8/25	61.60
252600223	JAKUBEK, JACQUE	JUL2025 ITEM	8/8/25	68.32
252600224	KOEPKE, RICHARD	JUL2025 MILEAGE	8/8/25	47.60
252600225	KWIK TRIP INC	00054784 JUL2025	8/8/25	178.44

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252600225	KWIK TRIP INC	00054784 JUL2025	8/8/25	304.26
252600225	KWIK TRIP INC	00054784 JUL2025	8/8/25	1,989.59
252600226	KYLES CONSULTING LLC	2125	8/8/25	1,550.00
252600227	MARATHON PEST CONTROL	65210	8/8/25	38.00
252600227	MARATHON PEST CONTROL	65239	8/8/25	42.00
252600228	MCMILLAN-HEHIR, HEATHER	JUL2025 MILEAGE	8/8/25	5.60
252600228	MCMILLAN-HEHIR, HEATHER	JUL2025 MILEAGEa	8/8/25	6.16
252600229	MID WISCONSIN BEVERAGE	2159970	8/8/25	35.04
252600229	MID WISCONSIN BEVERAGE	2159969	8/8/25	63.50
252600229	MID WISCONSIN BEVERAGE	2159969	8/8/25	115.00
252600230	NASSCO INC - CUSTODIAL	6586116	8/8/25	(621.18)
252600230	NASSCO INC - CUSTODIAL	6585663	8/8/25	681.54
252600231	PERFORMANCE FOODSERVICE	11573-947574	8/8/25	42.83
252600231	PERFORMANCE FOODSERVICE	11573-947574	8/8/25	126.54
252600231	PERFORMANCE FOODSERVICE	11573-947574	8/8/25	499.88
252600232	SCHOOL SPECIALTY, LLC.	2.08136E+11	8/8/25	59.77
252600233	VIKING ELECTRIC SUPPLY	S009198366.008	8/8/25	(279.00)
252600233	VIKING ELECTRIC SUPPLY	S009404340.001	8/8/25	288.84
252600234	WCASS	9524	8/8/25	750.00
252600235	1ST PLACE TROPHY & ENGRAVING	5570	8/15/25	42.00
252600235	1ST PLACE TROPHY & ENGRAVING	5571	8/15/25	50.00
252600235	1ST PLACE TROPHY & ENGRAVING	5570	8/15/25	52.50
252600235	1ST PLACE TROPHY & ENGRAVING	5570	8/15/25	393.75
252600236	ABLE DISTRIBUTING CO INC	S022120228.001	8/15/25	21.26
252600237	AMAZON CAPITAL SERVICES	1LFJ-WM6N-J3RM	8/15/25	(299.99)
252600237	AMAZON CAPITAL SERVICES	1P3X-YH4N-6DNF	8/15/25	4.25
252600237	AMAZON CAPITAL SERVICES	1WLR-RNV9-L7NM	8/15/25	13.24
252600237	AMAZON CAPITAL SERVICES	16JV-KR39-RQW1	8/15/25	14.99
252600237	AMAZON CAPITAL SERVICES	177X-HNQ7-1KW9	8/15/25	17.83
252600237	AMAZON CAPITAL SERVICES	1RVT-9XL9-6VVD	8/15/25	18.62
252600237	AMAZON CAPITAL SERVICES	1NP3-VWJP-4MK1	8/15/25	19.93
252600237	AMAZON CAPITAL SERVICES	1NP3-VWJP-9YRW	8/15/25	19.99
252600237	AMAZON CAPITAL SERVICES	17LP-FYPT-4WVK	8/15/25	26.95
252600237	AMAZON CAPITAL SERVICES	1MN6-F334-6NVL	8/15/25	29.28
252600237	AMAZON CAPITAL SERVICES	1HX9-TRD1-C46Q	8/15/25	30.17
252600237	AMAZON CAPITAL SERVICES	1P3X-YH4N-6DNF	8/15/25	30.92
252600237	AMAZON CAPITAL SERVICES	1DJ3-Y461-KQNH	8/15/25	31.88
252600237	AMAZON CAPITAL SERVICES	1JR1-WN4T-6VDY	8/15/25	32.31
252600237	AMAZON CAPITAL SERVICES	1KJ7-FCH9-6CDG	8/15/25	35.17

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252600237	AMAZON CAPITAL SERVICES	1CGM-WRQ1-74H7	8/15/25	47.55
252600237	AMAZON CAPITAL SERVICES	1X9C-RFQN-14CW	8/15/25	56.79
252600237	AMAZON CAPITAL SERVICES	1Q6K-Q1D6-LGJY	8/15/25	64.39
252600237	AMAZON CAPITAL SERVICES	1Y7G-VXQJ-4RX1	8/15/25	64.97
252600237	AMAZON CAPITAL SERVICES	1CKW-GCYC-4NJX	8/15/25	71.20
252600237	AMAZON CAPITAL SERVICES	163C-YPRR-JK36	8/15/25	71.91
252600237	AMAZON CAPITAL SERVICES	1WGC-CNVW-9PCV	8/15/25	79.99
252600237	AMAZON CAPITAL SERVICES	149W-3FTQ-9PT7	8/15/25	83.22
252600237	AMAZON CAPITAL SERVICES	1X6W-MVGM-1RQG	8/15/25	96.98
252600237	AMAZON CAPITAL SERVICES	16WM-9WCP-4T9P	8/15/25	113.59
252600237	AMAZON CAPITAL SERVICES	1G7X-4N9L-RW7W	8/15/25	113.94
252600237	AMAZON CAPITAL SERVICES	14CJ-R3WR-93RV	8/15/25	126.72
252600237	AMAZON CAPITAL SERVICES	1CKW-GCYC-1F1D	8/15/25	130.97
252600237	AMAZON CAPITAL SERVICES	1VVC-VWQV-64W9	8/15/25	149.99
252600237	AMAZON CAPITAL SERVICES	1PGD-NHF1-TKNK	8/15/25	244.79
252600237	AMAZON CAPITAL SERVICES	1DV6-VYWC-RJCP	8/15/25	299.99
252600237	AMAZON CAPITAL SERVICES	1CPF-XKL9-F13M	8/15/25	336.15
252600237	AMAZON CAPITAL SERVICES	1RNY-HGKP-JWYF	8/15/25	449.95
252600237	AMAZON CAPITAL SERVICES	11Q7-3D7W-JMM4	8/15/25	497.87
252600237	AMAZON CAPITAL SERVICES	1QHT-VKFQ-14LW	8/15/25	712.80
252600237	AMAZON CAPITAL SERVICES	1JRY-Q441-R17J	8/15/25	1,740.25
252600238	BACKGROUND INVESTIGATION BUREAU, LLC	INV-76624	8/15/25	32.90
252600238	BACKGROUND INVESTIGATION BUREAU, LLC	INV-76624	8/15/25	98.70
252600239	BARTTELT, SARA	123456	8/15/25	68.50
252600240	BUREAU VERITAS NATL ELEVATOR INSPECTIO	RI25018508	8/15/25	82.00
252600241	BYTESPEED LLC	INV0180197	8/15/25	1,470.00
252600241	BYTESPEED LLC	INV0180163	8/15/25	2,670.00
252600241	BYTESPEED LLC	INV0180233	8/15/25	3,150.00
252600242	CARRICO AQUATIC RESOURCES, INC	20255796	8/15/25	2,293.08
252600243	CENGAGE LEARNING INC	9.99101E+11	8/15/25	1,075.25
252600243	CENGAGE LEARNING INC	9.99101E+11	8/15/25	2,075.63
252600243	CENGAGE LEARNING INC	9.99101E+11	8/15/25	6,226.87
252600244	CESA 9	20488	8/15/25	5,871.00
252600244	CESA 9	20566	8/15/25	56,336.90
252600245	CHAVEZ, ADRIAN	JUL2025 MILEAGE	8/15/25	357.49
252600246	COUNTY MATERIALS CORP.	4210777-00	8/15/25	16.00
252600246	COUNTY MATERIALS CORP.	4206876-00	8/15/25	58.43
252600246	COUNTY MATERIALS CORP.	4209079-00	8/15/25	58.81
252600246	COUNTY MATERIALS CORP.	111221-00	8/15/25	466.00

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252600247	DOMKA, ADAM	JUL2025 MILEAGE	8/15/25	116.97
252600248	FIRST SUPPLY LLC	185518-00	8/15/25	5.21
252600248	FIRST SUPPLY LLC	184317-00	8/15/25	36.17
252600248	FIRST SUPPLY LLC	185449-00	8/15/25	205.47
252600249	FORE-FRONT MECHANICAL, INC.	W12660	8/15/25	1,325.00
252600250	GRAINGER INC, WW	9598745322	8/15/25	143.16
252600251	HARTER'S FOX VALLEY DISPOSAL	1391828	8/15/25	6,237.66
252600252	HEID MUSIC COMPANY, INC.-APPLETON	3961091	8/15/25	50.97
252600253	M3 INSURANCE SOLU INC	125575	8/15/25	7,750.60
252600253	M3 INSURANCE SOLU INC	125575	8/15/25	27,627.20
252600253	M3 INSURANCE SOLU INC	125575	8/15/25	30,906.70
252600254	MARATHON PEST CONTROL	65234	8/15/25	38.00
252600254	MARATHON PEST CONTROL	65255	8/15/25	38.00
252600254	MARATHON PEST CONTROL	65207	8/15/25	40.00
252600254	MARATHON PEST CONTROL	65260	8/15/25	42.00
252600254	MARATHON PEST CONTROL	65269	8/15/25	42.00
252600254	MARATHON PEST CONTROL	65237	8/15/25	43.00
252600254	MARATHON PEST CONTROL	65404	8/15/25	45.00
252600255	MARATHON WOOD PRODUCTS INC.	35148	8/15/25	470.00
252600256	MARCELLINO, ANTHONY	JUL2025 MILEAGE	8/15/25	60.90
252600257	MID WISCONSIN BEVERAGE	2158772	8/15/25	309.00
252600257	MID WISCONSIN BEVERAGE	2161572	8/15/25	337.88
252600257	MID WISCONSIN BEVERAGE	2159971	8/15/25	385.00
252600257	MID WISCONSIN BEVERAGE	2159971	8/15/25	425.00
252600257	MID WISCONSIN BEVERAGE	2158772	8/15/25	432.60
252600258	NASSCO INC - CUSTODIAL	6583707	8/15/25	112.80
252600258	NASSCO INC - CUSTODIAL	6587280	8/15/25	10,764.57
252600259	NCS PEARSON INC	29085143	8/15/25	205.96
252600259	NCS PEARSON INC	29020739	8/15/25	371.64
252600260	NEOLA, INC	115742	8/15/25	795.00
252600261	NORTHCENTRAL TECH COLLEGE	CINV-207240	8/15/25	5,000.00
252600262	NOWINSKY, MIKAYLA	JUL2025 MILEAGE	8/15/25	10.78
252600263	OMNI GLASS & PAINT, LLC	0156226-IN	8/15/25	2,160.00
252600264	OXFORD, JONENE	JUL2025 MILEAGE	8/15/25	30.80
252600265	PER MAR SECURITY SERVICES, INC.	3646967	8/15/25	90.00
252600265	PER MAR SECURITY SERVICES, INC.	3646966	8/15/25	273.00
252600265	PER MAR SECURITY SERVICES, INC.	3644123	8/15/25	465.12
252600265	PER MAR SECURITY SERVICES, INC.	3643932	8/15/25	4,238.64
252600266	PISCA, SARAH	456789	8/15/25	797.00

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252600267	SCHOOL SPECIALTY, LLC.	3.08105E+11	8/15/25	104.01
252600268	SCHULT, MATTHEW	JUL2025 MILEAGE	8/15/25	30.80
252600269	SECURIAN FINANCIAL GROUP, INC.	45901	8/15/25	886.40
252600269	SECURIAN FINANCIAL GROUP, INC.	45901	8/15/25	3,706.04
252600269	SECURIAN FINANCIAL GROUP, INC.	45901	8/15/25	7,947.11
252600269	SECURIAN FINANCIAL GROUP, INC.	45901	8/15/25	8,467.83
252600270	SOCIAL THINKING PUBLISHING	INV013185	8/15/25	1,687.22
252600271	SOMERVILLE ARCHITECTS	40659	8/15/25	2,040.00
252600271	SOMERVILLE ARCHITECTS	40658	8/15/25	3,751.01
252600272	SUN PRINTING LLC	157185	8/15/25	190.00
252600272	SUN PRINTING LLC	155888	8/15/25	3,276.00
252600272	SUN PRINTING LLC	154454	8/15/25	4,557.00
252600273	TEAM SPORTING GOODS INC	AAG034696-AG04	8/15/25	358.00
252600274	TRIMNER, SARAH	AUG2025 ITEM	8/15/25	83.95
252600275	USIC RECEIVABLES, LLC	748750	8/15/25	1,680.46
252600276	WI PUBLIC SERVICE	5567507144	8/15/25	20.15
252600276	WI PUBLIC SERVICE	5570160013	8/15/25	30.88
252600276	WI PUBLIC SERVICE	5568070870	8/15/25	32.55
252600276	WI PUBLIC SERVICE	5568157991	8/15/25	32.55
252600276	WI PUBLIC SERVICE	5568354770	8/15/25	35.38
252600276	WI PUBLIC SERVICE	5567759275	8/15/25	51.24
252600276	WI PUBLIC SERVICE	5567400751	8/15/25	55.46
252600276	WI PUBLIC SERVICE	5567981724	8/15/25	70.20
252600276	WI PUBLIC SERVICE	5568466464	8/15/25	119.35
252600276	WI PUBLIC SERVICE	5568063207	8/15/25	133.97
252600276	WI PUBLIC SERVICE	5568765941	8/15/25	192.69
252600276	WI PUBLIC SERVICE	5573706854	8/15/25	204.40
252600276	WI PUBLIC SERVICE	5568157991	8/15/25	209.48
252600276	WI PUBLIC SERVICE	5568457721	8/15/25	213.58
252600276	WI PUBLIC SERVICE	5568118402	8/15/25	218.78
252600276	WI PUBLIC SERVICE	5573773052	8/15/25	226.74
252600276	WI PUBLIC SERVICE	5572911181	8/15/25	230.04
252600276	WI PUBLIC SERVICE	5573555218	8/15/25	231.04
252600276	WI PUBLIC SERVICE	5568306085	8/15/25	234.71
252600276	WI PUBLIC SERVICE	5567162729	8/15/25	241.44
252600276	WI PUBLIC SERVICE	5574605390	8/15/25	270.30
252600276	WI PUBLIC SERVICE	5568356851	8/15/25	394.68
252600276	WI PUBLIC SERVICE	5568070870	8/15/25	795.01
252600276	WI PUBLIC SERVICE	5573701244	8/15/25	1,034.13

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252600276	WI PUBLIC SERVICE	5567512049	8/15/25	1,372.51
252600276	WI PUBLIC SERVICE	5568354770	8/15/25	2,805.18
252600276	WI PUBLIC SERVICE	5567833283	8/15/25	4,186.64
252600276	WI PUBLIC SERVICE	5568306085	8/15/25	6,370.04
252600276	WI PUBLIC SERVICE	5568396383	8/15/25	6,476.73
252600276	WI PUBLIC SERVICE	5567162729	8/15/25	8,011.02
252600276	WI PUBLIC SERVICE	5567079870	8/15/25	8,176.28
252600276	WI PUBLIC SERVICE	5567370472	8/15/25	14,597.36
252600276	WI PUBLIC SERVICE	5568047133	8/15/25	19,195.96
252600276	WI PUBLIC SERVICE	5567565432	8/15/25	21,993.02
252600276	WI PUBLIC SERVICE	5567453133	8/15/25	32,877.00
252600277	YANG, XIA	JUL2025 ITEM	8/15/25	33.06
252600277	YANG, XIA	JUL2025 ITEM	8/15/25	672.89
252600279	ABEL, SCOT	JUL2025 MILEAGE	8/22/25	117.25
252600280	AMAZON CAPITAL SERVICES	1GWG-F6H4-6LTF	8/22/25	(57.53)
252600280	AMAZON CAPITAL SERVICES	17KL-4PGN-1VL4	8/22/25	9.89
252600280	AMAZON CAPITAL SERVICES	17KL-4PGN-34KV	8/22/25	9.99
252600280	AMAZON CAPITAL SERVICES	1GQG-NC4K-1M3X	8/22/25	11.99
252600280	AMAZON CAPITAL SERVICES	1TKP-CPMV-3KMK	8/22/25	15.36
252600280	AMAZON CAPITAL SERVICES	1X9C-RFQN-NYVK	8/22/25	16.58
252600280	AMAZON CAPITAL SERVICES	1HHX-G3JD-LHFN	8/22/25	17.50
252600280	AMAZON CAPITAL SERVICES	1CGW-QKV1-4DH7	8/22/25	19.79
252600280	AMAZON CAPITAL SERVICES	1MRN-CPKY-7QQM	8/22/25	19.99
252600280	AMAZON CAPITAL SERVICES	1XTH-1NW1-433F	8/22/25	20.36
252600280	AMAZON CAPITAL SERVICES	1NLJ-6PNJ-3VVK	8/22/25	23.84
252600280	AMAZON CAPITAL SERVICES	179P-NC7H-J1XP	8/22/25	25.90
252600280	AMAZON CAPITAL SERVICES	1XJ7-3DCX-HXXM	8/22/25	28.48
252600280	AMAZON CAPITAL SERVICES	1CQY-4W97-46YJ	8/22/25	29.44
252600280	AMAZON CAPITAL SERVICES	1TTK-TG64-4DVM	8/22/25	29.65
252600280	AMAZON CAPITAL SERVICES	1RRX-FKK6-VMHF	8/22/25	30.77
252600280	AMAZON CAPITAL SERVICES	1FJ4-VHQG-1CTV	8/22/25	32.09
252600280	AMAZON CAPITAL SERVICES	1VXM-FLTL-47FF	8/22/25	33.01
252600280	AMAZON CAPITAL SERVICES	179P-NC7H-VTG9	8/22/25	34.59
252600280	AMAZON CAPITAL SERVICES	1NLJ-6PNJ-3VVK	8/22/25	37.74
252600280	AMAZON CAPITAL SERVICES	1NFW-V4WW-43MY	8/22/25	41.62
252600280	AMAZON CAPITAL SERVICES	1NTK-4WHW-7F9H	8/22/25	47.98
252600280	AMAZON CAPITAL SERVICES	1CQY-4W97-MGQP	8/22/25	48.74
252600280	AMAZON CAPITAL SERVICES	1K9H-YCFJ-6H6H	8/22/25	52.42
252600280	AMAZON CAPITAL SERVICES	1R7D-WFK1-4NHV	8/22/25	52.93

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252600280	AMAZON CAPITAL SERVICES	191N-YJVK-3PPH	8/22/25	64.98
252600280	AMAZON CAPITAL SERVICES	19VM-MQTK-HNQL	8/22/25	69.99
252600280	AMAZON CAPITAL SERVICES	1MMK-XWWF-4YMK	8/22/25	70.84
252600280	AMAZON CAPITAL SERVICES	19VV-RG7J-VJGN	8/22/25	74.41
252600280	AMAZON CAPITAL SERVICES	1NPL-PVR1-LTMM	8/22/25	86.78
252600280	AMAZON CAPITAL SERVICES	1WN7-9NQN-H93H	8/22/25	97.44
252600280	AMAZON CAPITAL SERVICES	1TNW-C9LF-PGPR	8/22/25	104.62
252600280	AMAZON CAPITAL SERVICES	1KMH-P9MP-6RCX	8/22/25	114.91
252600280	AMAZON CAPITAL SERVICES	16WM-9WCP-NY4N	8/22/25	119.98
252600280	AMAZON CAPITAL SERVICES	1PCK-L4X3-16TJ	8/22/25	119.98
252600280	AMAZON CAPITAL SERVICES	1VXM-GPR1-CD3W	8/22/25	133.88
252600280	AMAZON CAPITAL SERVICES	1THC-C7FG-6XYD	8/22/25	153.55
252600280	AMAZON CAPITAL SERVICES	1F1T-CH4T-1CG1	8/22/25	156.86
252600280	AMAZON CAPITAL SERVICES	1VY9-T9R9-4633	8/22/25	158.99
252600280	AMAZON CAPITAL SERVICES	1TQ1-NCNN-6V9T	8/22/25	194.11
252600280	AMAZON CAPITAL SERVICES	1R6T-FRKV-6XV3	8/22/25	261.05
252600280	AMAZON CAPITAL SERVICES	1NTK-4WHW-7FYW	8/22/25	265.69
252600280	AMAZON CAPITAL SERVICES	19W4-CDTR-G4FC	8/22/25	314.91
252600280	AMAZON CAPITAL SERVICES	1CKW-GCYC-NWJL	8/22/25	315.84
252600280	AMAZON CAPITAL SERVICES	14XX-VDPC-6TVR	8/22/25	476.00
252600280	AMAZON CAPITAL SERVICES	1WHJ-WL41-6GD6	8/22/25	485.77
252600280	AMAZON CAPITAL SERVICES	1MKM-FF17-JLNW	8/22/25	1,040.00
252600281	ANDREAS, HEATHER	JUL2025 ITEM	8/22/25	61.58
252600282	ASSOCIATED TRUST COMPANY	27160	8/22/25	475.00
252600283	BACKGROUND INVESTIGATION BUREAU, LLC	INV-78142	8/22/25	14.00
252600284	BELANGER, SCOTT	REF08152025	8/22/25	120.00
252600285	BROWN, TRAVIS	REF08152025	8/22/25	120.00
252600286	BUCHBERGER, LAWRENCE	REF08152025	8/22/25	120.00
252600287	CAROLINA BIOLOGICAL SUPPLY CO	53089682 RI	8/22/25	52.99
252600288	COUNTY MATERIALS CORP.	4211147-00	8/22/25	59.66
252600289	DECAIRE-DENK, AMANDA	JUN2025 ITEM	8/22/25	230.00
252600290	DREWEK, DAVID	REF08152025	8/22/25	120.00
252600291	DUFFRIN, KRISTINE	AUG2025 ITEM	8/22/25	400.00
252600292	ENGLISH, JOSHUA	REF08152025	8/22/25	120.00
252600293	FILTRATION CONCEPTS, INC	78155	8/22/25	128.40
252600293	FILTRATION CONCEPTS, INC	78166	8/22/25	475.48
252600293	FILTRATION CONCEPTS, INC	78153	8/22/25	488.12
252600293	FILTRATION CONCEPTS, INC	78168	8/22/25	543.74
252600293	FILTRATION CONCEPTS, INC	78163	8/22/25	679.86

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252600293	FILTRATION CONCEPTS, INC	78160	8/22/25	759.20
252600293	FILTRATION CONCEPTS, INC	78162	8/22/25	877.66
252600293	FILTRATION CONCEPTS, INC	78157	8/22/25	1,371.87
252600293	FILTRATION CONCEPTS, INC	78169	8/22/25	1,670.44
252600294	FIRST SUPPLY LLC	185889-00	8/22/25	3.52
252600294	FIRST SUPPLY LLC	185816-00	8/22/25	19.17
252600294	FIRST SUPPLY LLC	185588-00	8/22/25	21.28
252600294	FIRST SUPPLY LLC	185771-00	8/22/25	21.44
252600294	FIRST SUPPLY LLC	185766-00	8/22/25	117.26
252600295	GERING, JOHN	REF08152025	8/22/25	120.00
252600296	GESKE, TYLER	REF08152025	8/22/25	120.00
252600297	GOLISCH, KENYON	REF08152025	8/22/25	120.00
252600298	GRAINGER INC, WW	9606478080	8/22/25	2,608.01
252600299	GRAYKOWSKI'S DISTRIBUTING LLC	5385	8/22/25	454.50
252600300	HACK, THOMAS	REF08152025	8/22/25	120.00
252600301	HALING, WILLIAM	REF08152025	8/22/25	120.00
252600302	HEID MUSIC COMPANY, INC.-APPLETON	3691091	8/22/25	50.97
252600302	HEID MUSIC COMPANY, INC.-APPLETON	3970755	8/22/25	267.88
252600303	HOLIDAY WHOLESale, INC	2088693	8/22/25	14.22
252600303	HOLIDAY WHOLESale, INC	2088693	8/22/25	133.70
252600304	HORAK REFRIGERATION INC	11149	8/22/25	1,688.27
252600305	J.W. PEPPER & SON	367660647	8/22/25	105.59
252600306	JAGLINSKI, PAUL	REF08152025	8/22/25	120.00
252600307	JANKE, TODD	REF08152025	8/22/25	120.00
252600308	JOHANEK, AMANDA	AUG2025 ITEM	8/22/25	222.89
252600309	KLEINSCHMIDT, KATHERINE	AUG2025 ITEM	8/22/25	66.52
252600310	KOELLER, JADEN	REF08152025	8/22/25	120.00
252600311	LERCH, ANDREA	JUL2025 MILEAGE	8/22/25	9.24
252600312	M3 INSURANCE SOLU INC	125574	8/22/25	7,750.60
252600312	M3 INSURANCE SOLU INC	125574	8/22/25	27,627.20
252600312	M3 INSURANCE SOLU INC	125574	8/22/25	30,906.70
252600313	MADISON NATL LIFE INS CO	45901	8/22/25	7,123.62
252600313	MADISON NATL LIFE INS CO	45901	8/22/25	11,614.74
252600314	MARATHON PEST CONTROL	65448	8/22/25	38.00
252600314	MARATHON PEST CONTROL	65484	8/22/25	40.00
252600315	MARATHON WOOD PRODUCTS INC.	35177	8/22/25	940.00
252600316	MARCUM, CHESTER III	REF08152025	8/22/25	120.00
252600317	MURPHY, MELISSA	AUG2025 ITEM	8/22/25	93.24
252600318	NASSCO INC - CUSTODIAL	6590219	8/22/25	49.36

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252600318	NASSCO INC - CUSTODIAL	6592198	8/22/25	599.05
252600318	NASSCO INC - CUSTODIAL	6591382	8/22/25	21,644.61
252600319	NORTH, DOUGLAS	REF08152025	8/22/25	120.00
252600320	NYE, CASEY	JUL2025 CONF	8/22/25	537.70
252600321	OLIGNEY, KELLI	JUL2025 MILEAGE	8/22/25	29.82
252600321	OLIGNEY, KELLI	JUL2025 MILEAGEa	8/22/25	54.88
252600322	OURADA, JOHN	REF08152025	8/22/25	120.00
252600323	PERFORMANCE FOODSERVICE	33073-956150	8/22/25	716.68
252600324	PITNEY BOWES RESERVE ACCOUNT	45870	8/22/25	5,000.00
252600325	RAASCH, MICHELE	JULAUG2025 ITEM	8/22/25	140.40
252600326	RENNING LEWIS & LACY SC	7344720	8/22/25	4,672.00
252600327	RENZELMANN, CHRISTOPHER	REF08152025	8/22/25	120.00
252600328	SCHOOL SPECIALTY, LLC.	3.08105E+11	8/22/25	321.43
252600328	SCHOOL SPECIALTY, LLC.	3.08105E+11	8/22/25	1,687.56
252600328	SCHOOL SPECIALTY, LLC.	3.08105E+11	8/22/25	3,946.81
252600328	SCHOOL SPECIALTY, LLC.	3.08105E+11	8/22/25	4,033.58
252600328	SCHOOL SPECIALTY, LLC.	3.08105E+11	8/22/25	7,986.64
252600329	SOLUM, NICHOLAS	REF08152025	8/22/25	120.00
252600330	STEINIGER, BUCK	REF08152025	8/22/25	120.00
252600331	STERLING WATER INC	CD122692	8/22/25	12.00
252600331	STERLING WATER INC	CD124424	8/22/25	128.01
252600332	SUCKOW, ELLEN	AUG2025 MILEAGE	8/22/25	47.60
252600333	SULLIVAN, SHAWN	REF08152025	8/22/25	120.00
252600334	SUNBELT RENTALS, INC.	171694929-0001	8/22/25	286.94
252600334	SUNBELT RENTALS, INC.	171694996-0001	8/22/25	3,600.30
252600335	SWOBODA, AVA	JUL2025 ITEMb	8/22/25	190.64
252600336	TARRAS, STEPHEN	REF08152025	8/22/25	120.00
252600337	THAO, KIA	JUL2025 ITEM	8/22/25	12.59
252600337	THAO, KIA	JUL2025 ITEM	8/22/25	80.54
252600338	VIKING ELECTRIC SUPPLY	S009423593.002	8/22/25	(113.97)
252600338	VIKING ELECTRIC SUPPLY	S009453415.001	8/22/25	114.72
252600339	WEIR, DAVID	REF08152025	8/22/25	120.00
252600340	WSMA	20639	8/22/25	599.00
252600341	ZURAKOWSKI, AUSTIN	JUL2025 MILEAGE	8/22/25	35.28
252600342	ASPIRUS HEALTH PLAN, INC	45901	8/25/25	785,482.36
252600343	AMAZON CAPITAL SERVICES	1HJQ-KC4D-F9HK	8/29/25	(43.10)
252600343	AMAZON CAPITAL SERVICES	1316-YR99-14VQ	8/29/25	(22.98)
252600343	AMAZON CAPITAL SERVICES	1FTY-YL1W-7N4M	8/29/25	0.57
252600343	AMAZON CAPITAL SERVICES	16FV-VWKQ-GVFT	8/29/25	8.69

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252600343	AMAZON CAPITAL SERVICES	1JKX-Y6TK-JHTH	8/29/25	8.99
252600343	AMAZON CAPITAL SERVICES	1XJP-6NJY-ND41	8/29/25	9.34
252600343	AMAZON CAPITAL SERVICES	1FTY-YL1W-7N4M	8/29/25	9.67
252600343	AMAZON CAPITAL SERVICES	1YHT-TMQY-7T6H	8/29/25	11.28
252600343	AMAZON CAPITAL SERVICES	1M6F-VF1Y-1DGT	8/29/25	12.53
252600343	AMAZON CAPITAL SERVICES	1YCR-L737-1F3V	8/29/25	12.53
252600343	AMAZON CAPITAL SERVICES	16F1-CW16-MTXV	8/29/25	12.57
252600343	AMAZON CAPITAL SERVICES	1CQ6-41D7-HJ9L	8/29/25	13.29
252600343	AMAZON CAPITAL SERVICES	1DX1-DWMK-H9HT	8/29/25	14.84
252600343	AMAZON CAPITAL SERVICES	14HH-JDFF-1PT7	8/29/25	15.98
252600343	AMAZON CAPITAL SERVICES	1LX3-MXJD-34NR	8/29/25	17.59
252600343	AMAZON CAPITAL SERVICES	167F-L66J-HDY7	8/29/25	17.98
252600343	AMAZON CAPITAL SERVICES	1JP3-DXHR-3XX7	8/29/25	18.92
252600343	AMAZON CAPITAL SERVICES	1CN9-4JJN-4H4F	8/29/25	21.98
252600343	AMAZON CAPITAL SERVICES	1DYJ-TTP4-9MTT	8/29/25	21.99
252600343	AMAZON CAPITAL SERVICES	1DK7-HN13-GQGT	8/29/25	22.49
252600343	AMAZON CAPITAL SERVICES	1C1Q-V4TV-H7MM	8/29/25	22.99
252600343	AMAZON CAPITAL SERVICES	1JLG-KNDW-HQ9Y	8/29/25	23.30
252600343	AMAZON CAPITAL SERVICES	1W13-CHW3-Y3XJ	8/29/25	24.69
252600343	AMAZON CAPITAL SERVICES	1QK7-PH7R-1QRY	8/29/25	24.76
252600343	AMAZON CAPITAL SERVICES	14HR-P9LV-XDKM	8/29/25	26.99
252600343	AMAZON CAPITAL SERVICES	1RDJ-C1XH-39XC	8/29/25	29.15
252600343	AMAZON CAPITAL SERVICES	13H4-M4LC-RCR3	8/29/25	29.69
252600343	AMAZON CAPITAL SERVICES	14L3-RL79-HRQ4	8/29/25	30.77
252600343	AMAZON CAPITAL SERVICES	11Y3-Y9PD-L1FG	8/29/25	33.24
252600343	AMAZON CAPITAL SERVICES	1QK7-PH7R-JTGR	8/29/25	35.77
252600343	AMAZON CAPITAL SERVICES	1HP6-CQXF-WRWF	8/29/25	35.99
252600343	AMAZON CAPITAL SERVICES	1CX9-X3KX-WMVQ	8/29/25	38.24
252600343	AMAZON CAPITAL SERVICES	1QK7-PH7R-33J7	8/29/25	38.33
252600343	AMAZON CAPITAL SERVICES	1FJY-46XX-P37Y	8/29/25	39.99
252600343	AMAZON CAPITAL SERVICES	1DYJ-TTP4-7KJP	8/29/25	40.29
252600343	AMAZON CAPITAL SERVICES	1HP6-CQXF-713C	8/29/25	41.97
252600343	AMAZON CAPITAL SERVICES	1NN4-MKJM-JP19	8/29/25	41.99
252600343	AMAZON CAPITAL SERVICES	1DYJ-TTP4-WRDD	8/29/25	42.56
252600343	AMAZON CAPITAL SERVICES	1HDW-YT1Y-1DL1	8/29/25	42.99
252600343	AMAZON CAPITAL SERVICES	1MKM-FF17-PNT1	8/29/25	43.10
252600343	AMAZON CAPITAL SERVICES	1QJ4-V14R-GWGD	8/29/25	43.55
252600343	AMAZON CAPITAL SERVICES	193M-DNKN-1R6C	8/29/25	43.66
252600343	AMAZON CAPITAL SERVICES	1H73-LWCH-6YTJ	8/29/25	49.97

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252600343	AMAZON CAPITAL SERVICES	1YHJ-L6CM-1663	8/29/25	49.99
252600343	AMAZON CAPITAL SERVICES	16RM-6KFV-1YMF	8/29/25	51.10
252600343	AMAZON CAPITAL SERVICES	1MMK-XWWF-NN6P	8/29/25	52.30
252600343	AMAZON CAPITAL SERVICES	1T13-3J6P-4X99	8/29/25	52.98
252600343	AMAZON CAPITAL SERVICES	1C1Q-V4TV-HLLD	8/29/25	53.48
252600343	AMAZON CAPITAL SERVICES	1CX9-X3KX-N6KF	8/29/25	54.99
252600343	AMAZON CAPITAL SERVICES	1MMK-XWWF-NFXF	8/29/25	60.87
252600343	AMAZON CAPITAL SERVICES	1W7T-M769-1RFR	8/29/25	62.97
252600343	AMAZON CAPITAL SERVICES	1JLG-KNDW-HQ9Y	8/29/25	63.97
252600343	AMAZON CAPITAL SERVICES	1H73-LWCH-HFJ9	8/29/25	64.95
252600343	AMAZON CAPITAL SERVICES	1FYT-FJGM-MVKG	8/29/25	65.98
252600343	AMAZON CAPITAL SERVICES	16FV-VWKQ-4Q9R	8/29/25	66.29
252600343	AMAZON CAPITAL SERVICES	1Q1D-KJ43-46H7	8/29/25	68.97
252600343	AMAZON CAPITAL SERVICES	1YHT-TMQY-7L1X	8/29/25	69.80
252600343	AMAZON CAPITAL SERVICES	1TD4-HPXQ-1VXR	8/29/25	70.29
252600343	AMAZON CAPITAL SERVICES	16GV-PWHV-VKCP	8/29/25	79.59
252600343	AMAZON CAPITAL SERVICES	14L3-RL79-QV1V	8/29/25	79.98
252600343	AMAZON CAPITAL SERVICES	1HY7-Y9V9-1V1L	8/29/25	80.58
252600343	AMAZON CAPITAL SERVICES	1GWG-F6H4-QP6G	8/29/25	80.68
252600343	AMAZON CAPITAL SERVICES	169X-YY49-66G6	8/29/25	86.99
252600343	AMAZON CAPITAL SERVICES	13W4-RVDT-6TFN	8/29/25	87.73
252600343	AMAZON CAPITAL SERVICES	1QQR-636T-NY3H	8/29/25	88.60
252600343	AMAZON CAPITAL SERVICES	1VHP-GX4K-4RDV	8/29/25	97.81
252600343	AMAZON CAPITAL SERVICES	17VP-1MH4-31TC	8/29/25	99.18
252600343	AMAZON CAPITAL SERVICES	179T-TTGR-L966	8/29/25	100.80
252600343	AMAZON CAPITAL SERVICES	16CW-L9JC-JCF7	8/29/25	102.68
252600343	AMAZON CAPITAL SERVICES	1HP6-CQXF-WR9Q	8/29/25	103.14
252600343	AMAZON CAPITAL SERVICES	1V9F-T6HX-3R9P	8/29/25	106.71
252600343	AMAZON CAPITAL SERVICES	1DYJ-TTP4-7KJP	8/29/25	109.98
252600343	AMAZON CAPITAL SERVICES	1QMX-RG14-43Y1	8/29/25	111.99
252600343	AMAZON CAPITAL SERVICES	1VVL-FQD6-3JQV	8/29/25	112.21
252600343	AMAZON CAPITAL SERVICES	1L1F-FQDM-HDCY	8/29/25	119.46
252600343	AMAZON CAPITAL SERVICES	1QML-QGCK-1H46	8/29/25	121.76
252600343	AMAZON CAPITAL SERVICES	1V9F-T6HX-3QY7	8/29/25	122.53
252600343	AMAZON CAPITAL SERVICES	1QXF-Q3H1-3L33	8/29/25	123.98
252600343	AMAZON CAPITAL SERVICES	179T-TTGR-47VP	8/29/25	125.44
252600343	AMAZON CAPITAL SERVICES	1QML-QGCK-16MG	8/29/25	128.10
252600343	AMAZON CAPITAL SERVICES	196X-LTTK-4TQ7	8/29/25	134.87
252600343	AMAZON CAPITAL SERVICES	1FPQ-L7V1-MDFH	8/29/25	146.66

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252600343	AMAZON CAPITAL SERVICES	1JLG-KNDW-1PPW	8/29/25	149.43
252600343	AMAZON CAPITAL SERVICES	1HNQ-Q3GR-3K3X	8/29/25	149.75
252600343	AMAZON CAPITAL SERVICES	1M9V-KPYK-1N1G	8/29/25	155.64
252600343	AMAZON CAPITAL SERVICES	1CV3-RRK6-RGHT	8/29/25	178.50
252600343	AMAZON CAPITAL SERVICES	1TY6-YHCY-PHGR	8/29/25	192.88
252600343	AMAZON CAPITAL SERVICES	1FKM-KM1R-LG9R	8/29/25	235.24
252600343	AMAZON CAPITAL SERVICES	1JJH-VYJJ-1NXP	8/29/25	237.51
252600343	AMAZON CAPITAL SERVICES	11VY-XTWM-WW99	8/29/25	264.46
252600343	AMAZON CAPITAL SERVICES	11TP-FNT4-TWVK	8/29/25	273.15
252600343	AMAZON CAPITAL SERVICES	1JP3-DXHR-3XX7	8/29/25	318.52
252600343	AMAZON CAPITAL SERVICES	1LCV-PHMK-NCJ7	8/29/25	318.70
252600343	AMAZON CAPITAL SERVICES	1WTL-R6Q1-DMD4	8/29/25	445.40
252600343	AMAZON CAPITAL SERVICES	1TLN-RKYR-WX7P	8/29/25	530.04
252600343	AMAZON CAPITAL SERVICES	1D47-9PRL-WW79	8/29/25	583.00
252600343	AMAZON CAPITAL SERVICES	1YHT-TMQY-N3KH	8/29/25	724.27
252600343	AMAZON CAPITAL SERVICES	13TH-P6LW-1PT6	8/29/25	1,965.20
252600344	AWSA ASSOC WI SCHL ADM	43874	8/29/25	259.00
252600344	AWSA ASSOC WI SCHL ADM	42689	8/29/25	515.00
252600344	AWSA ASSOC WI SCHL ADM	43874	8/29/25	515.00
252600344	AWSA ASSOC WI SCHL ADM	43876-42346	8/29/25	1,530.00
252600345	BECK, THOMAS	REF08222025	8/29/25	60.00
252600345	BECK, THOMAS	REF 08222025	8/29/25	75.00
252600346	BELANGER, SCOTT	REF 08222025	8/29/25	75.00
252600347	BLANCHETTE, ALLISHA	AUG2025 ITEM	8/29/25	47.95
252600348	BUCHBERGER, LAWRENCE	REF08222025	8/29/25	75.00
252600349	CAROLINA BIOLOGICAL SUPPLY CO	53109063RI	8/29/25	52.99
252600350	CARRICO AQUATIC RESOURCES, INC	20256168	8/29/25	325.72
252600351	CESA 9	INV20524	8/29/25	328.00
252600351	CESA 9	INV20524	8/29/25	3,250.00
252600351	CESA 9	INV20524	8/29/25	7,125.00
252600351	CESA 9	INV20524	8/29/25	7,296.00
252600352	COMPLETE OFFICE OF WI INC	227989	8/29/25	1,180.00
252600352	COMPLETE OFFICE OF WI INC	227988	8/29/25	2,240.10
252600353	DREWEK, DAVID	REF08222025	8/29/25	75.00
252600354	ENGLISH, JOSHUA	REF08222025	8/29/25	60.00
252600355	FIRST SUPPLY LLC	186261-00	8/29/25	143.05
252600355	FIRST SUPPLY LLC	185840-00	8/29/25	1,533.55
252600356	FOLLETT CONTENT SOLUTIONS, LLC.	608997	8/29/25	167.04
252600356	FOLLETT CONTENT SOLUTIONS, LLC.	609011	8/29/25	234.10

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REGISTER  
(8/1/2025 - 8/31/2025)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
252600356	FOLLETT CONTENT SOLUTIONS, LLC.	609001	8/29/25	562.09
252600356	FOLLETT CONTENT SOLUTIONS, LLC.	609040	8/29/25	596.51
252600356	FOLLETT CONTENT SOLUTIONS, LLC.	609000	8/29/25	1,502.46
252600356	FOLLETT CONTENT SOLUTIONS, LLC.	609003	8/29/25	2,279.83
252600356	FOLLETT CONTENT SOLUTIONS, LLC.	608999	8/29/25	2,381.60
252600357	FRANCE PROPANE SERVICE, INC.	349900	8/29/25	957.78
252600358	FUNDAMENTALS EDUC SERV LLC	1185	8/29/25	18,112.50
252600359	GESKE, TYLER	REF 08222025	8/29/25	75.00
252600360	GRAINGER INC, WW	9616657079	8/29/25	166.08
252600361	HECKEL, CORY	1657	8/29/25	187.20
252600362	HORST DISTRIBUTING INC	115405-000	8/29/25	181.23
252600363	JANKE, TODD	REF 08222025	8/29/25	75.00
252600364	KLEINSCHMIDT, KATHERINE	AUG2025 ITEMa	8/29/25	252.89
252600365	KRAUTKRAMER, ANDY	REF 08222025	8/29/25	75.00
252600366	LAACK, STEVEN	REF08232025	8/29/25	110.00
252600367	LOR, TRUE	REF08232025	8/29/25	110.00
252600368	LORGE, ERIC	REF08232025	8/29/25	110.00
252600369	MARCUM, CHESTER III	REF08222025	8/29/25	60.00
252600370	MAYR, TODD	REF08222025	8/29/25	60.00
252600371	MULTI-HEALTH SYSTEMS INC	SIP00542595	8/29/25	100.00
252600371	MULTI-HEALTH SYSTEMS INC	SIP00542595	8/29/25	1,104.00
252600372	NASSCO INC - CUSTODIAL	6593935	8/29/25	(47.50)
252600372	NASSCO INC - CUSTODIAL	6593262	8/29/25	(43.60)
252600372	NASSCO INC - CUSTODIAL	6592199	8/29/25	48.50
252600372	NASSCO INC - CUSTODIAL	6594115	8/29/25	49.80
252600372	NASSCO INC - CUSTODIAL	6594074	8/29/25	331.10
252600372	NASSCO INC - CUSTODIAL	6593023	8/29/25	1,042.03
252600373	NORTH AMERICAN BENEFITS CO	45870	8/29/25	977.10
252600374	NORTH, DOUGLAS	REF 08222025	8/29/25	75.00
252600375	OURADA, JOHN	REF08222025	8/29/25	60.00
252600376	PAULSON, JOHN	AUG2025 ITEM	8/29/25	219.35
252600377	PRO ED, INC.	3097587	8/29/25	96.80
252600378	REALLY GOOD STUFF, LLC	8980521	8/29/25	282.39
252600379	RENZELMANN, CHRISTOPHER	REF 08222025	8/29/25	75.00
252600380	SCHOOL SPECIALTY, LLC.	2.08136E+11	8/29/25	69.50
252600380	SCHOOL SPECIALTY, LLC.	2.08136E+11	8/29/25	114.38
252600380	SCHOOL SPECIALTY, LLC.	3.08105E+11	8/29/25	7,303.28
252600381	SCHUBRING, KAELYN	AUG2025 MILEAGE	8/29/25	9.59
252600382	SOLUM, NICHOLAS	REF 08222025	8/29/25	75.00

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REGISTER  
(8/1/2025 - 8/31/2025)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
252600383	TANNEWITZ, INC	77853	8/29/25	12,055.00
252600384	TEAM SPORTING GOODS INC	AAG032355-AG05	8/29/25	2,000.00
252600385	THOMA, AMANDA	AUG2025 MILEAGE	8/29/25	208.60
252600386	US OMNI & TSACG COMPLIANCE SERVICES	124966	8/29/25	261.32
252600387	VIKING ELECTRIC SUPPLY	S009198366.006	8/29/25	(945.12)
252600387	VIKING ELECTRIC SUPPLY	S009474245.001	8/29/25	2.24
252600387	VIKING ELECTRIC SUPPLY	S009478941.001	8/29/25	8.67
252600387	VIKING ELECTRIC SUPPLY	S009478303.001	8/29/25	16.04
252600387	VIKING ELECTRIC SUPPLY	S009474245.002	8/29/25	16.35
252600387	VIKING ELECTRIC SUPPLY	S009456472.001	8/29/25	20.19
252600387	VIKING ELECTRIC SUPPLY	S009468279.001	8/29/25	35.66
252600387	VIKING ELECTRIC SUPPLY	S009478126.001	8/29/25	38.58
252600387	VIKING ELECTRIC SUPPLY	S009473251.001	8/29/25	83.58
252600387	VIKING ELECTRIC SUPPLY	S009428188.001	8/29/25	91.83
252600387	VIKING ELECTRIC SUPPLY	S009423593.001	8/29/25	111.69
252600387	VIKING ELECTRIC SUPPLY	S009456420.001	8/29/25	112.04
252600387	VIKING ELECTRIC SUPPLY	S009444128.001	8/29/25	118.60
252600387	VIKING ELECTRIC SUPPLY	S009477810.001	8/29/25	228.77
252600387	VIKING ELECTRIC SUPPLY	S009444128.002	8/29/25	268.03
				<b>2,462,823.98</b>

**DC EVEREST AREA SCHOOL DISTRICT  
FUND 46 BOARD CHECK REGISTER  
(8/1/2025 - 8/31/2025)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
4600061	MIRON CONSTRUCTION CO INC	250100-0005	8/22/25	96,167.19
252600278	SOMERVILLE ARCHITECTS	40657	8/15/25	2,165.00
				<b>98,332.19</b>

Account Level		Beginning	2025-26	2025-26	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	-1,778,313.92	20,553,958.70	19,495,378.23	-719,733.45
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	6,419,160.46	6,419,160.46	0.00
10 A 000 000 711105 000 000 000	GENERAL FUND/A/ A/P ACH Cash Clearing Account	0.00	0.00	0.00	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PE PETTY CASH	2,326.70	4,420.00	4,259.70	2,487.00
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	23,351,797.74	8,129,581.08	15,743,012.14	15,738,366.68
10 A 000 000 712001 000 000 000	GENERAL FUND/IN E-COMMERCE CASH ACCOUNT	0.00	0.00	0.00	0.00
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	871,890.37	6,346.88	0.00	878,237.25
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	6,706,946.00	0.00	6,706,946.00	0.00
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	3,542.53	1,000.92	4,543.45	0.00
10 A 000 000 713207 000 000 000	GENERAL FUND/SC SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713208 000 000 000	GENERAL FUND/FO FOUNDATION RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713210 000 000 000	GENERAL FUND/TR TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10 A 000 000 714100 000 000 000	GENERAL FUND/DU Due From Other Funds	0.00	0.00	0.00	0.00
10 A 000 000 715100 000 000 000	GENERAL FUND/DU DUE FROM LOCAL GOVERNMENTS	10,724.55	0.00	10,724.55	0.00
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	1,000.92	0.00	1,000.92	0.00
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	155,442.16	0.00	130,871.86	24,570.30
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	436,057.83	0.00	342,332.58	93,725.25
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	203,519.31	20,079.28	86,810.40	136,788.19
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	-1,014,071.79	5,601,687.68	4,859,231.39	-271,615.50
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	-53,968.52	289,654.76	235,686.24	0.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-230,761.15	1,238,512.09	1,007,750.94	0.00
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	607,495.48	607,495.48	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-75,111.89	286,305.67	267,975.33	-56,781.55
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-799,405.12	1,381,850.06	1,001,283.74	-418,838.80
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	300.00	300.00	0.00
10 L 000 000 811628 000 000 000	GENERAL FUND/HS HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811630 000 000 000	GENERAL FUND/DE DENTAL - PPO CONTRIBUTIONS	0.00	0.00	0.00	0.00

Fd T Loc		Obj Func		Prj DeptJob		Account Level		Beginning	2025-26		2025-26	Ending
Fd T Loc		Obj Fu		Description		Balance	FYTD Debits	FYTD Credits	Balance			
10	L	000	000	811631	000 000 000	GENERAL FUND/HE	HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00	0.00
10	L	000	000	811632	000 000 000	GENERAL FUND/DE	DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00	0.00
10	L	000	000	811633	000 000 000	GENERAL FUND/DI	DISABILITY INS DEDUCTION	-12,976.79	39,584.72	24,419.73		2,188.20
10	L	000	000	811634	000 000 000	GENERAL FUND/SP	SPOUSE/DEP'T LIFE INSURANCE	-2,722.48	2,051.17	1,650.31		-2,321.62
10	L	000	000	811635	000 000 000	GENERAL FUND/DE	DEPENDENT CARE - CHPT125	-7,423.63	9,495.64	10,059.85		-7,987.84
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	153.71	19,838.69	17,727.21		2,265.19
10	L	000	000	811640	000 000 000	GENERAL FUND/UN	UNITED WAY	0.00	3,151.32	3,151.32		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	16,765.20		-16,765.20
10	L	000	000	811644	000 000 000	GENERAL FUND/DE	DENTAL INS. - SELF PAY - COBRA	0.00	55.93	2,396.80		-2,340.87
10	L	000	000	811645	000 000 000	GENERAL FUND/LI	LIFE INS - EMPLOYER CONTRIBUTI	-23,962.42	25,578.29	15,825.37		-14,209.50
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	-5,004.24	8,672.68	7,590.61		-3,922.17
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	0.00	0.00		0.00
10	L	000	000	811655	000 000 000	GENERAL FUND/V	V VISION PLAN (DELTA)	759.51	9,134.82	7,323.59		2,570.74
10	L	000	000	811656	000 000 000	GENERAL FUND/V	V SHORT TERM DISABILITY	8,313.31	16,539.73	13,603.56		11,249.48
10	L	000	000	811660	000 000 000	GENERAL FUND/AC	ACCIDENT INSURANCE	-158.81	2,216.43	1,648.99		408.63
10	L	000	000	811665	000 000 000	GENERAL FUND/RO	ROTH 403(B)	0.00	32,159.30	32,159.30		0.00
10	L	000	000	811670	000 000 000	GENERAL FUND/TS	TSA'S	0.00	155,612.00	155,612.00		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	0.00	0.00		0.00
10	L	000	000	811699	000 000 000	GENERAL FUND/MI	MISCELLANEOUS DEDUCTION	0.00	5,826.00	5,826.00		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	18,113,314.54	18,113,314.54		0.00
10	L	000	000	811820	000 000 000	GENERAL FUND/VO	VOUCHERS PAYABLE	-3,753,424.12	3,753,424.12	0.00		0.00
10	L	000	000	812000	000 000 000	GENERAL FUND/DU	Due To Other Funds	-2,337,408.93	2,337,408.93	0.00		0.00
10	L	000	000	813500	000 000 000	GENERAL FUND/DU	DUE TO STATE GOVERNMENT	0.00	0.00	0.00		0.00
10	L	000	000	813510	000 000 000	GENERAL FUND/DU	DUE TO MARATHON COUNTY	0.00	0.00	0.00		0.00
10	L	000	000	815100	000 000 000	GENERAL FUND/SE	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00		0.00
10	L	000	000	815110	000 000 000	GENERAL FUND/DI	SF DENTAL PREMIUMS - DISTRICT	0.00	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

Account Level		Beginning	2025-26	2025-26	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 815901 000 000 000	GENERAL FUND/OP OPEB 73	0.00	0.00	0.00	0.00
10 L 000 000 816000 000 000 000	GENERAL FUND/DE DEFERRED REVENUES	0.00	0.00	0.00	0.00
10 L 000 000 816200 000 000 000	GENERAL FUND/DE DEFERRED REVENUE STATE AID	0.00	0.00	0.00	0.00
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	-1,046,227.76	2,637,517.75	1,582,267.61	9,022.38
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	-180,272.22	295,412.70	184,761.83	-69,621.35
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	638,049.34	854,292.78	-216,243.44
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	-48,291.18	241,336.16	109,828.02	83,216.96
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)	-20,382,969.67	12,390,180.75	7,191,926.04	-15,184,714.96
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	85,276,914.07	85,276,914.07	0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Description	Beginning	2025-26		Ending
									Balance	FYTD Debits	FYTD Credits	Balance	
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI	CASH	721,302.07	551,782.24	1,439,973.30	-166,888.99
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI	PAYROLL CLEARANCE ACCOUNT	0.00	1,578,618.48	1,578,618.48	0.00
27	A	000	000	711105	000	000	000	SPECIAL EDUCATI	A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
27	A	000	000	712000	000	000	000	SPECIAL EDUCATI	INVESTMENTS	0.00	426,183.59	426,183.59	0.00
27	A	000	000	713200	000	000	000	SPECIAL EDUCATI	ACCOUNTS RECEIVABLE	20,560.46	0.00	20,560.46	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	426,183.59	0.00	426,183.59	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	-79,144.38	130,340.19	99,838.34	-48,642.53
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	-10,881.53	10,881.53	0.00	0.00
27	L	000	000	811611	000	000	000	SPECIAL EDUCATI	SOCIAL SECURITY TAX	-46,528.34	46,528.34	0.00	0.00
27	L	000	000	811620	000	000	000	SPECIAL EDUCATI	RETIREMENT DEDUCTION	-52,656.71	52,656.71	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	-2,440.88	2,595.68	154.80	0.00
27	L	000	000	811645	000	000	000	SPECIAL EDUCATI	LIFE INS - EMPLOYER CONTRIBUTI	-1,405.49	1,418.49	13.00	0.00
27	L	000	000	811815	000	000	000	SPECIAL EDUCATI	NET EFT PAYABLE	0.00	3,696,021.32	3,696,021.32	0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATI	VOUCHERS PAYABLE	-757,649.63	757,649.63	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	-200,952.84	200,952.84	0.00	0.00
27	L	000	000	817150	000	000	000	SPECIAL EDUCATI	HRA PAYABLE	0.00	0.00	0.00	0.00
27	L	000	000	817200	000	000	000	SPECIAL EDUCATI	DENTAL - CLAIMS PAYABLE	-16,386.32	16,386.32	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	36,524.82	69,889.81	-33,364.99
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	1,754,069.82	1,505,173.31	248,896.51
27	-	---	---	-----	---	---	---			0.00	9,262,610.00	9,262,610.00	0.00

Account Level		Beginning	2025-26	2025-26	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
50 A 000 000 711000 000 000 000	FOOD SERVICE FU CASH	495,205.88	113,910.87	180,661.79	428,454.96
50 A 000 000 711100 000 000 000	FOOD SERVICE FU PAYROLL CLEARANCE ACCOUNT	0.00	105,717.81	105,717.81	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	866.10	686.00	568.00	984.10
50 A 000 000 712000 000 000 000	FOOD SERVICE FU INVESTMENTS	34.85	108,316.89	108,351.74	0.00
50 A 000 000 712001 000 000 000	FOOD SERVICE FU FS INTERNET CASH ACCOUNT	-34.85	24,151.89	0.00	24,117.04
50 A 000 000 713200 000 000 000	FOOD SERVICE FU ACCOUNTS RECEIVABLE	1,308.00	0.00	1,308.00	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	75,929.39	0.00	75,929.39	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	-44,100.82	77,093.14	43,671.42	-10,679.10
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	-247.92	247.92	0.00	0.00
50 L 000 000 811611 000 000 000	FOOD SERVICE FU SOCIAL SECURITY TAX	-1,060.08	1,060.08	0.00	0.00
50 L 000 000 811620 000 000 000	FOOD SERVICE FU RETIREMENT DEDUCTION	-1,188.33	1,188.33	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	127,631.94	127,631.94	0.00
50 L 000 000 811820 000 000 000	FOOD SERVICE FU VOUCHERS PAYABLE	-17,098.34	17,098.34	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	-123,278.84	0.00	0.00	-123,278.84
50 L 000 000 817101 000 000 000	FOOD SERVICE FU SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817150 000 000 000	FOOD SERVICE FU HRA PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817200 000 000 000	FOOD SERVICE FU DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
50 Q 000 000 000000 000 000 000	FOOD SERVICE FU	0.00	0.00	0.00	0.00
50 Q 000 000 931000 000 000 000	FOOD SERVICE FU FUND BALANCE - RESERVED	0.00	159.43	159.43	0.00
50 Q 000 000 932000 000 000 000	FOOD SERVICE FU FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
50 Q 000 000 936120 000 000 000	FOOD SERVICE FU CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
50 Q 000 000 936320 000 000 000	FOOD SERVICE FU DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
50 Q 000 000 936500 000 000 000	FOOD SERVICE FU FOOD SERVICE FUND BALANCE	-386,335.04	148,903.57	82,166.69	-319,598.16
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	2025-26		Ending				
<u>Fd</u>	<u>T</u>	<u>Loc</u>	<u>Obj</u>	<u>Func</u>	<u>Prj</u>	<u>Dept</u>	<u>Job</u>	<u>Fd</u>	<u>T</u>	<u>Loc</u>	<u>Obj</u>	<u>Fu</u>	<u>Description</u>	<u>Balance</u>	<u>FYTD Debits</u>	<u>FYTD Credits</u>	<u>Balance</u>
50	Q	000	000	939900	000	000	000	FOOD SERVICE FU					UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50	-	---	---	-----	---	---	---							0.00	726,166.21	726,166.21	0.00

Account Level		Beginning	2025-26		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
80 A 000 000 711000 000 000 000	COMMUNITY SERVI CASH	165,591.05	567,173.49	574,351.31	158,413.23
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	357,337.04	357,337.04	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	10,337.30	39,138.57	0.00	49,475.87
80 A 000 000 713100 000 000 000	COMMUNITY SERVI TAXES RECEIVABLE	0.00	0.00	0.00	0.00
80 A 000 000 713200 000 000 000	COMMUNITY SERVI ACCOUNTS RECEIVABLE	291,704.44	1,950.00	285,459.77	8,194.67
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	-36,263.55	169,412.25	135,591.24	-2,442.54
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	-765.96	765.96	0.00	0.00
80 L 000 000 811611 000 000 000	COMMUNITY SERVI SOCIAL SECURITY TAX	-3,274.96	3,274.96	0.00	0.00
80 L 000 000 811620 000 000 000	COMMUNITY SERVI RETIREMENT DEDUCTION	-1,312.70	1,312.70	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	400,251.49	400,251.49	0.00
80 L 000 000 811820 000 000 000	COMMUNITY SERVI VOUCHERS PAYABLE	-52,821.51	52,821.51	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	-70,635.00	70,635.00	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	-9,973.00	9,973.00	0.00	0.00
80 L 000 000 816904 000 000 000	COMMUNITY SERVI DEFERRED REVENUE PRESCHOOL FEE	0.00	0.00	0.00	0.00
80 L 000 000 816905 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-OTHER ICE USE	-7,130.00	7,130.00	0.00	0.00
80 L 000 000 816906 000 000 000	COMMUNITY SERVI DEFERRED REVENUE - CARE CORNER	0.00	0.00	0.00	0.00
80 L 000 000 816907 000 000 000	COMMUNITY SERVI DEFERRED REVENUE-POOL ACTIVITY	0.00	0.00	0.00	0.00
80 L 000 000 816908 000 000 000	COMMUNITY SERVI DEF.REV.-GFH BUILDING RENTAL	-3,500.59	3,500.59	0.00	0.00
80 L 000 000 816909 000 000 000	COMMUNITY SERVI DEF.REV.- H.S. HOCKEY	0.00	0.00	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	2025-26		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 DEFERRED REVENUE - GTCC TURF	0.00	0.00	0.00	0.00
80 L 000 000 816916 000 000 000	COMMUNITY SERVI DEFERRED REVENUE - YOUTH HOCKE	0.00	0.00	0.00	0.00
80 L 000 000 816917 000 000 000	COMMUNITY SERVI DEF. REV. MEETING ROOMS	-150.00	150.00	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	2,367,347.34	2,367,347.34	0.00
80 Q 000 000 931896 000 000 000	COMMUNITY SERVI TOURNAMENT ACTIVITY	0.00	0.00	0.00	0.00
80 Q 000 000 932000 000 000 000	COMMUNITY SERVI FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
80 Q 000 000 936120 000 000 000	COMMUNITY SERVI CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
80 Q 000 000 936320 000 000 000	COMMUNITY SERVI DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
80 Q 000 000 936500 000 000 000	COMMUNITY SERVI FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
80 Q 000 000 936900 000 000 000	COMMUNITY SERVI FUND BALANCE-RESTRICTED OTHER	-277,760.35	551,017.99	482,853.70	-209,596.06
80 Q 000 000 936900 000 904 000	COMMUNITY SERVI MEMBERSHIP ASSISTANCE PROGRAM	-5,325.17	0.00	0.00	-5,325.17
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 871 000 936900 000 120 000	COMMUNITY SERVI 3K PROGRAM EQUITY ACCOUNT 871	0.00	0.00	0.00	0.00
80 - - - - -		0.00	4,603,191.89	4,603,191.89	0.00

Fd T Loc Obj Func	Prj DeptJob	Fd T Loc Obj Fu	Account Level Description	Beginning Balance	2025-26 FYTD Debits	2025-26 FYTD Credits	Ending Balance
Grand Asset Totals				32,175,202.47	39,009,514.19	54,526,244.56	16,658,472.10
Grand Liability Totals				-11,074,521.06	42,731,778.76	32,679,000.49	-1,021,742.79
Grand Equity Totals				-21,100,681.41	18,127,589.22	12,663,637.12	-15,636,729.31
Grand Totals				0.00	99,868,882.17	99,868,882.17	0.00

Number of Accounts: 249

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

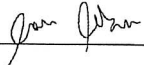
Approval to Apply for Grant

**1. Please fill out the information below. Then please submit the grant application and this form for your principal's review and signature.**

Project Title: Riverside PFAS Filtering

Funding Source: State of Wisconsin Drinking Water Grant

Name of Grant Writer: \_\_\_\_\_ Date of Request: 8-21-2025

Name Jason Jablonski Signature  Email jajablonski@dce.k12.wi.u

Amount Requested: \$ 93,725.25 Total Project Cost: \$ 100,024.75


Targeted age group/grade: K-5 School: Riverside

~~Principal~~ Approval Signature:


~~Principal~~  Date: 8-21-2025

**2. Submit this form and the grant application to the Assistant Superintendent of Operations. (This will eventually allow the funds to be deposited into the correct account so you can access them when needed.)**

Assistant Superintendent of Operations Approval:


Signature:  Date: 8/21/25

Assistant Superintendent of Learning Approval:

Signature:  Date: 8/21/25

**GRANT ACCEPTANCE AFTER RECEIPT OF GRANT**

**In order to accept a grant greater than \$7,500, School Board approval is required.**

Superintendent Signature of Approval  Date: 8/22/25

School Board Clerk Signature of Approval \_\_\_\_\_ Date: \_\_\_\_\_

**If the grant is from the D.C. Everest Foundation, the Superintendent must approve.**

Superintendent Signature of Approval \_\_\_\_\_ Date: \_\_\_\_\_

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

Approved 4/21/2025

State of Wisconsin  
 Department of Natural Resources  
 Bureau of Community Financial Assistance  
 EC-SDC Grant Program  
 101 S. Webster St.  
 PO Box 7921- CF/2  
 Madison, WI 53707-7921

**EMERGING CONTAMINANTS – SMALL OR  
 DISADVANTAGED COMMUNITIES FOR OTM AND  
 NONPROFIT NN GRANT PROGRAM  
 GRANT AGREEMENT**

**PART 1. GRANT DETAILS**

<b>Grant Program</b> EC-SDC	<b>Grant Number</b> ECSDC-010A-24	<b>Grant Amendment Number</b>	<b>Grant Amendment Date</b>
<b>Grantee Name (Company or individual owner)</b> DC Everest Area School District - Riverside Elementary School			
<b>System Type</b> NN	<b>Grantee UEI</b> V5PHQRZ8Z9A4	<b>Performance Period</b>	
		<b>Grant Start Date</b> 4/22/2025	<b>Grant End Date</b> 4/22/2027
<b>Project Name</b> Riverside PFAS Shield			
<b>Grantee Authorized Representative (Name and Title)</b> Jason Jablonski, Director of Buildings and Grounds			
<b>Street address</b> 6100 Alderson St			
<b>City, State, Zip Code</b> Weston WI 54476			
<b>Grantee Contact Information (if different from Authorized Rep.)</b> Contact Name: Matt Zastrow Contact Phone: 715-573-4707 Contact E-mail: mattz@uswater.com			
<b>Primary Purpose budget amount</b>	\$ 93,725.25		
<b>Secondary Purpose budget amount</b>			
<b>Total Award Amount:</b>	\$ 93,725.25		

**Project Scope**

DC Everest Area School District (Riverside Elementary School) is located in Marathon County, serving a small community with a population size of 590. This entity is a public school (non-transient non-community public water system) with one well that is contaminated with PFAS (BQ042). This system proposes to install a PFAS shield water treatment. It will also include a pumphouse addition, installing plumbing in the new system and reworking the existing system.

## PART 2. CONDITIONS

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This Grant Agreement (Agreement) is entered into for the Performance Period, by and between DC Everest Area School District (Grantee) and the State of Wisconsin Department of Natural Resources (Department), for the purposes of awarding a Bipartisan Infrastructure Law of 2021 (BIL) Emerging Contaminant – Small or Disadvantaged Community (EC-SDC) Grant Program grant (Grant) and establishing conditions of payment of the Grant Award. The Department and Grantee mutually agree to the following terms and conditions:

### I. PROGRAMMATIC CONDITIONS

1. This Agreement is to be performed in accordance with the BIL EC-SDC OTM/Nonprofit NN Grant Program Announcement with federal funds from the Bipartisan Infrastructure Law of 2021 (Infrastructure Investment and Jobs Act of 2021 (P.L. 117-58)).
2. This Agreement, together with any incorporated or referenced parts and attachments, shall constitute the entire Agreement and previous communications, understandings, representations, or contracts pertaining to this Agreement are superseded. The Attachments to this Agreement are as follows:
  - A. Construction Requirements
  - B. Source of Funds
  - C. State Grant Agreement Terms and Conditions
  - D. Federal Compliance Requirements (requires signature)

3. Construction Requirements: The Grantee shall comply with all construction requirements listed in Attachment A, including but not limited to well location, construction specifications, and pump installation specifications. The Grantee must obtain Department approval for any changes or deviations from the construction requirements.

Grantee shall provide a copy of the Construction Requirements in Attachment A to any well driller, pump installer, or other contractors that are performing work on the Project.

4. Drinking and Groundwater Code Compliance: The Grantee agrees to perform all work in this Agreement in compliance with applicable federal and state law including ch. NR 810, NR 811, and 812, Wis. Admin. Code, and all applicable Department of Safety and Professional Services administrative code, including but not limited to ch. SPS 383 and 384, Wis. Admin. Code.
5. Regulatory Approvals: The Grantee agrees to obtain all applicable permits, licenses, and approvals, including water and wetland regulatory permits and approvals, required by federal, state, or local agencies prior to project construction and comply with all applicable permits, licenses, and approvals during project construction and during the life of the project.
6. Eligible Expenses: Eligible expenses are defined in Section 4 of the EC-SDC Grant Announcement, issued December 7, 2023. Grantee may exceed the Primary Purpose budget amount, up to but not to exceed the total grant award amount. Eligible expenses for any secondary purpose of the project scope may not exceed 50% of the total project cost or level of effort. The department may approve eligible expenses for the secondary purpose above 50% of the total project costs where preliminary engineering report, alternatives analysis, or similar engineering document identifies the costs as the preferred method for addressing the emerging contaminant. Eligible expenses shall be consistent with U.S. Environmental Protection Agency guidance for the Emerging Contaminants in Small or Disadvantaged Communities Grant Program. The Department will not reimburse for ineligible activities or expenses.
7. Notice of Construction Start: The Grantee shall notify the Department by emailing [DNRECSDCGrants@wisconsin.gov](mailto:DNRECSDCGrants@wisconsin.gov) at least 48 hours prior to the commencement of construction.

8. Progress Reports: The Grantee shall submit complete progress reports to the Department semiannually on January 1<sup>st</sup> and July 1<sup>st</sup> for the duration of the Performance Period. The final project report is due within 60 days of project completion. The Department may withhold payment until any Progress Reports that are past due are submitted.
9. Reimbursement Requests: Payment of the Grant Award shall be made through reimbursement of actual and Eligible Expenses for the Project that are within the Project Scope and have been incurred by the Grantee during the Performance Period, unless otherwise approved by the Department.

**The Grantee shall submit Reimbursement Requests using DNR Form 8700-026.** Reimbursement requests may be submitted quarterly to the Department. The Department will withhold 20% of the Primary Purpose budget amount and 20% of the Secondary Purpose budget amount for final payment.

10. Final Project Inspection: The Grantee agrees that the Department shall inspect the completed Project for compliance with this Agreement and applicable state and federal law.
11. Final Project Results: The Grantee agrees that the Department is not responsible if the approved work does not produce water below the safe drinking water standards in ch. NR 809, Wis. Admin. Code, federal Safe Drinking Water Act standards, contamination standards for grant eligibility, or the expectations of the owner or Grantee.
12. Final Reimbursement Request and Project Completion: Within 60 days of the completion of the Project, the Grantee shall submit a final Reimbursement Request, final Progress Report, and the Project Completion Certification. Final payment will not be made until the Department receives all required documents, the Department completes the final project inspection, and the project passes inspection.
13. Signage Requirement: The Grantee agrees to comply with all signage requirements as required by the EPA.  
**Signage Requirement**  
The recipient is required to place a sign at construction sites supported under this award displaying the EPA logo in a manner that informs the public that the project is funded in part or wholly by the EPA. The sign must be placed in a visible location that can be directly linked to the work taking place and must be maintained in good condition throughout the construction period.

Recipients are required to comply with the sign specifications provided by the EPA Office of Public Affairs (OPA) available at: <https://www.epa.gov/grants/epa-logo-seal-specifications-signage-produced-epa-assistance-agreement-recipients>. If the EPA logo is displayed along with the logos of other participating entities, the EPA logo must not be displayed in a manner that implies that EPA itself is conducting the project. Instead, the EPA logo must be accompanied with a statement indicating that the recipient received financial assistance from EPA for the project.

#### **Public or Media Events**

The Recipient agrees to notify the EPA Project Officer listed in this award document of public or media events publicizing the accomplishment of significant events related to construction projects as a result of this agreement and provide the opportunity for attendance and participation by federal representatives with at least ten (10) working days' notice.

## **II. GENERAL CONDITIONS**

14. General Accounting Principles: The Grantee shall maintain financial and accounting records for the Grant Award in accordance with generally accepted accounting principles and practices (GAAP). These records may be reviewed by state officials. Grantee shall establish and maintain effective internal controls over the Grant Award funds that provide reasonable assurance that Grantee is managing the Grant Award in compliance with applicable laws, regulations, and the terms and conditions of this Grant Agreement. Grantee shall maintain all Grant Award funds in a separate bank account at a state or federally insured financial institution used exclusively for the Grant Award funds or specifically identify the Grant Award

funds in a separate internal account used to track all deposits, obligations, and expenditures of Grant Award funds. Grantee shall maintain a financial management system that permits the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to all applicable federal statutes and regulations and the terms and conditions of this Agreement.

15. Record Retention: The Grantee shall retain and make available to the Department for inspection all fiscal records, including invoices and canceled checks, that support all project costs claimed by the Grantee for four years from the date of final payment by the Department or four years after the end of the Performance Period, whichever is later, or for a longer period if required by the Department for audit purposes. At the Department's request, Grantee shall provide the Department with all information necessary to comply with all requirements of the U.S. Environmental Protection Agency and other federal agencies regarding reporting of the uses of Grant Award funds, in a format designated by the Department. Such requests may include, but are not limited to, information from Grantee necessary for the Department to provide relevant and current Title VI information pursuant to 28 C.F.R. § 42.406 (federal non-discrimination compliance reviews). Grantee will also provide the Department with all information necessary to accomplish any public transparency reporting or Grantee monitoring that the Department or Grantor deems necessary.
16. Other Sources of Funds: No duplication of payment or reimbursement from another funding source is permitted. The Grantee shall inform the Department of the amount and source of any funds received from other parties to defray the costs of any actions taken under this Agreement. The Department may reduce payment or seek recovery of funds previously paid to Grantee, if funds received from other parties include payment of costs previously paid by or are eligible under the EC-SDC Grant Program.
17. Bidding Requirements: The Grantee agrees to comply with all applicable federal, local, and state contract and bidding requirements, including 2 C.F.R. § 200.318 to § 200.326. The Grantee should consult its legal counsel with questions concerning contracts and bidding. For assistance, Grantee may consult <https://dnr.wisconsin.gov/sites/default/files/topic/Aid/grants/ProcurementGuide.pdf>.
18. Regulatory Compliance: The Grantee agrees to comply with all applicable state, local and federal statutes, regulations, and executive orders in fulfilling terms of this agreement, including but not limited to, general and special zoning, permit requirements, disability access, environmental quality, historical and archeological preservation. The Department may issue an environmental review letter containing results of the Department's environmental review of the Proposed Project. The Grantee shall comply with any conditions or requirements contained in the environmental review letter.
19. Nondiscrimination and Affirmative Action Requirements: In connection with the performance of work under this Grant Agreement, Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5), sexual orientation or national origin except as otherwise permitted by law. This is with respect to, but is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, Grantee further agrees to take affirmative action to ensure equal employment opportunities. Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices required by law. Pursuant to 2019 Wisconsin Executive Order 1, Grantee agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation. Failure to comply with this Condition may result in the declaration of Grantee ineligibility, the termination of this Grant Agreement, or the withholding of funds.

Within fifteen (15) working days after this Grant Agreement is executed, Grantee shall comply with the State of Wisconsin Affirmative Action Plan Requirements, available at <https://doa.wi.gov/Documents/DEO/WIAffirmativeActionRequirements.pdf>, and provide the Department of Administration with a report on the steps taken to comply with the Affirmative Action Plan Requirements. No extensions of this deadline shall be granted.

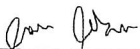
20. Standards of Performance: Grantee shall perform activities as set forth in this Grant Agreement in accordance with those standards established by statute, administrative rule, the Department, and any applicable professional standards. Grantee shall have sole control of the method, hours worked, and time and manner of any performance under this Grant Agreement other than as specifically provided in this document. The Department takes no responsibility of supervision or direction of the performance of the Grant Agreement to be performed by the Grantee or the Grantee's employees or agents. The Department further agrees that it will exercise no control over the selection and dismissal of the Grantee's employees or agents.
  
21. Compliance by Third-Party Recipients of Funds: Grantee shall be responsible for all matters involving any contractor or subcontractor engaged under this Grant Agreement, including grant compliance, performance, and dispute resolution between itself and a contractor or subcontractor. The Grantor and Department bear no responsibility for contractor or subcontractor, performance, or dispute resolution hereunder.
  
22. Indemnification: Pursuant to the law of the state of Wisconsin, Grantee agrees to save, keep harmless, defend, and indemnify the Grantor, the Department and all officers, employees and agents of the Grantor and the Department, against any and all liability claims, costs or whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this Grant Agreement or omissions of Grantee's employees, agents or representatives. Grantee shall indemnify and hold harmless the Department and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any obligations arising out of agreements between Grantee and third parties to perform services or otherwise supply products or services.

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The Grantee Authorized Representative signing this Agreement certifies and attests that Grantee's respective Articles of Organization, Articles of Incorporation, By-Laws, Member's Agreement, Charter, Partnership Agreement, Corporate or other Resolutions, and/or other related governing documents, statutes, or ordinances give such person full and complete authority to bind Grantee, on whose behalf they are executing this document.

FOR THE GRANTEE  
I agree to the above-stated conditions.

FOR THE STATE OF WISCONSIN  
By

  
\_\_\_\_\_  
Signature of Grantee Authorized Representative

  
\_\_\_\_\_  
For Jim Ritchie, Director  
Bureau of Community Financial Assistance

6/21/2025  
Date Signed

4/22/2025  
Date Signed

ATTACHMENT A: Construction Requirements

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
101 S. Webster Street  
Box 7921  
Madison WI 53707-7921

Tony Evers, Governor  
Karen Hyun, Ph.D., Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



March 17, 2025

JASON JABLONSKI  
DC EVEREST SCHOOL DISTRICT  
6100 ALDERSON ST  
WESTON WI 54476

Project Number: W-2025-0220  
PWSID#: 73702992  
DNR Region: WCR  
County: Marathon

SUBJECT: NON-TRANSIENT NON-COMMUNITY PFAS WATER TREATMENT SYSTEM  
PLAN AND SPECIFICATION APPROVAL

Dear Mr. Jablonski:

The Wisconsin Department of Natural Resources, Division of Environmental Management, Bureau of Drinking Water and Groundwater, is conditionally approving plans and specifications for the following project.

**Water system name:** Riverside Elementary School

**Date received:** 03/07/2025

**Consultant:** Matt Zastrow – U.S. Water, LLC

**Regional DNR Contact:** Sarah Hughes, 473 Griffith Ave, Wisconsin Rapids WI 54494, (715)697-1806,  
[SarahE.Hughes@wisconsin.gov](mailto:SarahE.Hughes@wisconsin.gov)

**DNR Plan Reviewer:** Benjamin Mand, 101 South Webster Street, Madison WI 53707, (608) 576-4778,  
[benjamin.mand@wisconsin.gov](mailto:benjamin.mand@wisconsin.gov)

**Project description:** On behalf of Riverside Elementary School, U.S. Water LLC has submitted plans and specifications for the installation of new treatment equipment for removal of per- and polyfluoroalkyl substances (PFAS).

Your application received an engineering review to meet the requirements of s. NR 812.37(3), Wis. Adm. Code. The department’s engineering review indicates that the proposed installation complies with ch. NR 812 requirements; however, you are responsible for complying with all provisions of ch. NR 812 and the conditions contained in this approval. Be advised that this project may require permits or approvals from other federal, state, or local authorities, such as the Department of Safety and Professional Services. Any part of the water system after the first storage vessel is considered plumbing and is subject to applicable state and local plumbing codes.

**Background:** Riverside Elementary School is a Non-Transient Non-Community (NN) water system located east of the City of Weston. The water system consists of one well (Well No. 1) and two pressure tanks with a combined volume of 136 gallons. Potassium bicarbonate is fed downstream of the pressure tanks for pH adjustment. The system began sampling and found detectable results for PFAS in 2023.

The EPA has established a maximum contaminant level (MCL) for PFOA and PFOS of 4 ppt as individual contaminants, and an MCL for PFHxS, PFNA, and HFPO-DA (commonly referred to as GenX Chemicals) of 10 ppt as individual contaminants. Additionally, the EPA has established a maximum combined hazard index MCL

Project Number: W-2025-0220

of less than 1 for PFHxS, PFNA, PFBS, and HFPO-DA. The reported Well No. 1 PFAS water quality data is as follows:

PFAS Compound	EPA MCL (ppt)	Concentration (ppt)
PFOA	4	6.6
PFOS	4	8.7
PFHxS	10	2.3
PFNA	10	0
HFPO-DA	10	0
PFHxA	-	5
PFHpA	-	2.1
PFBS	-	5

Well No. 1 (WUWN: BQ042) was constructed in 1979 by Miller Well & Pump Co., obtains water from a fractured granite formation, and has a total depth of 150 feet. A 6-inch diameter outer casing is set and grouted in place from the surface to a depth of 60 feet. A 6-inch diameter open borehole extends from 60 feet to 150 feet. The reported raw water quality of Well No. 1 consists in part of the following:

Parameter	Primary and Secondary Drinking Water Standards	Sample Result
Iron	0.3 mg/L (secondary)	0.042 mg/L
Manganese	50 µg/L (secondary)	0.82 µg/L
Hardness	500 mg/L (secondary)	160 mg/L
pH	-	6.66

**PFAS treatment configuration:** Four new filter vessels are proposed to be installed within the Well No. 1 pumphouse and will be configured to operate in a four-stage series. The filter vessels will be installed upstream of the existing pressure tanks and potassium bicarbonate chemical feed system. A 2-inch diameter filter bypass line will be included with a shut-off valve that will remain closed during normal operation.

**Granular activated carbon (GAC) equipment:** Four Pentair Water structural composite GAC filter vessels will be installed in the Well No. 1 pumphouse. The fiberglass filter vessels will have a diameter of 30 inches and approximate height of 6 feet. The GAC bed in each vessel will be comprised of media which is NSF/ANSI 61 certified. The media in each filter will consist of 20.5 ft<sup>3</sup> (approximate depth of 50 inches) of self-supported granular activated carbon with an effective size of 12 to 40 mesh. The proposed media will be Filtrasorb 400 by Calgon Carbon.

The filter area of each vessel will be approximately 4.9 ft<sup>2</sup>. It is anticipated that the well pumping rate will be 50 gallons per minute (gpm). At the 50-gpm pumping rate, the loading rate on the individual stages of the GAC filters will be approximately 10.2 gpm/ft<sup>2</sup>. The department notes that the design loading rate is above the typical industry standard maximum rate range of 6 to 8 gpm/ft<sup>2</sup>. Calgon Carbon has indicated that the media should effectively remove the PFAS at the proposed loading rate. The design loading rate range will provide for an empty bed contact time of approximately 3 minutes per filter vessel, for a total empty bed contact time of approximately 12 minutes with all filter vessels in service.

Smooth end sampling faucets will be provided upstream of the filter vessels, on the piping between each vessel in the four-stage series, downstream of the filter vessels, and downstream of the potassium bicarbonate chemical feed system. Backwashing capabilities will not be provided on the filter system. The GAC will be conditioned on site as outlined in the media data sheet and specifications, and the initial rinse water will be flushed to waste.

**Recommendations:** The following recommendations are based on staff review of the project. The owner is not required to implement the recommendations to comply with the approval.

1. If the treatment system experiences issues with adequate PFAS removal at the proposed loading rate, it is recommended that measures be taken to decrease the loading rate and increase the empty bed contact time in each vessel. This could include reconfiguring the single four-stage system into two lead-lag pairs, increasing the size of the vessels, or decreasing the well pumping rate.
2. If bacteriological growth is encountered within the GAC filter media beds, provisions should be made for disinfection downstream of filters and prior to the distribution system.

**Approval conditions related to Chapters NR 810 and NR 812, Wis. Adm. Code:**

1. A water treatment device shall be installed by a plumber licensed under s. 145.06, Stats. if the device is installed downstream of the pressure tank or building control valve, a licensed pump installer if the device is installed upstream of the pressure tank, or a property owner who is exempt from the requirement for a plumbing license under s. 145.06(4)(a), Stats. (s. NR 812.37(2)(d), Wis. Adm. Code)
2. Water treatment devices installed in a water system shall have a plumbing product approval in accordance with chs. SPS 382 and 384. (s. NR 812.37(2)(a), Wis. Adm. Code)
3. Water treatment devices shall be installed in accordance with the manufacturer's printed instructions and chs. SPS 382 and 384. (s. NR 812.37(2)(c), Wis. Adm. Code)
4. The owner or owner's agent shall provide notification to Sarah Hughes from the department's Wisconsin Rapids office upon completion of the improvements so that she can inspect the completed improvements and issue written authorization prior to placing the improvements in service if she deems necessary. (s. NR 810.26(1), Wis. Adm. Code)

**Appeal rights and other legal notices:** If you believe that you have a right to challenge this decision, you should know that Wisconsin Statutes and Administrative Rules establish time periods within which requests to review department decisions must be filed. For judicial review of a decision pursuant to Sections 227.52 and 227.53 of the State Statutes, you have 30 days after the decision is mailed, or otherwise served by the department, to file your petition with the appropriate circuit court and serve the petition on the department. Such a petition for judicial review must name the Department of Natural Resources as the respondent.

To request a contested case hearing pursuant to Section 227.42 of the State Statutes, you have 30 days after the decision is mailed, or otherwise served by the department, to serve a petition for hearing on the Secretary of the Department of Natural Resources. The filing of a request for a contested case hearing is not a prerequisite for judicial review and does not extend the 30-day period for filing a petition for judicial review.

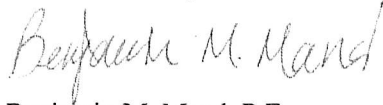
All requests for contested case hearings must be made in accordance with section 227.42, Wis. Stats., and section NR 2.05(5), Wisconsin Administrative Code, and served on the Secretary in accordance with section NR 2.03, Wisconsin Administrative Code. Pursuant to Section NR 2.05(5), Wisconsin Administrative Code, and Section 227.42, Wis. Stats., you are required to include specific information demonstrating the following:

1. The substantial interest of the petitioner which is injured in fact or threatened with injury by department action or inaction:
2. That there is no evidence of legislative intent that this interest is not to be protected:
3. That the injury to the petitioner is different in kind or degree from the injury to the general public caused by the department action or inaction: and
4. That there is a dispute of material fact (you must specify the disputed fact).

Project Number: W-2025-0220

STATE OF WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES

For the Secretary



Benjamin M. Mand, P.E.  
Public Water Engineering Section  
Bureau of Drinking Water and Groundwater

cc: Matt Zastrow – U.S. Water LLC, Weston  
Sarah Hughes – DNR, Wisconsin Rapids  
Emily Pedersen – DNR, Eau Claire  
Briana Harter – DNR, Madison  
Kyle Burton – DNR, Green Bay  
Theera Ratarasarn – DNR, Madison

ATTACHMENT B: SOURCE OF FUNDS

Federal Award Identification Number: 00E03535

Federal Award Date: 09/14/2023

Assistance Listing #: 66.442 - Water Infrastructure Improvements for the Nation Small and Underserved Communities Emerging Contaminants Grant Program

Federal Awarding Agency: U.S. Environmental Protection Agency

Total Amount of the Federal Award: \$25,267,000.00

Amount of Federal Funds Obligated by this Award: See Part 2 of Grant Agreement

Research & Development: No

Indirect Cost Rate: N/A

Awarding official at the Wisconsin Department of Natural Resources:

Jim Ritchie  
Director, Bureau of Community Financial Assistance  
Wisconsin Department of Natural Resources  
[DNRECSDCGrants@wisconsin.gov](mailto:DNRECSDCGrants@wisconsin.gov)

## ATTACHMENT C: STATE GRANT AGREEMENT GENERAL TERMS AND CONDITIONS

1. Declining Award: The Grantee may decline the offer of financial assistance provided through this Agreement, in writing, at any time prior to the starting of the project and before expending any funds.
2. Amendments: Amendments to this Agreement shall be made in writing, dated, and signed by both parties prior to the end of the Performance Period. Requests to extend the Performance Period must be received by the Department no later than 45 days before the end of the Performance Period.
3. Reimbursement of Funds to Department: The Grantee shall reimburse the Department for any disbursed funds which are determined by the Department to have been misused, misappropriated, or used to pay for ineligible expenses. The Grantee shall reimburse the Department for any disbursed funds that have not been applied to an eligible expense of the Project within the Performance Period of this Grant Agreement. The Department may also require reimbursement of funds if the Department determines that any provision of this Grant Agreement has been violated. Any reimbursement of funds which is required by the Department, with or without termination, shall be due within forty-five (45) days after the Department gives written notice to Grantee. The State reserves the right to recover such funds by any legal means including litigation if necessary.
4. Suspension of Payments for Failure to Perform: The Department reserves the right to suspend or cease payment of Grant Award funds if required reports are not provided to the Department on a timely basis or if sufficient performance of grant activities is not evidenced. The Department further reserves the right to suspend or cease payment of funds under this Grant Agreement if there are deficiencies related to the required reports or if performance of contracted activities is not evidenced on other contracts between the Department and Grantee in whole or in part. Grantee's management and financial capability including, but not limited to, audit results and performance may be taken into consideration in any or all future determinations by the Department and may be a factor in a decision to withhold payment and may be cause for termination of this Grant Agreement.
5. Termination of Agreement: The Department reserves the right to terminate this Grant Agreement in whole or in part, with or without cause, without penalty to the Department, effective upon mailing of notice of termination to Grantee. For the avoidance of doubt, termination by the Department is permitted for, among other things: failure of Grantee to make sufficient progress, failure of Grantee to comply with any of the terms of this Grant Agreement, and lack of appropriation. Upon receipt of termination notice, Grantee shall make available to the Department program records, equipment, and any other programmatic materials.
6. Disclosure of State Public Officials and Employees: If a State public official as defined by Wis. Stat. § 19.42, or an organization in which a State public official or a member of the state public official's immediate family holds at least a 10% interest is a party to this Grant Agreement, this Grant Agreement is voidable by the State unless timely, appropriate disclosure is made to the State of Wisconsin Ethics Commission, P.O. Box 7125, Madison, WI 53707-7125. Grantee shall not engage the services of any person or persons now employed by Grantor, including any department, commission or board thereof, to provide services relating to this Grant Agreement without the prior written consent of the Grantor and the employer of such person or persons.
7. Severability: If any provision of this Grant Agreement shall be adjudged to be unlawful, then that provision shall be deemed null and void and severable from the remaining provisions and shall in no way affect the validity of this Grant Agreement.
8. Survival of Requirements: Unless otherwise authorized in writing by the Department, the terms and conditions of this Grant Agreement shall survive the Performance Period and shall continue in full force and effect until Grantee has completed and is in compliance with all the requirements of this Grant Agreement.
9. Assignment of Agreement: Grantee shall not assign to a third party all or any part of its obligations or rights under this Grant Agreement without prior written approval of the Department.
10. Waiver: Failure or delay on the part of either Party to exercise any right, power, privilege, or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.
11. Choice of Law and Venue: This Agreement shall be governed by the laws of the State of Wisconsin, the laws of the United States, and all rules, regulations, and guidance promulgated to implement BIL. In the event of a dispute, this Grant Agreement shall be interpreted in accordance with the laws of the State of Wisconsin. The venue for any dispute shall be the state and federal courts of Wisconsin.

## ATTACHMENT D: FEDERAL COMPLIANCE REQUIREMENTS

The Grantee agrees to comply with all applicable federal statutes, regulations, and executive orders, and Grantee shall provide for such compliance by other parties in any agreements it enters into with such parties relating to this award.

1. Uniform Administrative Requirements: The Grantee agrees to comply with Title 2 CFR Part 200 and 2 CFR Part 1500, Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (also referred to as "Uniform Guidance"). The Grantee agrees to have an audit in accordance with Uniform Guidance if the Grantee expends \$1,000,000 or more in federal awards during the fiscal year.
2. U.S. Environmental Protection Agency General Terms and Conditions: The Grantee, as a sub-recipient, agrees to comply with the current U.S. Environmental Protection Agency General Terms and Conditions, Effective October 1, 2023, and specifically paragraphs 1, 2, 3, 4, 6, 7, 8, 9, 14, 18, 19, 21, 22, 23, 25, 27, 28, 29, 31, 32, 35, 36, 41, 42, 44, 46, 47, 50, 51, and 52. The current EPA general terms and conditions are available at: [https://www.epa.gov/system/files/documents/2023-09/fy\\_2023\\_epa\\_general\\_terms\\_and\\_conditions\\_effective\\_october\\_1\\_2023\\_or\\_later.pdf](https://www.epa.gov/system/files/documents/2023-09/fy_2023_epa_general_terms_and_conditions_effective_october_1_2023_or_later.pdf).
3. Civil Rights, Nondiscrimination, Equal Employment Opportunity Authorities: Federal statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
  - A. Age Discrimination Act, Pub. L. 94-135
  - B. Equal Employment Opportunity, Executive Order 11246
  - C. Section 13 of the Clean Water Act, Pub. L. 92-500
  - D. Section 504 of the Rehabilitation Act, Pub. L 93-112 supplemented by Executive Orders 11914 and 11250
  - E. Title VI of the Civil Rights Act, Pub. L 88-352
  - F. Participation by Disadvantaged Business Enterprises in Procurement Under Environmental Protection Agency (EPA) Financial Assistance Agreement
4. Equal Employment Opportunity: The Grantee agrees to, in connection with the performance of work under this Agreement, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stat., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee agrees to take affirmative action to ensure equal employment opportunities, as required by law. The Grantee agrees to post in conspicuous places available, for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
5. Title VI of the Civil Rights Act of 1964: The Grantee agrees to comply with Title VI of the Civil Rights Act of 1964, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance. It also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the U.S. Environmental Protection Agency's guidance, available at: <https://www.federalregister.gov/d/04-14464>.
6. Conflicts of Interest: As required by 2 CFR 200.112, EPA has established a policy (COI Policy) for disclosure of conflicts of interest (COI) that may affect EPA financial assistance awards. EPA's COI Policy is posted at: <https://www.epa.gov/grants/epas-financial-assistance-conflict-interest-policy>. Grantee shall disclose conflicts of interest to the Department in accordance with sections 5.0(d) and 7.0(c) of EPA's COI Policy.
7. Debarment and Suspension: Grantee warrants and represents that Grantee and each of Grantee's employees who will perform work funded with the Grant Award, are not presently debarred, suspended,

proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, as required by 2 CFR Part 180. The Department reserves the right to terminate this Agreement if the Grantee or a sub-contractor is federally debarred or suspended. Grantee shall include a term or condition requiring compliance with 2 C.F.R. Part 180, Subpart C in any subsequent lower tier covered transactions.

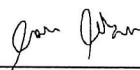
Grantee also warrants and represents that it is not listed on the Wisconsin Department of Administration's Ineligible Vendors Directory.

8. Lobbying: The Grantee agrees and certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Grantee shall notify the DNR to complete a disclosure form to report lobbying. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee shall require that the language of this certification be included in the award documents for all contracts (including subcontracts) and that all contractors and subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood Grantee's obligations as herein described, that any information submitted in conjunction with the assurances above is accurate and complete, and that Grantee is in compliance with the aforementioned nondiscrimination requirements.

By: 

Name: Jason Jablonski DCE School District

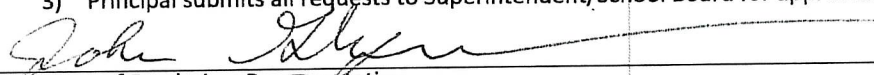
Date: 6/21/2025

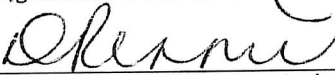
**Fundraiser/Crowdfunding Request**

Name of Group or Organization	DCE FFA		
Representative Completing Form	John Glynn		
Individual Responsible for Funds	John Glynn		
Phone Number of Individual Responsible	715-551-9744		
E-Mail of Individual Responsible	jglynn@dce.k12.wi.us		
Please describe the details of the fundraiser/crowdfunding below.			
FFA Sponsor ... companies will pay to have their name/logo on FFA "T" shirts used for the club events.			
What do you expect your total revenues to be?	\$ 650.00		
What do you anticipate your total expenses to be?	\$ 450.00		
Estimated profit/goal:	\$ 200.00		
Describe how profits from this fundraiser/crowdfunding will be used this year to enhance the experience of all students in the program.			
club unity, teamwork and togetherness			
Fundraiser/Crowdfunding Start Date	8/1/2025	X	
Fundraiser/Crowdfunding End Date	9/26/2025		
<small>For FUNDRAISERS-please check YES or NO below for EACH question. for CROWDFUNDING- please check YES or NO for questions 1, 2, 3.</small>			
1. Will these funds be housed in a district activity account?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Will the fundraiser use the name of D.C. Everest Schools in materials or publicity directly, indirectly, or implied?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
3. If publicizing the fundraiser, please explain how: social media, person requests	X		
Will alcohol be served or sold during the activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will you be soliciting local businesses? (Fundraisers that solicit local businesses require school board approval.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will fundraiser include non-exempt food items sold during the day?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Have you been approved for a non-exempt food item fundraiser previously? Two fundraisers of non-exempt food items (food not under the Smart Snack Rules – candy, bake sales, etc.) sold during the school day are allowed for each group per year. Duration of these fundraisers may not exceed two (2) weeks.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

**Instructions:**

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

 8/13/25  
 Signature of Fundraiser Representative Date

 8-20-25  
 Signature of Building Principal Date

 9/4/2025  
 Signature of Superintendent Date

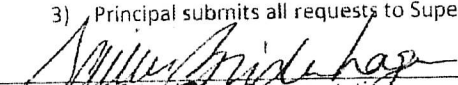
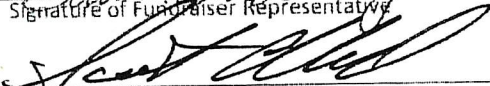
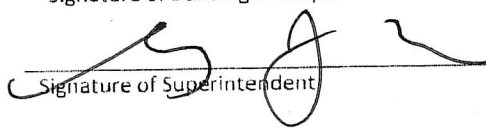
\_\_\_\_\_  
 Signature of School Board Clerk Date

Fundraiser/Crowdfunding Request

Name of Group or Organization	Hatley Elementary-PTO		
Representative Completing Form	Danielle Bridenhagen		
Individual Responsible for Funds	Jackie Fett		
Phone Number of Individual Responsible	715-409-0994 (Danielle)		
E-Mail of Individual Responsible	dbridenhagen@yahoo.com		
Please describe the details of the fundraiser/crowdfunding below.			
Color Fun Run) walk. We will be getting raffle baskets and sell tickets Entry fee includes t-shirt. Also have Event sponsor monetary donations			
What do you expect your total revenues to be?	3,000		
What do you anticipate your total expenses to be?	2,000		
Estimated profit/goal:	\$ 0.00	3,000	
Describe how profits from this fundraiser/crowdfunding will be used this year to enhance the experience of all students in the program.			
Funds will support class field trips, teacher materials for classrooms and family-school events			
Fundraiser/Crowdfunding Start Date	9/1/25	X	
Fundraiser/Crowdfunding End Date	10/4/25		
For FUNDRAISERS-please check YES or NO below for EACH question. for CROWDFUNDING- please check YES or NO for questions 1, 2, 3			
1. Will these funds be housed in a district activity account?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
2. Will the fundraiser use the name of D.C. Everest Schools in materials or publicity directly, indirectly, or implied?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
3. If publicizing the fundraiser, please explain how:			
X			
Will alcohol be served or sold during the activity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will you be soliciting local businesses? (Fundraisers that solicit local businesses require school board approval.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will fundraiser include non-exempt food items sold during the day?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Have you been approved for a non-exempt food item fundraiser previously? Two fundraisers of non-exempt food items (food not under the Smart Snack Rules – candy, bake sales, etc.) sold during the school day are allowed for each group per year. Duration of these fundraisers may not exceed two (2) weeks.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Instructions:

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

	9/3/25
Signature of Fundraiser Representative	Date
	9-4-25
Signature of Building Principal	Date
	9-9-2025
Signature of Superintendent	Date
Signature of School Board Clerk	Date

GIFTS AND/OR BEQUESTS TO THE SCHOOL DISTRICT

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

Donor: Kids in Need Foundation ; 3M  
(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: Jessicac@Kinf.org

OR

Donor Address: 200 S. Owasso Blvd East, Little Canada MN 55117

Description of Gift/Donation: Non-Profit Organization - \$100 box of 3M supplies

Estimated Value: \$2,800 (post it, tape, glue, etc)

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

Date Received: December - Anticipated (2025)

Recipient - District employee we may contact with questions: Ted Alekson

Purpose of Gift/Donation: give back to community

Principal Approval of Gift:  YES  NO

Ted Alekson  
(Principal's Signature)

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

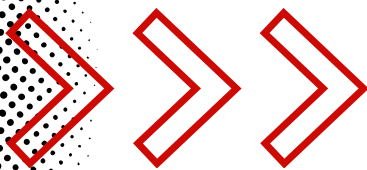
Superintendent Approval of Gift:  YES  NO

[Signature]  
(Superintendent's Signature)

School Board Approval of Gift:  YES  NO

\_\_\_\_\_  
(School Board Clerk's Signature)

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



# GRANT SERVICES

FREE OR LOW COST SERVICES  
THAT ARE SUBSIDIZED BY  
STATE/FEDERAL FUNDS

## **Academic & Career Planning (ACP)**

Technical assistance, resources, and professional development to help implement effective, student-centered ACP programs.

## **Assessment Professional Development & Coaching Project**

Free training and coaching on effective assessment practices to help educators use data to guide instruction, boost learning, and strengthen standards-based systems.

## **Carl Perkins**

Coordinate and manage grant funds for the consortium to support CTE programs and pathways. Provide guidance, resources, and technical assistance to strengthen CTE offerings.

## **Effectiveness Project (CESA 6 Model for Educator Effectiveness)**

Free in-person initial and recertification trainings, as well as calibration sessions for Effectiveness Project districts using the CESA 6 Model for Educator Effectiveness.

## **Early Learning Technical Assistance Implementation (EL-TAI)**

Free coaching and professional learning to strengthen early childhood social-emotional supports and ensure effective implementation of best practices. By invitation only.

## **Implementation Zone**

Targeted professional development and resources to build capacity for sustainable, evidence-based practices for sustainable change and continuous improvement. By invitation only.

**For more information please contact:**

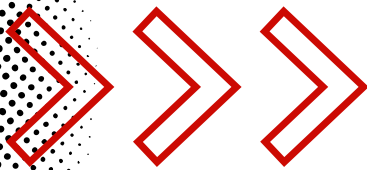
Arrin Truax - Executive Director of Continuous School Improvement Services



715-453-2141



[atruax@cesa9.org](mailto:atruax@cesa9.org)



# GRANT SERVICES

FREE OR LOW COST SERVICES  
THAT ARE SUBSIDIZED BY  
STATE/FEDERAL FUNDS

## **LEAD - Educator Effectiveness Support for State Danielson Model**

Free initial and recertification training for Danielson model districts along with leadership support, implementation coaching, professional development, and integrated assistance through collaborative networks.

## **LEAD - Licensing Support**

Free guidance on educator licensing and pathways leading to educator licensure.

## **Peer Review Mentoring Grant (PRMG) - (Mentoring, Initial Educators)**

Low cost support for initial educators through professional learning and network. Free support for mentors, including professional learning opportunities and networks.

## **Project AWARE**

Comprehensive support for school mental health services.

## **Regional Career Pathways (RCP)**

Assistance in offering sequences of Career and Technical Education (CTE) courses, facilitating industry-recognized credentials, and providing work-based learning experiences.

## **Regional Support Network (RSN) for Special Education Directors**

Free support for Special Education Directors and leadership consultation. Access to monthly leadership meetings, regional directors' meetings, CCR IEP training, Procedural Self Compliance (PCSA), and technical support.

**For more information please contact:**

Arrin Truax - Executive Director of Continuous School Improvement Services



**715-453-2141**



**[atruax@cesa9.org](mailto:atruax@cesa9.org)**



# GRANT SERVICES

FREE OR LOW COST SERVICES  
THAT ARE SUBSIDIZED BY  
STATE/FEDERAL FUNDS

## **Special Education Induction**

Free professional development, networking and coaching for first and second year special educators, as well as those holding a License with Stipulations.

## **Title III - EL Consortium**

Coordinate and manage grant funds for the consortium to support EL programming. Provides guidance, resources, and technical assistance to CESA 9 districts in the consortium.

## **Technical Assistance - IDEA and ESSA Federal Identifications**

No-cost, ongoing support through the Technical Assistance Network (TAN). This support includes professional development, resources, and collaborative networks to districts with federal identifications.

## **Transition Improvement Grant (TIG)**

Provides support and intensive coaching, continuous improvement planning, and access to tools and resources aimed at improving graduation rates and post-school outcomes for these students.

## **Trauma Sensitive Schools (TSS)**

Provides Trauma Sensitive Schools training, resources, and coaching to create safe and supportive learning environments.

## **Universal Design for Learning (UDL)**

Provides low-cost training, networks, resources, and coaching to support the implementation of Universal Design for Learning principles in classrooms.

**For more information please contact:**

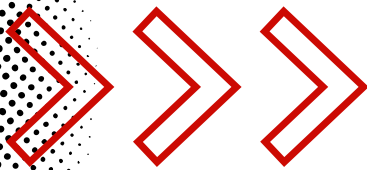
Arrin Truax - Executive Director of Continuous School Improvement Services



715-453-2141



[atruax@cesa9.org](mailto:atruax@cesa9.org)



# GRANT SERVICES

FREE OR LOW COST SERVICES  
THAT ARE SUBSIDIZED BY  
STATE/FEDERAL FUNDS

## **Wi Multi-Level System of Support for Academics & Behavior (WiMLSS)**

After attending the framework training districts can access low cost professional development, coaching, and technical assistance to enhance academic and behavioral outcomes for all students.

## **Wisconsin Digital Learning Collaborative (WDLC)**

Provides districts with resources and support aimed at enhancing online and blended learning practices which include professional development opportunities, strategic planning assistance, and access to tools designed to meet diverse learner needs.

## **Wisconsin Resource Center for Charter Schools (WRCCS)**

A statewide center offering comprehensive support, including technical assistance, professional development, and resources to charter schools across the state.

## **Wisconsin Safe & Healthy Schools Center (WISH)**

The WISH Center provides professional development, training and technical assistance to grow the capacity of educators to positively impact the well-being and outcomes of students.

## **Wisconsin Statewide Parent-Educator Initiative (WSPEI)**

This initiative provides free support to help expand the knowledge and skills needed to develop these collaborative relationships, offering resources, training, and support for educators and families.

## **WISExplore - Data Support**

Offers free data support, assisting schools and districts in utilizing data tools like WISEdash for informed decision-making, coaching and support.

**For more information please contact:**


Arrin Truax - Executive Director of Continuous School Improvement Services



715-453-2141



[atruax@cesa9.org](mailto:atruax@cesa9.org)

	<p><b>D.C. Everest Area School District</b></p> <p>6100 Alderson St. Weston, WI 54476 Phone 715-359-4221 www.dce.k12.wi.us</p> <p><b>Jeff Lindell, Ed.D.</b> Assistant Superintendent of Learning</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  
D.C. Everest School Board

FROM: Jeff Lindell, Assistant Superintendent of Learning  
Mike Raether, Director of Teaching and Learning  
Gina Lehman, Director of Student Services  
Julie Weller, Director of Special Education  
Brady Mesenberg, Director of Technology  
Sarah Trimmer, Director of Talent and Culture  
Lisa Braun, ESS Coordinator

DATE: September 17, 2025

SUBJECT: Summer 2025 Professional Development

Our staff continued to develop themselves professionally over the course of the summer. This year, 289 staff members earned a total of 2,066 PD hours from June through August. Along with some content area work, teachers spent time developing in 7 Mindsets as we continue implementation, technology integration, truancy abatement, CPI, CPR, Infinite Campus as we transition to IEP's housed there, behavior management, Responsive Classrooms, threat assessments, specially designed Phy Ed, and more.

As we look ahead to the 25-26 school year, we have identified two high impact strategic actions we believe will move the needle for students: Professional Learning Communities (PLC's) and professional development. A small group of our leaders attended a conference related to PLC's this summer, and we will continue our learning as a full principal team as we attend an AWSA Leading PLC's Academy this year.

Ultimately, our leaders and staff will continue learning together as we implement work to strengthen teaching and learning here at D.C. Everest. A huge thank you goes to our team as they increase skills and impact learning.

Special School Board Meeting  
 Wednesday, October 22, 2025, 6:00 PM  
 D.C. Everest Administration Building  
 6100 Alderson Street  
 Weston, WI 54476




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– A G E N D A –

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

The live stream may be found at:

Meetings are recorded and will be available a day or two after the meeting  
 at: <https://www.youtube.com/channel/UCrYDZCV5lwlInSHhWl0od8g/videos>.


**I. BUDGET HEARING**

- A. Call to Order
- B. Pledge of Allegiance
- C. Announce Purpose of the Budget Hearing [State Statute, Section 65.90(4)]
- D. Opening Remarks
- E. Review Proposed 2025-2026 Budget
- F. Questions and Comments
- G. Adjourn Budget Hearing

**II. SEVENTY-SIXTH ANNUAL SCHOOL DISTRICT MEETING**

- A. Call to Order
- B. Reading of Office Notice of Meeting
- C. Announce Robert's Rules of Order to Prevail
- D. Elect a Temporary Meeting Chairperson
- E. Read and Approve Treasurer's Report
- F. Regular Business
  - 1. Set School Board Salaries for 2025-2026
  - 2. Provide for Reimbursement of School Board Expenses as per Bylaw 0144.1
  - 3. Set 2025-2026 Tax Levy
  - 4. Set Time and Place of the 2026 Annual Meeting

**G. Adjourn**

	<p><b>D.C. Everest Area School District</b></p> <p>6100 Alderson Street Weston, WI 54476 Phone 715-359-4221 <a href="http://www.dce.k12.wi.us">www.dce.k12.wi.us</a></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: September 17, 2025

RE: Staff Stipend

This spring, when we approved wage increases for all staff, we noted that once the state biennial budget was finalized and revenue projections were clearer, we might revisit additional compensation in the form of a one-time stipend.

As we finalize the 2025-26 budget, we recommend providing a one-time stipend for all returning staff members. Stipends will be issued to employees who:

- were employed prior to June 1, 2025 in a regular position, and
- continue to work in a regular position.


Stipend amounts will be:

- **\$600** for each regular employee scheduled to work more than 20 hours per week, and
- **\$300** for each regular employee scheduled to work 20 hours or less per week.

Stipends will be paid on the first payroll in December.

Employees working only in casual, seasonal, occasional, miscellaneous, substitute, or extracurricular roles will not be eligible.

We deeply value our employees and believe this stipend reflects our commitment to offering fair and competitive compensation, while also supporting staff retention and morale.

	<p><b>D.C. Everest Area School</b></p> <p><b>District</b></p> <p>6100 Alderson Street Weston, WI 54476 Phone 715-359-4221 <a href="http://www.dce.k12.wi.us">www.dce.k12.wi.us</a></p> <p><b>Dr. Kelley Strike</b> Assistant Superintendent of Operations</p>	<p style="text-align: center;"><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</p> <p style="text-align: center;">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: September 17, 2025

RE: District HSA Contribution

Last month, our health insurance renewal with Aspirus Health Plan was approved for 2026. This renewal once again highlights the rising cost of healthcare for both employees and the district:

- **Premium increase:** +8% for Signature HMO (Narrow Network)
- **Premium increase:** +15% for Freedom POS (Broad Network)
- **Deductibles:** Slight increases each year to allow continued HSA contributions, resulting in higher potential out-of-pocket expenses for staff

To help offset these added costs, we are recommending that the district make a contribution to employees' Health Savings Accounts (HSA). After finalizing the 2025–2026 budget, we propose providing a **\$100 contribution for each employee enrolled in the district health plan.**

Employees will need to complete the standard HSA contribution form during open enrollment in order to receive this benefit with contributions made in January. As a tax-free contribution, this provides direct financial relief to employees. While modest, it represents an important first step, and we may consider expanding this benefit in future years.

This contribution will only apply to the employee who is the plan holder and is limited to those enrolled in the district's health insurance plan.



Book	Policy Manual
Section	First Reading by Board
Title	DEFINITIONS
Code	po0100
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 1, 2024

#### 0100 - **DEFINITIONS**

The bylaws of the Board of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

##### **Administrative Guideline**

A statement, based on policy, is usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

##### **Administrator**

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the Superintendent.

Administrators may include the following positions: Assistant Superintendents, Director of Special Education, Director of Student Services, Director of Curriculum, Director of Talent and Culture, Director of Technology, Director of School Nutrition, Director of Buildings and Grounds, Director of Community Services/Special Projects/Safety, Principals, Assistant Principals.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

##### **Agreement**

A collectively-negotiated contract with a recognized bargaining unit.

##### **Apps and Services**

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between staff, students, parents, Board members, and/or other stakeholders and members of the community.

**Board**

The School Board is also commonly referred to as the Board shall take action that is within the comprehensive meaning of the terms 'duties and powers' provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

**Bylaw**

Rule of the Board for its own governance.

**Clerk**

The chief clerk of the Board. (See Bylaw 0171.3 - Clerk)

**District**

The School District is the territorial unit for school administration. Districts are classified as common, union high, unified, and 1st class city school districts. A joint school district is one where the territory of which is not wholly in one municipality. (Chapter 115, Wis. Stats.).

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

**District Records Custodian**

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

**Due Process**

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

**Full Board**

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

**Information Resources**

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

**Law Enforcement Officer(s) or Agencies**

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

**Legal Custodian of Records**

See "District Records Custodian".

**Legal Notice**

Legal notice means every notice required by law to be published in a newspaper or other publication. There are

three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

### **Local Public Office Holder or Official**

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w)(a)(f) and (g), Wis. Stats.

### **May**

This word is used when an action by the Board or its designee is permitted but not required.

### **Medical Advisor**

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)

### **Meeting**

Any gathering which is attended by or open to all of the members of the Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. 19.82(2) Wis. Stats.

### **Official Newspaper**

A newspaper may be designated by the Board under 985.05, Wis Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

### **Parent**

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student **including a foreign exchange student**. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

### **Personal Communication Devices**

Personal communication devices ('PCDs') include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, **smartwatches, wearable technology,** and/or other web-enabled devices of any type.

### **Policy**

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or maybe taken to establish and/or maintain those expectations.

### **President**

The chief executive officer of the Board. (See Bylaw 0171.1 - President)

### **Principal**

The educational leader and head administrator of one (1) or more District schools.

In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

### **Professional Staff Member**

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the Superintendent.

## Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child, step-child, grandparents, grandchild, dependent, or member of the immediate household.

## School/District Classification

Per 115.01, Wis. Stats., Wisconsin school districts are classified as follows:

### Common School Districts:

These districts are responsible for K-12 education, and are the most common type of district in Wisconsin, and operates pursuant to Subchapter I of Chapter 120, Wis. Stats.

### Unified School Districts:

These districts serve all grade levels, from kindergarten through high school, and operates pursuant to Subchapter II of Chapter 120, Wis. Stats.

### Union High Schools:

These districts focus on high school education and are often formed by a group of smaller common school districts. They operate pursuant to Subchapter I of Chapter 120, Wis. Stats.

## School Nurse

A school nurse is a registered nurse who meets the requirements of 115.001(11) Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

## School Official

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

## Shall

This word is used when an action by the Board or its designee is required. (The word 'will' or 'must' signifies a required action.)

## Social Media

Social media are online platforms where users engage with one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ('blogs'), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

## Student

A person who is officially enrolled in a school or program of the District.

## Superintendent

Sometimes the administrative head of the school district is referred to as Superintendent. He/She has the authority of the Superintendent by law. In policy and administrative guidelines, capitalization of the term Superintendent may imply a delegation of responsibilities, as appropriate, to staff members.

**Support Staff**

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

**Technology Resources**

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

**Treasurer**

The chief financial officer of the Board. (See Bylaw 0171.4 - Treasurer)

**Vice-President**

The Vice-President of the Board. (See Bylaw 0171.2 - Vice President)

**Voting**

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes the Board member's presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g., termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced by P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 3/22/17  
Revised 10/21/20  
Revised 6/16/21  
Revised 10/27/21  
Revised 3/16/22  
Revised 10/25/22  
Revised 6/19/23  
Revised 4/17/24  
T.C. 10/1/24

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**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT
Code	po0144.5
Status	First Reading
Adopted	June 16, 2021
Last Revised	June 19, 2024

#### 0144.5 - **BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. School Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the **reputation or** legal position of the District ~~should be avoided~~ **is prohibited**.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

#### **General Expectations of All Board Members**

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, **qualifications of the office**, and conflicts of interest (see Bylaw 0144.3 - **Conflict of Interest**).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, ~~and~~ maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.

- H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. During Board meetings, work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent.
- M. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Board Associations.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.
- T. **Disclose any actual or perceived conflict of interest.**

### **Board Member Communication**

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or

misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

### **[X ] Board Member Use of Electronic Communication Devices Prohibited**

An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during open session and during closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or lap top computer, is prohibited during Board meetings.

Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.

### **[END OF OPTIONAL SECTION]**

### **Handling of Complaints by Members of the School Board**

As individual Board members are frequently confronted with complaints by teachers, parents, and the public in general, it seems prudent to establish guidelines for the handling of these complaints.

Board members must remember that as individuals they have no legal status and that the only time Board members can legally transact business is when meeting together as a Board in a legal session.

It is wise for a Board member to postpone the formulation of an opinion until hearing the issue discussed by the Board as a whole, where all the aspects of the problem are aired. A Board member should not obligate other members of the Board by predicting how they will vote.

Therefore, the following procedure is established for the handling of complaints made to individual Board members.

- A. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from teachers, parents, or the general public until, or unless, such communications or complaints have been routed through the proper channels.
- B. If a Board member is approached by a school employee on matters of school policy or school problems, the employee should be advised by the Board member to refer the matter to the principal or supervisor. If the employee is not satisfied by the determination of the principal or supervisor, the problem may be brought to the attention of the Superintendent. If the employee still feels the determination is unsatisfactory, the problem may be brought to the attention of the School Board by letter or personal appearance.
- C. Similarly, if a Board member is approached by a parent who has a complaint, the parent should be referred to the principal of the school of the teacher involved. If the parent is not satisfied by the determination of the principal, the problem may be brought to the attention of the Superintendent. If the parent still feels that the determination is unsatisfactory, the problem may be brought to the attention of the School Board by letter or by personal appearance.

### **Board Member Interaction with Staff**

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with the authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by a majority vote of the Board.

Board members' access to and request for School District records and information is governed by Board Bylaw 0143.2.

### **Board Member Records and Confidentiality**

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and complying with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board. **Board members must also protect and not disclose records consistent with, and governed by, the Family Education Rights and Privacy Act (FERPA).**

### Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether the officer can investigate the matter or if the President or Vice President needs to contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. **F**ormal censure by resolution passed by a majority of the Board in an open session meeting of the Board;
- B. **R**emoval from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155;
- C. **R**estriction on Board member rights granted by policy, including requesting items for a Board meeting agenda;
- D. **R**eferral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office;
- E. **R**eferral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct;
- F. **O**ther efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

Revised 2/23/22

T.C. 3/23/23

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Legal  
 17.13, Wis. Stats.  
 946.12, Wis. Stats.  
 The Consortium of State School Board Associations  
 The National Association of School Boards  
 The Wisconsin Association of School Boards

**Last Modified by Ellen Suckow on September 15, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	CONSENT AGENDA
Code	po0166.1
Status	First Reading
Adopted	May 25, 2016

#### 0166.1 - **CONSENT AGENDA**

The School Board shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

- A. minutes of prior meetings;
- B.  reports of Board committee meetings;
- C. bills for payment;
- D.  acceptance of bids;
- E. hiring employment of personnel;
- F. resolutions that require annual adoption, such as bank signatories, Wisconsin High School Athletic Association membership, etc.;
- G. resignations and leaves;
- H.  gifts, grants, and donations;
- I.  revisions to handbooks (e.g., student, staff, athletic/activities code);
- J.  revisions or deletions of existing bylaws/policies; **[Drafting Note: This should not be included if two readings have been selected by the Board in Policy 0131.1 - Bylaws and Policies.]**
- K.  other routine items as presented by the Superintendent.
- L.  \_\_\_\_\_

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

A roll call vote will be conducted for consent agenda items.

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**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

#### 1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render school administrators unable to perform their duties.

The Board authorizes the Superintendent to place an administrator on leave for physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The Superintendent may require that the administrator submit to an appropriate examination by a healthcare provider of the administrator's choice, a health care provider designated by the District, or both.

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

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

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

If, as a result of his/her such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

**Should an Administrator, as defined in Policy 0100 - Definitions, refuse to submit to the examination requested by the Superintendent, such refusal shall subject the administrator to disciplinary action.**

Should a professional staff member refuse to submit to the examination requested by the Superintendent, such refusal shall subject the administrator to disciplinary action.





Book	Policy Manual
Section	First Reading by Board
Title	SUMMER OR INTERIM SCHOOL ATTENDANCE
Code	po2440.01
Status	First Reading
Adopted	April 16, 2025

**2440.01 - SUMMER OR INTERIM SCHOOL ATTENDANCE**

The brief duration of summer or interim school makes regular attendance imperative. Students enrolled in summer school are expected to attend all class periods for classes in which they are enrolled.

The Board may establish minimum attendance requirements for any classes taken for credit.

~~Students enrolled in summer school are expected to attend all class periods and are required to maintain at least a \_\_\_\_\_ (\_\_\_\_%) attendance record in order to receive credit towards graduation or to qualify to take a competency test.~~

Attendance exceptions may be granted only by the Principal or Director of Summer Learning and are limited to absences to participate in school-sponsored activities or in cases of emergency. When an exception is made, the student must still complete all required coursework.

Students may be excused from summer school attendance when a request is made by the student's parent. The school will attempt to contact the parent on the student's second day of absence if the parent has not notified the school of the student's absence.

Each parent, or adult student, must notify the school in writing if the student withdraws from the course at any time. Withdrawal will result in the student receiving no credit for the course.

The school shall maintain an accurate record of summer school attendance, late enrollments, and withdrawals.

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- Cross References
- [po5200 - ATTENDANCE](#)
  - [po2440 - SUMMER LEARNING](#)

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	INSTRUCTIONAL MATERIAL CENTERS
Code	po2522
Status	First Reading
Adopted	May 19, 2021
Last Revised	October 1, 2024

## 2522 - **INSTRUCTIONAL MATERIAL CENTERS**

The Board believes that school instructional material centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for an instructional material centers in each school in the District.

The Superintendent or Designee shall identify a team, including a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school instructional material centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of literature;
- C. To provide a comprehensive and coordinated collection of current and accurate resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for accessing, interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The Superintendent in collaboration with the District's library media specialist shall establish procedures consistent with the District's long-range plan for library services development related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

### **Gifts and Donations**

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

### **Reconsideration of School Library Materials**

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the Superintendent.
- B. The request to the Superintendent shall be made in writing and shall include the following information:
  1. author;
  2. title;
  3. publisher;
  4. the individual's familiarity with the material, including how much of the entire book/resource being challenged has been read by the complainant;
  5. for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not age-appropriate or developmentally appropriate for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.
- C. A Reconsideration Committee will be appointed by the Superintendent, upon receipt of the formal complaint, which shall consist of the following members:
  1. an administrator;
  2. a teacher;
  3. a school librarian;
  4. a reading specialist or language arts teacher.
- D. The procedures for the Reconsideration Committee will be as follows:
  1. The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.
  2. The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.
  3. The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available.
  4. The requestor may make an initial verbal presentation concerning the request or may choose to rely on issue a majority-approved recommendation to the Superintendent whether to retain the materials, move the resources to a different level, or remove the resource.
  5. The committee's recommendation shall be reported to the Superintendent in writing within five (5) business days following the committee's decision.

The Superintendent will advise the requestor, in writing, of the committee's recommendation and the Superintendent's decision. The Superintendent shall also advise the Board of the committee's recommendation and the decision.

E. The requestor may submit an appeal of the Superintendent's decision in writing to the Board President within ten (10) business days of the date the decision is transmitted to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will review the appeal and may choose to receive additional information or to proceed on the record provided to it.

F. The decision of the Board is final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the Superintendent determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because it presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for three (3) years before new requests for reconsideration of those items will be entertained.

### **Criteria for the Selection of Materials**

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The Superintendent will approve funds to be spent on materials as allowed per DPI regulations.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per Policy 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

### **Parental/Police Access to Instructional Material Center Information**

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources, and services students choose to use at the District's instructional material centers.

Parents of a student under the age of sixteen (16) have the right to review, upon request (see Form 9130 F3), instructional material center records relating to the use of the center's documents or other materials, resources, or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the material center shall disclose to the officer records produced by a surveillance device under the control of the center that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

**Inter-Library Loans**

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

**Fines**

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges and the Student Handbook.

Revised 6/15/22  
Revised 12/21/22  
T.C. 10/1/24

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Legal                                    43.70, 43.72, 121.02(1)(h) Wis. Stats.  
    PI 8.01(2)(h) and PI 9.03(1)(e)

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	First Reading
Adopted	May 25, 2016
Last Revised	April 16, 2025

#### 3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.

The Superintendent shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the Superintendent that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The Superintendent may determine what licensure is required and make allowances for the use of alternative forms of certification and other such options as permitted by law. There must also be verification that a satisfactory background and criminal history check has been conducted by the Department of Public Instruction (DPI) or appropriate State agency, authorized District personnel, or contracted vendor.

The investigation and interview procedures described in AG 3120A - Selection of Professional Personnel will be used, as applicable to the position.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set by the Board.

A person will be considered a long-term substitute if the person is appropriately certified and the staff member for whom the person has been hired to replace has a leave which extends for more than five (5) consecutive school days. The long-term substitute position will be terminated by the end of the school year, subject to issuance of reasonable assurances to the substitute teacher regarding intent to provide substitute teaching assignments in the subsequent school year, whether in the same or different assignment. **[END OF OPTION]**.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which they are supervised directly by a staff member who is related.

Prior to the end of the school year, District employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

Revised 10/24/18  
 Revised 9/16/20  
 Revised 4/21/21





Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 18, 2024

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

The 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.

As openings occur they shall be noticed in appropriate locations.

Applications for co-curricular/extra-curricular activities will be made in writing to the Talent & Culture Department.

The Superintendent or designee is responsible for making employment decisions for co-curricular/extra-curricular positions.

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 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 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 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.

~~[ ] Prior to the end of the school year, District employed coaches and advisors, who the District intends to employ for the ensuing school year, will receive a written notice of reasonable assurance of continued employment. Issuance of a notice of reasonable assurance to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term. **[END OF OPTION]**~~

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 August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE LEAVES
Code	po3431
Status	First Reading
Adopted	May 25, 2016
Last Revised	November 20, 2024

3431 - **EMPLOYEE LEAVES - reordered to match NEOLA - one change at the end are the only real changes - Leave to Tesity, besides an additional Statute reference added.**

The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 - Unrequested Leaves of Absence, Policy 3430.01- FMLA, and Policy 3430 - Leaves of Absence.

A. **Sick Leave**

Staff members may use individual banked Sick Leave as specified in the Employee Handbook.

B. ~~Paid Time Off~~ **Personal Leave (PTO)**

Staff members are eligible for Paid Time Off (PTO) as specified in the Employee Handbook.

C. ~~Sick Leave~~

~~Staff members may use individual banked Sick Leave as specified in the Employee Handbook.~~

D. **Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

E. **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee.

F. **Leave for Jury Duty Leave**

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

G. **Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member, who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation, may be late for or absent from work using PTO or unpaid leave, if the lateness or absence is due to the staff member responding to an emergency that beings before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

#### **H. Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is PTO first, then sick leave, then unpaid leave. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available, an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in Policy 3430.01 - Family & Medical Leave of absence ("FMLA").

#### **I. Election Official Leave**

The Superintendent shall approve a one (1) day leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

If available, a staff member must substitute paid leave such PTO or vacation leave before taking unpaid leave. Banked sick leave may not be used. Staff members may not be penalized for using leave to serve as an election official.

#### **J. Leave to Testify**

Any employee who is issued a subpoena to testify in a legal proceeding shall be provided the following:

- A. If the proceeding relates to matters under Chapters 48 or 938 ~~Wis. Stats. of the Wisconsin Statutes~~, the employee may not be discharged from employment for absences due to testifying, provided that the employee immediately notifies the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).
- B. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.

C. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), or any proceeding involving matters arising within the employee's course of employment shall be provided paid time off, which will not be deducted from the employee's PTO, to do so, such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the Superintendent of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).

#### D. **Military Leave**

~~Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.~~

~~Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee.~~

#### E. **Organ Donor Leave**

~~A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.~~

~~Leave taken for this purpose is PTO first, then sick leave, then unpaid leave. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available, an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in Policy 3430.01 Family & Medical Leave of absence ("FMLA").~~

#### F. **Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

~~A staff member, who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation, may be late for or absent from work using PTO or unpaid leave, if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:~~

- ~~1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;~~
- ~~2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and~~
- ~~3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.~~

~~When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.~~

Revised 1/27/20  
T.C. 8/25/20  
Revised 11/18/20  
Revised 2/1/21  
Revised 6/15/22  
Revised 5/15/24

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Legal                      6.76 Wis. Stats.  
                                 7.33 Wis. Stats.  
                                 103.87 & 103.88, Wis. Stats.

Cross References        [po3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY](#)  
                                 [po3430 - LEAVES OF ABSENCE](#)  
                                 [po3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE \("FMLA"\)](#)

**Last Modified by Ellen Suckow on September 5, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT
Code	po4124
Status	First Reading
Adopted	May 25, 2016
Last Revised	April 16, 2025

**4124 - NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT**

Prior to the conclusion of each school year, support staff employed in instructional year positions shall be notified, in writing, of reasonable assurance of continued employment for the subsequent school year when such employment is anticipated.

~~A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services for any week of unemployment which occurs during a period between two (2) successive academic years or terms if the school year employee performed such services for any educational institution in the first such year or term and there is reasonable assurance that the employee will perform such services for any educational institution in the second such year or term.~~

A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services performed for the District during any week of unemployment that occurs between two (2) successive academic years or terms. This applies if the employee performed such services in the first year or term and has reasonable assurance of performing them in the second.

Issuance of a notice of reasonable assurances to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term.

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Legal 108.04 (17)(d), Wis. Stats.

Last Modified by Ellen Suckow on August 29, 2025



Book	Policy Manual
Section	First Reading by Board
Title	TERMINATION AND RESIGNATION
Code	po4140
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022

#### 4140 - **TERMINATION AND RESIGNATION**

##### **TERMINATION**

Employment may be terminated upon a majority vote of the Board.

~~[ ] Support staff employees subject to termination ( ) may ( ) shall [END OF OPTION] be given an opportunity to resign.~~

##### **RESIGNATION**

A support staff member may resign by filing a written resignation with the Talent and Culture Department.

A resignation, once accepted, may not then be rescinded.

~~[ ] The Superintendent may act for the Board in the acceptance of a resignation.~~

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Cross References [ag4140 - RESIGNATION](#)

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 1, 2024

#### 4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981 Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

District support staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

- A. Support staff members shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. Support staff members shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Emergency Preparedness. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. Support staff should not volunteer to take on responsibilities they are not reasonably qualified for or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.
- D. Support staff members shall not send students on any personal errands.
- E. Support staff members shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. Support staff members shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. Support staff members shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a support staff member's family member.
- H. Students shall not be required to perform work or services that may be detrimental to their health.
- I. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and/or Policy 7540.04 - Staff Technology Acceptable Use and Safety.
- J. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on social networking media or similar forums without the permission of the administration. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, a staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462 - Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 7/24/19  
 Revised 10/21/20  
 Revised 4/21/21  
 Revised 10/25/22  
 T.C. 10/1/24

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Legal 48.981, 948, 948.095 Wis. Stats.

Cross References [ag4213 - LIABILITY OF STAFF FOR STUDENT WELFARE](#)

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE LEAVES
Code	po4431
Status	First Reading
Adopted	May 25, 2016
Last Revised	November 20, 2024

**4431 - EMPLOYEE LEAVES - Reordered to match Neola - their change is #2 in Leave to Testify and an additional Statute.**

The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances, it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4161 - Unrequested Leave of Absence, Policy 4430.01 - FMLA, and Policy 4430 - Leaves of Absence.

A. **Sick Leave**

Staff members may use individual banked Sick Leave as specified in the Employee Handbook.

B. ~~Paid Time Off~~ **Personal Leave (PTO)**

Staff members are eligible for Paid Time Off (PTO) as specified in the Employee Handbook.

C. ~~Sick Leave~~

~~Staff members may use individual banked Sick Leave as specified in the Employee Handbook.~~

D. **Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

E. **Vacation Leave**

Staff members are eligible for Vacation Leave as specified in the Employee Handbook.

F. ~~Bereavement Leave~~

~~Staff members are eligible for bereavement leave as specified in the Employee Handbook.~~

G. **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act

(USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee.

#### H. **Leave for Jury Duty Leave**

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

#### I. **Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

#### J. **Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return, or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01- Family & Medical Leave of Absence ("FMLA").

#### K. **Election Official Leave**

The Superintendent shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

#### L. **Leave to Testify**

Any employee who is issued a subpoena to testify in a legal proceeding shall be provided the following:

1. If the proceeding relates to matters under Chapters 48 or 938 of the Wisconsin Statutes, Wis. Stats., the employee may not be discharged from employment for absences due to testifying, provided that the employee immediately notifies the Superintendent of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees);
2. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.
3. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), ( ) or any proceeding involving matters arising within the employee's course of employment [END OF OPTION] shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the Superintendent of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).

#### H. ~~Military Leave~~

~~Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.~~

~~Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee.~~

#### I. ~~Organ Donor Leave~~

~~A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.~~

~~Leave taken for this purpose is PTO first, then sick leave, then unpaid leave. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.~~

#### J. ~~Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver~~

~~A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work using PTO or unpaid leave, if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:~~

1. ~~By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;~~
2. ~~When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and~~
3. ~~When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.~~

~~When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.~~

Reviewed 5/8/19  
Revised 1/27/20  
T.C. 8/25/20  
Revised 11/18/20  
Revised 2/1/21  
Revised 6/15/22  
Revised 9/1/22  
Revised 5/15/24

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Legal 6.76, 7.33, 103.87, 103.88, Wis. Stats.

Cross References [po4161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY](#)  
[po4430 - LEAVES OF ABSENCE](#)  
[po4430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE \("FMLA"\)](#)

**Last Modified by Ellen Suckow on September 5, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	ENTRANCE AGE
Code	po5112
Status	First Reading
Adopted	May 25, 2016
Last Revised	February 12, 2024

## 5112 - ENTRANCE AGE

The Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

### A. Kindergarten

1. A child is eligible for entrance into four (4) year old kindergarten if ~~s/he~~ **the child** attains the age of four (4) on or before September 1st of the **school** year in which ~~s/he applies for entrance~~ **the child is being enrolled** and meets the residency requirements.
2. A child is eligible for five (5) year old kindergarten when ~~s/he~~ **the child** attains the age of five (5) on or before September 1st of the year in which s/he applies for entrance and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

### B. First Grade

A child must be six (6) years of age on or before September 1st in the **school** year in which ~~s/he~~ **the student** enrolls. A student must **also** have completed a kindergarten program or ~~must~~ **received** a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll in first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in ~~his/her~~ **the** prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the ~~building principal~~ **Principal**, in consultation with the first-grade teacher(s) and or school psychologist of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal and/or school psychologist shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides an explanation as to the decision.

### C. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the ~~building principal~~Principal may appeal that decision to the Superintendent by submitting a written request to the Administrator within ten (10) calendar days of the decision of the ~~principal~~Principal.

The decision of the Superintendent is final.

### D. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record ~~or a properly submitted waiver~~ on file at the school. Any student who does not have the proper immunization ~~records or appropriate waiver within thirty (30) day of enrollment~~ shall may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

Any student, and/or ~~his/her parent(s)~~the student's parent(s), who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

### E. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the Superintendent.

### F. Notification of *In Loco Parentis*

In cases in which a student is temporarily not residing with his/her parents for a short period of time, the parent of the student shall designate in writing that adult person with whom the student resides who stands *in loco parentis* to the student in order for ~~him/her~~the student to be admitted or continue in school. This statement shall be notarized and presented to the principal.

### G. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to ~~five (5) year old~~ kindergarten and first grade.

The District does not allow early entrance to four (4) year old kindergarten.

### H. Older Students

A person who is resident of the District and over twenty (20) years of age may enroll providing the Superintendent does not think ~~his/hersuch~~ enrollment will interfere with the education of the other students.

Revised 6/26/19

Revised 11/20/19

Revised 12/15/21

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Legal 118.14, 118.15, 120.12(25), 252.04 Wis. Stats.

Last Modified by Ellen Suckow on August 29, 2025



Book	Policy Manual
Section	First Reading by Board
Title	THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS
Code	po5411
Status	First Reading
Adopted	June 18, 2025

## 5411 - THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS

### Introduction

This policy governs the promotion of students from 3rd grade to 4th grade in accordance with 118.33, Wis. Stats. The policy applies to all students being considered for promotion from 3rd to 4th grade, effective on September 1, 2027.

The District intends to make promotion decisions based on a thorough and equitable process that considers individual student needs in reading. For any student who has not completed their personal reading plan by the end of 3rd grade, a team will determine whether retention or promotion to 4th grade, with intensive instructional support, progress monitoring, and supports to remediate the identified areas of deficiency, is in the student's best interest. The determination process will consider relevant factors such as reading proficiency, social and emotional development, and available supports.

### Definitions

**"Personal Reading Plan"** means a reading plan provided for five (5) year-old-kindergarten to third grade students that are identified as at risk based on a universal screening assessment or diagnostic assessment, in accordance with 118.016(5), Wis. Stats.

**"Limited English-Proficient Student"** means a student whose ability to use the English language is limited because of the use of a non-English language in the student's family or the student's daily, non-school surroundings, and who has difficulty in performing ordinary classwork in English as a result of such limited English proficiency.

**"Completed"** - means ~~a student who has "completed" their personal reading plan if the student's parent(s) and the District agree that the student has met the goals outlined in the personal reading plan and the student scores at grade level in reading on a summative assessment.~~ **a 3rd grade student who has a personal reading plan is considered to have completed the personal reading plan if the student's parent and the student's school agree that the student has met the goals outlined in the personal reading plan and the student scores at grade-level in reading on a summative assessment, as defined by the Department of Education (DPI).**

### Promotion of Third Grade Students with Personal Reading Plans

For any student who has not completed their personal reading plan by the end of the student's third grade year, the District will engage in a process to determine whether to promote that student to the fourth grade. The District will not promote a student from third to fourth grade who has not completed their personal reading plan by the end of third grade unless the District, in consultation with the student's parent(s), believes retention is not in the best interest of the student.

In reaching the decision to promote or retain the student, the District will carefully consider all relevant factors, including but not limited to:

- A. Whether a team of interested individuals, including the parent(s) of the student and school representatives who have knowledge of the reading instruction, supports, and interventions provided to the student, believe promotion is in the best interest of the student;
- B. All relevant and available data demonstrating the student's response or progress to reading instruction and intervention, and data demonstrating the student's progress towards meeting personal reading plan goals;
- C. Why the student has not completed their personal reading plan;
- D. Whether or which alternatives to retention can help support the student to achieve reading proficiency;
- E. Any other factor(s) relevant in deciding whether to retain or promote a student;
- F. Those factor(s) or conditions considered elsewhere in District policy or administrative guidelines pertaining to student promotion and retention;
- G. Whether the student is eligible for an exception contained under this policy;
- H. The potential long-term adverse risks of retention.

Based on the comprehensive evaluation of factors above, the District will make one of the following determinations:

- A. Promotion: Promotion to fourth grade with applicable supports and services is more appropriate than retention to third grade.
- B. Promotion: The student's non-completion of their personal reading plan was not primarily due to the student's lack of reading proficiency.
- C. Promotion: The District recommends retention with applicable supports and services but the student's parent(s) do not agree with the District's recommendation.
- D. Retention: The District determined that, in consultation with the student's parent(s), retention with applicable supports and services is more appropriate than promotion to fourth grade.

### **Promoting Students with Incomplete Personal Reading Plans**

If the District promotes a third-grade student who has not completed their personal reading plan by the end of third grade, the District shall conduct all of the following post-promotion requirements:

- A. In the following and subsequent school year(s) provide intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency until the student scores at grade level in reading on a summative assessment;
- B. Notify the student's parent(s), in writing, that the student did not complete their personal reading plan, including a description of the instructional services and supports that will be provided to the student to remediate the identified areas of deficiency; and
- C. Provide the student with an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

### **Exceptions to Post-Promotion Requirements**

The following are good cause exceptions. Any student who meets one or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements:

- A. The student is identified as a Limited-English Proficient student as per the definition included in this policy;
- B. The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the State summative assessment in reading is appropriate for the student;
- C. The student scores as proficient in reading on the alternative Statewide standardized summative assessment;

- D. The student has an IEP or Section 504 plan under the Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two (2) years if the student continues to demonstrate a deficiency in reading and was previously retained in 5K, grades one, two, or three;
- E. The student has received intensive reading interventions for two (2) or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades one, two, or three for a total of two (2) years.

### Mid-Year Enrollment/Transfers

Any student who enrolls as a third-grade student late in the school term without any accompanying record of a personal reading plan shall be promoted to fourth grade under the criteria that the student did not have a personal reading plan in effect at the end of third grade.

If a student transfers into a school enrolled as a fourth-grade student and the provided records indicate the student may have met requirements to be retained in third grade (e.g., incomplete personal reading plan), the District shall provide all supports and services that the student would have otherwise received as a post-promotion requirement including intensive instructional services, progress monitoring and supports to remediate the identified areas of deficiency, parent notification, and an intensive summer reading program each summer until the ~~pupil~~ student scores at grade-level in reading on a summative assessment.

### Parental Notification

No later than fifteen (15) days after the reading readiness assessment is scored, the Board shall provide the results of the reading readiness assessment, in writing containing at least all of the following information to the student's parent in the parent's native language:

- A. the student's score on the reading readiness assessment;
- B. the student's score in each early literacy skill category assessed by the assessment;
- C. the student's percentile rank score on the reading readiness assessment, if available;
- D. the definition of "at-risk" and the score on the reading readiness assessment that would indicate the student is at-risk;
- E. a plain language description of the literacy skills the reading readiness assessment is designed to measure.

If the diagnostic assessment indicates that a student is at-risk, the Board shall include information about how to make a special education referral under 115.777, Wis. Stats., with the diagnostic assessment results provided.

If the Board is required to assess a student's early literacy skills using a diagnostic assessment, the Board shall provide all of the following, in writing, to the student's parent:

- A. a description of the common indicators and characteristics of dyslexia;
- B. information about appropriate interventions and accommodations for students with characteristics of dyslexia.

The Board shall post its early literacy remediation plan (including the parent notification policy) on the School District website.

If a student is identified as at risk based on a universal or diagnostic assessment, the Board shall:

- A. provide a copy of the student's personal reading plan to the student's parent and obtain a copy of the personal reading plan signed by the student's parent (acknowledgement rather than consent);
- B. after ten (10) weeks of providing the student with the interventions in the student's personal reading plan, notify the student's parent of the student's progress, as determined under the student's personal reading plan.

Revised 4/13/22

Revised 12/21/22

Revised 7/19/23

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Legal 118.016(4)(5), Wis. Stats.  
118.33(5m)(a), Wis. Stats.

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	EARLY GRADUATION
Code	po5464
Status	First Reading
Adopted	May 25, 2016

#### 5464 - EARLY GRADUATION

The ~~School Board recognizes~~ acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. ~~that a senior student may complete his/her high school education in less than the traditional four (4) year period of time. Provisions should be made for individuals to be considered in terms of their future needs, expectations, and plans.~~

Application for early graduation will be submitted to the ~~( ) high school principal~~ Principal (X ) \_\_\_\_\_ Counselor ~~[END OF OPTION]~~ in accordance with school regulations.

The District may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements. X ] The ( X ) high school Principal ~~( ) Board~~ ~~[END OF OPTION]~~ shall make the final decision regarding an application for early graduation. ~~[END OF OPTIONAL SENTENCE]~~

The student may participate in the graduation ceremonies with the student's designated class. If the student will be participating in any District activities or programming, including the District's graduation ceremony, then the student must abide by all Board policies and school rules.

~~This policy will allow exception to the usual eight (8) semesters of attendance, but other graduation requirements as detailed in the D.C. Everest Course Book shall continue to be required and according to School Board requirements.~~

~~The Superintendent or the designee is authorized to approve early graduation in keeping with the administrative guidelines which have been developed to administer this policy.~~

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Book	Policy Manual
Section	First Reading by Board
Title	ACADEMIC HONESTY
Code	po5505
Status	First Reading
Adopted	November 20, 2024

### 5505 – **ACADEMIC HONESTY**

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment ;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;

M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.

N. distributing or receiving questions from quizzes, tests, assessments, etc.

### **Use of Artificial Intelligence/Natural Language Processing Tools For School Work**

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. **Proper citation when using AI/NLP tools is required when AI/NLP generated content is incorporated into any work product.**
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

**When enrolled in Advanced Placement (AP), International Baccalaureate (IB), Early College Credit Programs (ECCP), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.**

Students who violate this policy are subject to disciplinary consequences up to and including expulsion.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the Superintendent or Assistant Superintendent of Learning whose decision shall be final.

A summary of this policy shall be included in the Student Handbook and the Employee Handbook.

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Legal 118.01, 118.164, 120.12, Wis. Stats.

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA
Code	po5530
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 24, 2024
Last Reviewed	October 4, 2018

#### 5530 - **STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**

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

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

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

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp;
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes";
- G. students wishing to use essential oils in school must have consent from a parent, physician, and school nurse (Policy 5330 - Administration of Medication/Emergency Care).
- H. anabolic steroids;
- I. **(X ) any misuse of over-the-counter drugs or medications;**
- J. any other illegal substance so designated and prohibited by law;
- K. **(X ) any substance, no matter its chemical composition, that is represented as or packaged in such a manner so as to give the appearance that the substance is a drug otherwise defined in this policy.**

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

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

Revised 2/22/17

Reviewed 10/4/18

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Legal

20 U.S.C. 3224A

118.01(2)(d), 118.24(2)(f), 118.257, 125.09(2), Wis. Stats.

Drug-Free Schools and Communities Act of 1986 as amended

20 U.S.C. 3171 et seq.

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	FISCAL PLANNING
Code	po6210
Status	First Reading
Adopted	May 25, 2016

#### 6210 - **FISCAL PLANNING**

The ~~School~~ Board shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the School District and to plan for the financial needs of the educational program. The Board will strive toward maintaining both short and long range projections of District financial requirements.

Annually the School Board shall:

- A. adopt a budget calendar;
- B. approve a per student allocation used to determine building budgets;
- C. ~~approve the flat dollar allocation for support budgets;~~
- D. approve the ~~allocation for buildings and grounds projects based upon recommendations from Administration.~~ **ten (10) year capital projects plan.**

#### **DCE 2025**

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**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	SMALL UNMANNED AIRCRAFT SYSTEMS (Drones)
Code	po7440.03
Status	First Reading
Adopted	November 18, 2020

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS Drones)**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on a property that is owned or leased or contracted for by the Board at any time by any individual who is not authorized to do so by the Superintendent.

~~Pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies, the Board also prohibits the operation of an sUAS (drone) at any Association event conducted on property owned or leased or contracted for by the Board.~~ If sUAS (drones) are used during high school athletic activities and/or events, the use will adhere to the Wisconsin Interscholastic Athletic Association's (WIAA) administrative policies and procedures.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator or vendor employed by the Board must meet all criteria for the operation of and comply with all requirements and restrictions pertaining to the operation of any sUAS established by the Federal Aviation Administration (FAA).

(See AG AG 7440.03 - Small Unmanned Aircraft Systems)

Failure to adhere by applicable regulations and AG 7440.03 may result in loss of authorization to operate a drone on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

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Legal	14 C.F.R. Part 107
	86 FR 4314

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Book	Policy Manual
Section	First Reading by Board
Title	PROPERTY INVENTORY
Code	po7450
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 15, 2025

#### 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 maintain a continuous inventory of all District-owned equipment and supplies, including computing devices.

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 \$510,000, as a single unit 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 \$510,000.

~~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 and identification (serial number or other identification number);
- 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;
- K.  year of purchase;
- L.  evaluation in conformity with insurance requirements.

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.
- 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.
- 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 and Policy 7310 - Disposition of Personal Property. ~~( )~~, and AG 7310 - Disposal of District Property **[END OF OPTION]**.
- 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.
- 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:
  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.

- 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.
- 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.
- I. A physical inventory of the property must be conducted and results reconciled with property records at least once every two (2) years.
- 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

Revised 1/31/22

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2 C.F.R. 200.313

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	ACCOUNTING SYSTEM FOR CAPITAL ASSETS
Code	po7455
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 31, 2022

#### 7455 - **ACCOUNTING SYSTEM FOR CAPITAL ASSETS**

The Board shall maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP);
- B. adequate insurance coverage;
- C. control and accountability.

Capital assets are defined as those tangible assets of the District:

- A. with a useful life in excess of one (1) year;
- B. with an initial cost equal to or exceeding the amount determined periodically by the District in Policy 7450 - Property Inventory;
- C. which are capitalized in accordance with GAAP; and
- D. which the District intends to hold or continue in use for an extended period of time.

Further, some items may be identified as "controlled" assets that although they do not meet all capital asset criteria are to be recorded on the capital asset system to maintain control.

Capital assets shall be classified as follows:

- A. land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- 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).

Leased capital assets and assets which are jointly owned shall be identified and recorded on the capital asset system.

Capital assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by the **Director of Finance** ~~Manager~~.

The purchase of capital assets, the transfer of capital assets between buildings, and the disposal of capital assets shall be initiated by the **Director of Finance** ~~Manager~~ and require the prior written approval of the **Director of Finance** ~~Manager~~. An asset to be disposed of by sale shall be done in accordance with Policy 7300 - Disposition of Real Property or Policy 7310 - Disposition of Personal Property.

In accordance with Generally Accepted Accounting Principles (GAAP), assets must be depreciated over their estimated useful lives and approved by the auditor.

**Such useful lives by asset class as per GASB are as follows:**

- A. **site improvement - 20 years;**
- B. **buildings - 10-50 years;**
- C. **furniture and equipment - 3-50 years;**
- D. **leased equipment - 3-50 years.**

Accumulated depreciation shall be calculated on a straight-line basis and be recorded for general capital assets.

The following information shall be maintained for all capital assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. depreciated life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation
- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. manner of asset disposal

Revised 11/20/19

Revised 10/21/20

T.C. 1/31/22

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**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	CONSERVATION OF NATURAL AND MATERIAL RESOURCES
Code	po7460
Status	First Reading
Adopted	May 25, 2016

#### 7460 - CONSERVATION OF NATURAL AND MATERIAL RESOURCES

##### Purpose

The Board recognizes the need to manage costs of energy resources, explore opportunities to conserve energy usage, and to explore use of renewable and sustainable energy resources. The District implements strategies which:

~~The purpose of this policy is to reduce energy consumption, and improve energy efficiency throughout the D.C. Everest Area School District without compromising the educational mission. This is to be accomplished by developing an aggressive and progressive approach for efficiency energy use. This document details steps that will be taken to address these issues and reach the energy efficiency goals of the District. This policy will be reviewed and updated periodically as public awareness, management techniques and technologies change.~~

- A.  will conserve all forms of energy used;
- B.  ensure proper recycling provide for the separation of recyclable or of reusable materials from other refuse;
- C.  evaluate energy conservation and efficiency measures available in facilities' projects, including construction, renovation, or maintenance projects;
- D.  evaluate the efficacy of alternative energy vehicles when purchased for District use, to include consideration of CNG or EV powered vehicles.

The District's efforts in energy conservation will prioritize sustainable energy when available at comparable long-term cost. ~~[END OF OPTION]~~ All such considerations must balance the value of energy efficiency, conservation, and renewable energy source usage with the needs of the District both fiscally and programmatically.

##### Goals:

- A. ~~Reduce energy costs, eliminate waste, and conserve energy resources by using energy efficient and cost effective technology.~~
- B. ~~Incorporate energy efficiency into the decision making process during the design and acquisition of facilities, equipment and transportation systems. Emphasize the use of renewable energy sources.~~
- C. ~~Increase energy efficiency through capital investment and improved operations.~~
- D. ~~Increase energy efficiency through improved scheduling and proper utilizations of the spaces.~~
- E. ~~Establish partnerships with government and outside organizations to provide technical assistance and to share costs on energy conserving initiatives to the extent possible.~~

- ~~F. Recognize and promote individual and organizational achievements in conserving energy, advancing campus and departmental energy policy, and obtaining monetary savings.~~

The Board of Education directs the Superintendent to develop and implement both immediate and long-range plans to evaluate District energy usage and needs and, where appropriate, propose measures to reduce such usage consistent with programming needs. It expects that the administrative guidelines and procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

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Legal 101.027, Wis. Stats.

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 26, 2019

#### 7530.02 - STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official, or personally-owned by the employee or school official, regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per-use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

#### Conducting District Business Using a PCD

~~{NOTE: FIRST SET OF OPTIONS — CHOOSE OPTION A OR OPTION B}~~

~~}{OPTION A}~~

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, or send/receive instant messages ( ), or \_\_\_\_\_ ~~{END OF OPTION}~~ that concern District business of any kind.

~~{DRAFTING NOTE: Choose Option A-1 or Option A-2}~~

#### Option A-1:

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements. ~~{INSERT REQUIREMENTS INSTEAD OF GENERAL REFERENCE TO REQUIREMENTS.}~~

#### ~~{ } Option A-2:~~

~~Individuals are responsible for retaining text messages, instant messages, and other written communications that are not archived by the District; such records shall be retained in accordance with State requirements.~~

~~{END OF OPTIONS A-1 and A-2}~~

~~{END OF OPTION A}~~

~~{ } {OPTION B}~~

~~{ } Employees and school officials are prohibited from using a Board owned and/or personally owned PCD that concern District business of any kind other than to ( ) make/receive telephone calls ( ), send/receive e-mails on a District issued e-mail account ( ), or \_\_\_\_\_ {END OF OPTION}.~~

~~Employees and school officials who receive District business related communication(s) on Board owned and personally owned PCDs on a function that is not permitted under this policy are still responsible for the following:~~

- A. ~~archiving such communication(s) sent or received in accordance with the District's requirements; and~~
- B. ~~responding to an individual who sends such communication using the employee's or school official's District issued e-mail account with the following message: "On \_\_\_\_\_ [insert date], I received a message from you on my ( ) Board owned ( ) personally owned PCD. Pursuant to Board Policy 7530.02 – Staff and School Officials Use of Personal Communication Devices, please contact me with such communications regarding District business of any kind via my personal communication device, the District e-mail account from which I am sending this message ( ), or \_\_\_\_\_ [END OF OPTION]. Thank you."~~

**[END OF OPTION B]**

**[END OF FIRST SET OF OPTIONS]**

### **Safe and Appropriate Use of PCD**

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message, email, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees and school officials are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee or school official is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees and school officials are required to comply with all applicable State laws and local ordinances while driving, (including any laws that prohibit texting or using a cell phone or other PCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

### **Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements**

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific employee or school official or personally-owned by the employee.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees or school officials should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

PCD communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee or school official is responsible for informing the Superintendent or designee of all public records, student records and ESI subject to a litigation hold that are maintained on the employee's Board-owned PCD. The District's IT department/staff will transfer the records/ESI to an alternative storage device.

If the employee or school official utilized a personally-owned PCD for District-related communications, and the device contains public records, student records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g. server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee or school official will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned PCD.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee or school official must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and the accompanying guideline the Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCD:

- A. social security numbers;
- B. driver's license numbers;
- C. credit and debit card information;
- D. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA);
- E. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA).

If an employee or school official maintains records and/or information on a PCD that is confidential, privileged, or otherwise protected by State and/or Federal law, the employee is required to encrypt the records and/or information.

It is required that employees and school officials lock and password-protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by State and/or Federal law.

### **Privacy Issues**

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

### **Potential Disciplinary Action**

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

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Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 105-554 (2001)

20 U.S.C. 1232g

34 C.F.R. Part 99

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	SCHOOL NUTRITION
Code	po8500
Status	First Reading
Adopted	May 25, 2016
Last Revised	December 18, 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.

~~[ ] This policy only applies to those schools in the District that participate in the National School Lunch Program (NSLP). Schools that do not participate in the NSLP shall abide by all applicable State and Federal regulations. [END OF OPTIONAL PARAGRAPH]~~

The Board shall also provide a breakfast program in accordance with procedures established by the United States Department of Agriculture (USDA) School Breakfast Program.

**[ X ]** The food-service program ~~( ) shall participate~~ **( X ) may participate [END OF OPTION]** in the Farm to School Program using locally grown food in school meals and snacks. **[END OF OPTIONAL PARAGRAPH]**

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 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 District Administrator Superintendent shall assure th provide the District's vendors and/or Food Service Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines. [END OF OPTION]~~

~~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.~~

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]**

### **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 and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs:

- 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. **In situations where a medical statement or Individual Education Plan (IEP) is not immediately available, is incomplete, or requires additional clarification, the meal modification should still be made if there is enough information to provide a safe meal.**

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 Special Dietary Accommodation Coordinator, D.C. Everest Middle School, 9302 Schofield Ave., Weston, WI 54476, (715) 241-9700, ext. 2406.

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>) or upon request to the District's School Nutrition Director or Special Dietary Accommodation Coordinator.

The individual making an initial request for such substitutions must inform the Director of School Nutrition that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State authorized medical authority. **In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal.** 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.

### **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 Director of School Nutrition 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.
- 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~~**

~~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. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal.**

### 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 shall make every effort to contact the School Nutrition Director 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.

### 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 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.

### **Unpaid Meal Charges~~Bad Debt~~**

~~Bad debt~~ Unpaid Meal charges incurred through the inability to collect ~~lunchmeal~~ payments from students is ~~not~~ an unallowable cost chargeable to any Federal program. ~~to the nonprofit school food service account.~~

Delinquent debt is when payment for unpaid meal charges is overdue to the nonprofit school food service account. It is considered collectable while efforts are being made to collect it. The delinquent debt remains on the accounting documents until it is either collected or written off. Delinquent debt may be carried over year to year as long as the student is still enrolled at the school food authority (SFA).

Bad debt is when local officials have determined that further collection efforts of unpaid meal charges are uncollectable. When this happens, the delinquent debt must be re-classified as bad debt and written off as an operating loss. Since the nonprofit school food service account cannot be used to cover the bad debt, a transfer from the general fund, state or local funds, school or community organizations such as the PTA or from donated funds must be made to cover the total amount of bad debt. When delinquent debt is converted to bad debt, records of this must be kept in accordance with the records retention requirement in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

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~~ All households shall be notified about this policy and any implementing guidelines at the start of each school year, as well as informed about access to this policy and any implementing guidelines 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~~ All District staff with responsibility for enforcing the policies shall be notified about the provisions of this policy and any implementing guidelines, as well as provided access to this policy and any implementing guidelines. The policy and guidelines will be posted on the District website. ~~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.~~

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at

**(202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.**

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/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  
Revised 2/21/24

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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](#)

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	WELLNESS
Code	po8510
Status	First Reading
Adopted	May 25, 2016
Last Revised	April 16, 2025

#### 8510 - **WELLNESS**

As required by law, the Board for the D.C. Everest Area School District establishes the following wellness policy.

#### **Policy Preamble**

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and the student's ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school-based activities.

#### **Wellness Policy Leadership**

The designated official for oversight of the wellness policy is the Director of School Nutrition.

#### **Required Public Involvement**

The Superintendent shall obtain the input of District collaborators to participate in the development, implementation, and periodic review and update of the policy. The collaborators may include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, Board members, members of the public, medical/health care professionals, and other school administrators. The school-level Wellness Committees may assist in the planning and implementation of these wellness initiatives.

## District Wellness Committee

### Committee Formation

To assist in the creation of a healthy school environment, the District shall establish a Wellness Committee that will provide an ongoing review and evaluation of the Wellness Policy. The Committee shall meet no less than one (1) time during the school year to implement, assess and review, and make recommendations for changes to the wellness policy.

### Committee Representatives

The District shall invite a diverse group of collaborators to participate in the development, implementation, and periodic review and update of the Wellness Policy.

Collaborators may include:

- A. Administrator;
- B. Board member;
- C. Classroom teacher;
- D. Physical education teacher;
- E. School nutrition representative;
- F. District nurse;
- G. Community member/parent;
- H. Students;
- I. Nutrition and/or health education teachers;
- J. School counselor;

### Nutrition Standard for All Foods

The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

### School Meal Programs

#### Standards and Guidelines for School Meal Programs

- A. All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. (<https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart>).
- Drinking water is available for students during mealtimes. All schools in the District participate in USDA child nutrition programs, including NSLP and SBP.
- B. Withholding food as a punishment shall be strictly prohibited.
- C. All meals are appealing and attractive and served in clean and pleasant settings.
- D. When drinking fountains are not present in the cafeteria, water cups/jugs are available.
- E. Lunch must start serving between 10:00 a.m. and 1:00 p.m.
- F. Students are provided at least ten (10) minutes to eat breakfast and at least twenty (20) minutes to eat lunch after being seated.

### School Meal Program Participation

The District:

- A. shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals;
- B. shall allow students the opportunity to provide input on menu items;
- C. shall restrict the scheduling of club/organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings;
- D. shall explore the use of nontraditional breakfast service models (such as breakfast in the classroom) to increase breakfast participation.

### **Standards for Foods and Beverages Sold Outside of School Meals**

All food and beverages sold and served outside of the school meal program ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. <https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>

All food and beverages sold to students during before and after school programs shall meet the USDA Smart Snack nutrition standards.

### **Foods Offered/Provided but Not Sold**

The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members. Non-food celebrations will be promoted and a list of ideas is available.

### **Fundraising**

Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.

The District adheres to the Wisconsin Department of Public Instruction fund-raiser exemption policy and allows two (2) exempt fund-raisers per student organization per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

### **Marketing**

Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by the USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fund-raisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

### **Nutrition Education**

- A. Nutrition curriculum shall be offered as part of a sequential, standards-based program designed to provide students with the knowledge and skills necessary to promote health. Curriculum will place an emphasis on: promotion of adequate nutrient intake, healthy food preparation techniques, food safety, and healthy eating practices based on the Dietary Guidelines for Americans and MyPlate; skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning, analysis of health information; and media literacy and the problems associated with food marketing to children.
- B. Curriculum will place an emphasis on: promotion of adequate nutrient intake, healthy food preparation techniques, food safety, and healthy eating practices based on the Dietary Guidelines for Americans and MyPlate; skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning, analysis of health information; and media literacy and the problems associated with food marketing to children.

### **Nutrition Promotion**

- A. The District is committed to providing a school environment that encourages students to practice healthy eating and physical activity.
- B. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

### **Physical Activity**

- A. Children and adolescents should participate in sixty (60) minutes of physical activity every day. The District shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and State standards for physical education. The District shall also provide opportunities for students to participate in physical activity in addition to physical education.
- B. The District shall provide students with age and grade-appropriate opportunities to engage in physical activity.
- C. Physical activity during the school day shall not be withheld as punishment. Participation on sports teams may be exempt from this rule if related to failure to meet WIAA or other school codes, e.g. academic or attendance requirements.
- D. All students in grades K-5 shall be provided with a daily recess period at least twenty (20) minutes in duration. Recess shall not be used as a reward or punishment.
- E. Outdoor recess shall be offered weather permitting.
- F. Teachers shall incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible.
- G. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, student with disabilities, and students with special health care needs.
- H. All students in grades 6 -12 shall have the opportunity to participate in interscholastic sports programs.

### **Physical Education**

A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

All-District high school students are required to receive at least 1.5 credits of physical education prior to graduation unless the District allows for the substitution of 0.5 credit per Policy 5460 - Graduation Requirements.

### **Other Activities That Promote School Wellness**

- A. As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle.
- B. The District supports the implementation of other programs that help create a school environment that conveys consistent wellness messages in an effort to promote student well-being.
- C. Students shall be allowed to bring and carry throughout the day approved water bottles filled with only water.

### **Community Engagement**

- A. The District shall inform and invite parents to participate in school-sponsored activities throughout the year.
- B. The District shall actively inform families and the public about the content of and any updates to the policy through the website and social media.

### **Monitoring and Evaluation - Triennial Assessment**

- A. The District will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy, progress towards meeting policy goals, and how the policy compares to a model policy, as established by the USDA. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement. The results of the

triennial assessment will be made available to the public.

- B. The District wellness policy will be updated as needed based on evaluation results, District changes, emersion of new health science information/technology, and/or new Federal or State guidance are issued.

### **Update/Inform the Public**

The District will actively inform and update the public about the content of and any updates to the policy through the District website and Board meetings.

The Superintendent shall be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

### **Record Retention**

The Superintendent shall require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy, including:

- A. copy of the current policy;
- B. documentation pertaining to the most recent assessment of the implementation of wellness initiatives identified in the policy.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. ~~The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260—Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122—Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/ad-3027.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 5/24/17  
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Revised 1/31/22  
T.C. 3/23/23  
Revised 6/9/23

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Legal                      42 U.S.C. 1751 et seq.  
                                  42 U.S.C. 1771 et seq.

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	First Reading
Adopted	May 25, 2016
Last Revised	April 16, 2025

#### 8531 - **FREE AND REDUCED-PRICE MEALS**

The Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student, as well as free milk for qualifying students, ~~if the District participates in the Wisconsin School Day Milk Program.~~

**If the District participates in the Wisconsin School Day Milk Program, qualifying student shall receive milk at no charge.**

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's (DPI) administration of the School Nutrition Programs.

The Board designates the Director of School Nutrition to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school. The notice shall contain all information required by State and Federal regulation.

**At least once annually at the beginning of each school year, the school shall notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school. The notice shall contain all information required by State and Federal regulation.**

The District shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

Any student identified as homeless, a foster child, a runaway, a migrant, or who is enrolled in Head Start shall be considered eligible for free meals and free milk.

Students receiving free or reduced meals or milk shall not be subjected to any of the following actions related to their receipt of meal service:

- A. the District shall not publish or otherwise publicize names of children receiving free or reduced meals or milk;
- B. the District's meal service will not use special tokens or tickets that identify students as receiving free or reduced meals or milk;
- C. no student shall be required to work or perform any service in order to receive food service;

- D. students receiving free or reduced price meal service shall not be required to use a separate line or separate eating area, nor shall they be required to receive meals at a different time based on eligibility for the free or reduce program;
- E. all students shall have the same choices for meals and milk regardless of whether the student is paying full price or receiving free or reduced meal service benefits.

The Superintendent shall regularly evaluate the free and reduced lunch program to determine whether the District or school may qualify for special assistance certification or Community Eligibility Provision (CEP) to reduce the paperwork burden on families qualifying for free and reduced meals. Any schools identified as CEP eligible shall be notified.

If the District has received approval to extend free meals to all students in one (1) or more of the District's schools through the Community Eligibility Provision (CEP), such participation. Participation in CEP means that all students attending those qualifying schools receive free meal service on an equal basis, and that no individual household applications may be collected, ~~except as frequently as required by law to continue CEP eligibility.~~ If any school is found in any fourth year of CEP to have ~~a free or reduced lunch eligible student percentage~~ **an identified student percentage** less than twenty-five percent (25%) but more than fifteen percent (15%), the Director of School Nutrition shall notify DPI and request an additional year of CEP eligibility ~~prior to recertification~~ **through a grace year.**

Unless exempted by DPI, annually prior to a date established by the Department of Agriculture and/or the DPI, the Director of School Nutrition shall notify DPI of any school in the District that has twenty-five percent (25%) free and reduced lunch eligible or that has less than twenty-five percent (25%) but more than fifteen percent (15%) identified student percentage.

### **USDA Nondiscrimination Statement**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. ~~The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260—Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122—Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/ad-3027.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 2/1/21

T.C. 3/23/23  
Revised 12/20/23  
Revised 11/20/24

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Legal                            115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.  
   42 U.S.C. 1771 et seq.  
   7 C.F.R. Part 245

**Last Modified by Ellen Suckow on August 29, 2025**



Book	Policy Manual
Section	First Reading by Board
Title	VENDING MACHINES
Code	po8540
Status	First Reading
Adopted	May 25, 2016
Last Revised	March 19, 2025

#### 8540 - **VENDING MACHINES**

The Board recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied:

- A. no food or beverages are to be sold or distributed in schools which will compete with the District's food service program;
- B. food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack ~~Rules~~ **Requirements**;
- C. the installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products;
- D. the District's share of the revenues is managed by the District in accordance with relevant Board policies and administrative guidelines;
- E. no products are vended which would conflict with or contradict information or procedures contained in the District's educational programs on health and nutrition.

#### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. ~~The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 — Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 — Nondiscrimination and Equal Employment Opportunity.~~

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/ad-3027.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.

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Legal 42 U.S.C. 1779

**Last Modified by Ellen Suckow on August 29, 2025**

DCE - Casey Nye &  
Team -

On behalf of the  
Dickerson & Meuret  
families - THANK YOU!

Thank you for the support,  
the caring messages & the  
donation in honor of my  
father - Jiggs Meuret.  
He will not be forgotten &  
will live on in our hearts  
& memories. The D.C.E.  
community was always  
important to him.  
Thank you!  
Leslie, Josh,  
Ransom & Leika Dickerson + Jo Meuret

The family of Jiggs Meuret extends our  
deepest thanks for your kindness, love, and  
support during this time.

Your presence, comforting words, and  
thoughtful gestures have brought us strength  
and comfort as we celebrate Jiggs' life and the  
many memories we hold dear.

With sincere appreciation,  
*The Meuret Family*