

Regular School Board Meeting
Wednesday, August 19, 2026, 6:30 PM
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476



– A G E N D A –

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

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:

Webinar topic:

D.C. Everest School Board Meeting August 2026

Date and time:

Wednesday, August 19, 2026, 6:30 PM | (UTC-05:00) Central Time (US & Canada)

Join link:

<https://dce.webex.com/dce/j.php?MTID=m2c8dcb624654b99dd7506a7081968db0>

Webinar number:

2495 298 8578

Webinar password:

BoardAugust2026 (26273285 when dialing from a phone or video system)

Join by phone

+1-415-655-0003 United States Toll

Access code: 249 529 88578

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

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B. Certified Staff Recommended Employment/Resignations/Contract Adjustments	8
C. Treasurer's Report - General/Other Fund Bills	12
D. Balance Sheet	33
E. Budget Transfers	
F. Budget Revisions	

D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221 43

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.

G. Grant Application(s)/Budget(s) Approval	
H. Fundraising Requests	
I. Gift/Bequests	
J. Bus Accident Report	
K. Second Reading of Policies	
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6. po7540.03 Student Technology Acceptable Use and Safety	77
7. po7544 Use of Social Media	84
8. po8120 Volunteers	89
9. po8462 Reporting of Child Abuse and Neglect and Sexual Misconduct	92
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A. WASB Legislative Network Member	
B. CESA #9 Representative	
C. Superintendent	
1. District Update	
2. Facilities Study, Community Survey	
3. Staff Professional Development, Responsive Classroom	
4. Compensation Study Feedback	
5. Website Follow Up	
6. Safety Training	
IX. Unfinished Business	
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A. District Kick-Off - Pizza Lunch to Follow	
August 20, 2026, at 11:00 a.m.	
Senior High Auditorium/Commons	
6500 Alderson Street	
Weston, WI 54476	
September Regular Board Meeting	
Sept. 16, 2026, at 6:30 p.m.	
D.C. Everest Administration Building	
6100 Alderson Street	
Weston, WI 54476	
Annual Meeting/Budget Hearing	
D.C. Everest Area School District, 6100 Alderson Street, Weston, WI 54476 ~ (715) 359-4221	
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.	

October 28, 2026, at 6:00 p.m.
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476

Regular Board Meeting
October 28, 2026, immediately following the Annual Meeting/Budget Hearing
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476

XIII. Adjourn

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

D.C. Everest, in partnership with the community, is committed to being an innovative educational leader
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prepared to meet the challenges of an ever-changing global society.

Regular School Board Meeting
Wednesday, July 15, 2026 6:30 PM Central
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, Jennifer Douck: Present, Katie Felch: Present, Shannon Grabko: Present, Lindsey Lewitzke: Present, Larry Schaefer: Present, Yee Leng Xiong: Absent. Present: 6, Absent: 1. Also present Dr. Nye, Dr. Strike, Suckow.

III. Pledge of Allegiance

IV. Approval of Agenda

Motion to approve the agenda for this meeting. This motion, made by Lindsey Lewitzke and seconded by Katie Felch, passed with a voice vote.

V. Public Comment -There was none.

VI. Consent Agenda

Motion to approve the Consent Agenda with a roll call vote. This motion, made by Katie Felch and seconded by Larry Schaefer, passed.

Yee Leng Xiong: Absent, Ben Bliven: Yea, Jennifer Douck: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea
Yea: 6, Nay: 0, Absent: 1

VI.A. Approval of Minutes

VI.B. Certified Staff 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.J. Bus Accident Report

VI.K. Second Reading of Policies

VI.K.1. po0100 Definitions

VI.K.2. po0167.3 Public Comment at Board Meetings

VI.K.3. po3120 Employment of Professional Staff

VI.K.4. po3120.05 Employment of Personnel in Community Education Programs

VI.K.5. po3140 Non-Renewal, Resignation, and Termination

VI.K.6. po4120.04 Employment of Substitutes

VI.K.7. po5200.01 Full-Time Student

VII. Non-Certified Staff Employment Changes (Informational Only)

VIII. Reports/Considerations

VIII.A. WASB Legislative Network Member – Grabko reported today there was a WASB legislative update online. A recording is available at the WASB website. Grabko attended a school safety presentation and shared some materials. WASB also has “Setting the Record Straight” available for members to download free which shares ways to counter claims against public schools.

VIII.B. CESA #9 Representative – Schaefer reported CESA has no July meeting.

VIII.C. Superintendent

VIII.C.1. District Update

VIII.C.2. Certified Staff Compensation Planning

VIII.C.3. Internal Review of Student Screen Time

VIII.C.4. Facilities Study Learning Focus

VIII.C.5. Responsive Classroom

VIII.C.6. Summer Projects Update

VIII.C.7. 2026 World Horseshoe Pitching Championship

IX. Unfinished Business - none

X. New Business

X.A. Set the Date for Annual Meeting/Budget Hearing

Motion to approve Oct. 28, 2026, as the date for the Annual Meeting/Budget Hearing. This motion, made by Ben Bliven and seconded by Katie Felch, passed with a voice vote.

X.B. Academic Standards

Motion to approve the Academic Standards for the 2026-2027 school year. This motion, made by Larry Schaefer and seconded by Jennifer Douck, passed with a voice vote.

X.C. Approval of Independent Hearing Officers

Motion to approve Steven Pophal and Rena Sabey as hearing officers for 2026-2027 and re-adopt policy 5610.01. This motion, made by Lindsey Lewitzke and seconded by Katie Felch, passed with a voice vote.

X.D. School Handbook Changes

Motion to approve the school handbooks for 2026-2027 school year. This motion, made by Lindsey Lewitzke and seconded by Ben Bliven, passed with a voice vote.

X.D.1. Elementary Handbook (Riverside Sample)

X.D.2. Middle School Handbook

X.D.3. Junior High Handbook

X.D.4. Senior High Handbook

X.E. Review of po2261.01 - Parent and Family Engagement in Title 1 Programs

Motion to approve the review of po2261.01 - Parent and Family Engagement in Title 1 Programs as required annually. This motion, made by Larry Schaefer and seconded by Katie Felch, passed with a voice vote.

X.F. Annual Eval of Reading Curriculum po2131.01 "The Reading Specialist shall annually prepare a report evaluating the reading curriculum of the School District and forward the report to the Superintendent, who shall present the report to the Board." Information Only.

X.G. Senior High Trip to Japan

Motion to approve the Senior High trip to Japan in March of 2028. This motion, made by Jennifer Douck and seconded by Lindsey Lewitzke, passed with a voice vote.

X.H. First Reading of Policies

Motion to approve the policies listed in the background on first reading. This motion, made by Katie Felch and seconded by Ben Bliven, passed with a voice vote.

X.H.1. po1213 Student Supervision and Welfare

X.H.2. po3120.01 Job Descriptions

X.H.3. po3213 Student Supervision and Welfare

X.H.4. po4213 Student Supervision and Welfare

X.H.5. po7530.02 Staff and School Officials Use of Personal Communication Devices

X.H.6. po7530.03 Student Technology Acceptable Use and Safety

X.H.7. po7544 Use of Social Media

X.H.8. po8120 Volunteers

X.H.9. po8462 Reporting of Child Abuse and Neglect and Sexual Misconduct

X.I. The WASB Fall Region Five meeting will be held the evening of September 29 at the Holiday Inn in Rothschild. The pre-meeting topic is Understanding and Navigating Closed Sessions. An online workshop will also be held at 12:00 p.m. on Nov. 3 via Zoom. This meeting will be recorded and made available for registrants to view at their convenience. Please let Ellen know if you would like to register for any of these opportunities.

XI. Petitions and Communications

XI.A. Thank you from C. Thompson for Memorial Tribute

XII. Future Meeting Dates

XII.A. Regular Board Meeting
August 19, 2026, at 6:30 p.m.
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476

Regular Board Meeting
September 16, 2026, at 6:30 p.m.
D.C. Everest Administration Building
6100 Alderson Street
Weston, WI 54476

XIII. Grabko motioned to adjourn to Closed Session pursuant to W.S.S. 19.85(1)(c) for considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility (staff investigation). Douck seconded the motion.

With a roll call vote this motion passed. Yee Leng Xiong: Absent, Ben Bliven: Yea, Jennifer Douck: Yea, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Larry Schaefer: Yea, Yea: 6, Nay: 0, Absent: 1

Adjourned to closed session at 6:54 p.m.

Respectfully submitted,

Benjamin K. Bliven, Clerk

Ellen Suckow, Executive Assistant to the
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the August 19, 2026, meeting of the School Board.



Date: 08/19/2026

Employment Report - Consent Agenda

New Hires			
<i>Name</i>	<i>Position/Building</i>	<i>Type/FTE</i>	<i>Effective Date</i>
Daniel Drewek	Special Education Teacher/EV	Teacher Contract/1.0 FTE	August 3, 2026
Brittany Burnett	School Social Worker/SH & HA	Teacher Contract/1.0 FTE	August 3, 2026
Angela Harris	Special Education Teacher/WE	Teacher Contract/1.0 FTE	August 3, 2026
Megan Murphy	School Psychologist/JH	At Will Exempt/1.0 FTE	August 4, 2026
Amelia Lang	Grade 3 Teacher/RI	Teacher Contract/1.0 FTE	August 10, 2026
EmmaLee Krueger	School Nurse/District	At Will Exempt/1.0 FTE	August 11, 2026
Change of Status			
<i>Name</i>	<i>Position/Building From</i>	<i>Position/Building To</i>	<i>Effective Date</i>
Roxanne Brecke	School Counselor/Idea, ODY, HA	School Counselor/MS	August 3, 2026
Gretchen Fox	EL Teacher/EV	EL Teacher/EV & WE	August 3, 2026
Emily Gilmore	School Counselor/RO	School Counselor/RO & HA	August 3, 2026
Donna Guldán	EL Teacher/RI & HA	EL Teacher/RI & WE	August 3, 2026
Kiara Hammond	Grade 4 Teacher/HA	Grade 4 Teacher/RI	August 3, 2026
Sarah Kaminski	Instructional Coach/District & Literacy Interventionist/HA	Literacy Interventionist/HA & Math Interventionist/RI	August 3, 2026
Olivia Kranz	Grade 3 Teacher/RI	Grade 3 Teacher/EV	August 3, 2026
Matthew McEwen	Music Teacher/RI & HA	Music Teacher/RI	August 3, 2026
Melissa B Meyer	School Counselor/EV	School Counselor/EV & ODY	August 3, 2026
Kristin Peterson	Business Education Teacher/JH	Contracted Guest Teacher/District	August 3, 2026
Panyia Thao	Math Interventionist/MB & RI	Math Interventionist/EV & MB	August 3, 2026
Kendra VanSlyke	Art Teacher/EV	Art Teacher/EV & ODY	August 3, 2026
Brooke Wendorf	Grade 4 Teacher/RI	Science Teacher/MS	August 3, 2026

Brian Zell	Music Teacher/EV & HA	Music Teacher/EV & ODY	August 3, 2026
Cassie Zell	Music Teacher/RO & ODY	Music Teacher/RO & HA	August 3, 2026
End of Employment			
<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Morgan Mattern	Special Education Teacher/EV	Resignation	June 30, 2026
Summer Learning			
<i>Last Name</i>	<i>First Name</i>	<i>Position</i>	<i>Building</i>



Date: 08/19/2026

Employment Report - Consent Agenda

New Hires			
<i>Name</i>	<i>Position/Building</i>	<i>Type/FTE</i>	<i>Effective Date</i>
Daniel Drewek	Special Education Teacher/EV	Teacher Contract/1.0 FTE	August 3, 2026
Brittany Burnett	School Social Worker/SH & HA	Teacher Contract/1.0 FTE	August 3, 2026
Megan Murphy	School Psychologist/JH	At Will Exempt/1.0 FTE	August 4, 2026
Amelia Lang	Grade 3 Teacher/RI	Teacher Contract/1.0 FTE	August 10, 2026
Kia Her	Grade 3 Teacher/EV	Teacher Contract/1.0 FTE	August 10, 2026
EmmaLee Krueger	School Nurse/District	At Will Exempt/1.0 FTE	August 11, 2026
Change of Status			
<i>Name</i>	<i>Position/Building From</i>	<i>Position/Building To</i>	<i>Effective Date</i>
Isaac Bray	Physical Education & SDPE Teacher/EV & WE	Physical Education & SDPE Teacher/EV	August 3, 2026
Roxanne Brecke	School Counselor/Idea, ODY, HA	School Counselor/MS	August 3, 2026
Gretchen Fox	EL Teacher/EV	EL Teacher/EV & WE	August 3, 2026
Emily Gilmore	School Counselor/RO	School Counselor/RO & HA	August 3, 2026
Donna Guldán	EL Teacher/RI & HA	EL Teacher/RI & WE	August 3, 2026
Kiara Hammond	Grade 4 Teacher/HA	Grade 4 Teacher/RI	August 3, 2026
Sarah Kaminski	Instructional Coach/District & Literacy Interventionist/HA	Literacy Interventionist/HA & Math Interventionist/RI	August 3, 2026
Olivia Kranz	Grade 3 Teacher/RI	Grade 3 Teacher/EV	August 3, 2026
Matthew McEwen	Music Teacher/RI & HA	Music Teacher/RI	August 3, 2026
Melissa B Meyer	School Counselor/EV	School Counselor/EV & ODY	August 3, 2026
Kristin Peterson	Business Education Teacher/JH	Contracted Guest Teacher/District	August 3, 2026
Panyia Thao	Math Interventionist/MB & RI	Math Interventionist/EV & MB	August 3, 2026
Kendra VanSlyke	Art Teacher/EV	Art Teacher/EV & ODY	August 3, 2026
Brooke Wendorf	Grade 4 Teacher/RI	Science Teacher/MS	August 3, 2026

Brian Zell	Music Teacher/EV & HA	Music Teacher/EV & ODY	August 3, 2026
Cassie Zell	Music Teacher/RO & ODY	Music Teacher/RO & HA	August 3, 2026
End of Employment			
<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Morgan Mattern	Special Education Teacher/EV	Resignation	June 30, 2026
Amanda Winter	Grade 3 Teacher/EV	Resignation	July 31, 2026

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

JULY 31, 2026

CASH BALANCE AS OF JULY 1, 2026	(\$300,904.21)	
INVESTMENT ACCOUNT TRANSFERS		\$3,997,154.89
RECEIPTS CR#37241 - #37277	\$7,805,991.12	
CHECKS FOR APPROVAL: #239787- #239961 ACH: #262700002- #262700237		\$3,660,339.54
<u>VOIDS:</u> 239860, 239695, 239754, 239639	\$359.63	
CASH BALANCE AS OF JULY 31, 2026		(\$152,047.89)
	\$7,505,446.54	\$7,505,446.54

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(7/1/2026 - 7/31/2026)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
239787	PER MAR SECURITY SERVICES, INC.	3879486	7/3/26	63.72
239787	PER MAR SECURITY SERVICES, INC.	3879485	7/3/26	420.00
239788	WI DEPT OF NATURAL RESOURCE	WU121930	7/3/26	125.00
239789	A & A LOCK SERVICE	JUN.19.26	7/3/26	120.00
239790	BAYER, CHERYL	601248	7/3/26	16.45
239791	BOELTER COMPANIES, THE	9100077007	7/3/26	67.00
239791	BOELTER COMPANIES, THE	9100077007	7/3/26	89.33
239791	BOELTER COMPANIES, THE	9100077007	7/3/26	201.00
239791	BOELTER COMPANIES, THE	9100077007	7/3/26	1,876.01
239792	BRAYTON, OWEN	26650	7/3/26	28.20
239793	BROGE, CARI	601601	7/3/26	5.50
239794	CARTLEDGE, WENDY	500682	7/3/26	17.75
239795	CENTRAL WI POWERSPORTS LLC	60099	7/3/26	9,662.40
239796	FAHRNER ASPHT SEALERS LLC	PP1102619300	7/3/26	1,195.00
239796	FAHRNER ASPHT SEALERS LLC	PP1102619301	7/3/26	1,605.00
239796	FAHRNER ASPHT SEALERS LLC	PP1102619302	7/3/26	5,620.00
239796	FAHRNER ASPHT SEALERS LLC	PP1102619303	7/3/26	5,680.00
239796	FAHRNER ASPHT SEALERS LLC	PP1102619304	7/3/26	8,054.00
239797	GEURINK, ANN	133445	7/3/26	9.50
239798	GORDON FOOD SERVICE INC	9037065231	7/3/26	46.15
239798	GORDON FOOD SERVICE INC	9037065223	7/3/26	1,045.15
239798	GORDON FOOD SERVICE INC	9037065234	7/3/26	5,087.38
239798	GORDON FOOD SERVICE INC	9037065230	7/3/26	5,302.47
239799	HER, ISABELLA	240052	7/3/26	6.45
239800	INDIANHEAD GOLF AND RECREATION, INC.	12106	7/3/26	1,800.00
239801	JAS CONSTRUCTION, LLC	46197	7/3/26	22,632.00
239802	JOHNSON, JOSHUA	59049	7/3/26	50.00
239803	JOSTENS, INC.	40082713	7/3/26	90.00
239804	LAMERS BUS LINES, INC.	103383	7/3/26	200.18
239805	LONG, LEAH	500958	7/3/26	14.20
239806	MARA CTY HEALTH DEPT	INV09533	7/3/26	33.00
239807	MS GRAPHICS, LLC	2014-8656	7/3/26	125.00
239808	OMNI GLASS & PAINT, LLC	0159134-IN	7/3/26	1,500.00
239809	PARTS TOWN, LLC.	509263271	7/3/26	177.57
239810	ROBERT PAYNE PHOTOGRAPHY INC.	06.18.26	7/3/26	284.50
239811	T-MOBILE USA INC	6212026	7/3/26	157.50
239812	THAO, KIA	601156	7/3/26	9.65
239813	THE LIBRARY STORE INC	791468	7/3/26	1,591.68
239814	VESTIS SERVICES LLC	6320805683	7/3/26	63.81

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(7/1/2026 - 7/31/2026)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
239815	WAUSAU COUNTRY CLUB	5213876	7/3/26	180.03
239816	CENTER FOR RESPONSIVE SCHOOLS, INC	7607	7/3/26	7,170.00
239817	MW FORESTRY & REAL ESTATE LLC	1	7/3/26	1,361.23
239817	MW FORESTRY & REAL ESTATE LLC	1	7/3/26	7,738.77
239818	ACTIVE INTERNET TECHNOLOGIES LLC	INV098383	7/3/26	6,000.00
239818	ACTIVE INTERNET TECHNOLOGIES LLC	INV098364	7/3/26	7,900.00
239818	ACTIVE INTERNET TECHNOLOGIES LLC	INV098367	7/3/26	19,657.00
239819	ART OF EDUCATION UNIVERSITY LLC	326314	7/3/26	695.00
239820	GAGGLE.NET, INC.	INV09137	7/3/26	40,515.00
239821	MYSTERY SCIENCE C/O DISCOVERY EDUCATION	304582	7/3/26	10,465.00
239822	SOUNDZABOUND MUSIC LIBRARY	108357	7/3/26	99.00
239822	SOUNDZABOUND MUSIC LIBRARY	108357	7/3/26	99.00
239822	SOUNDZABOUND MUSIC LIBRARY	108357	7/3/26	99.00
239823	WASBO FOUNDATION, INC.	202681838	7/3/26	355.00
239823	WASBO FOUNDATION, INC.	202682025	7/3/26	654.00
239824	8PINE INC	261100 APP2	7/10/26	42,732.61
239825	ALLIANT ENERGY/WP&L	46174	7/10/26	794.45
239826	ASPIRUS MEDICAL GROUP	159490	7/10/26	84.00
239826	ASPIRUS MEDICAL GROUP	159490	7/10/26	84.00
239826	ASPIRUS MEDICAL GROUP	159490	7/10/26	168.00
239826	ASPIRUS MEDICAL GROUP	159982	7/10/26	168.00
239826	ASPIRUS MEDICAL GROUP	159490	7/10/26	1,092.00
239827	ASPIRUS HEALTH	800000188JUNE2026	7/10/26	20.00
239828	CELLCOM - WAUSAU	168406	7/10/26	1,187.92
239829	CRESCENT LANDSCAPE SUPPLY, INC	34394	7/10/26	7,560.00
239830	CTM SERVICES INC	16685	7/10/26	979.94
239830	CTM SERVICES INC	16684	7/10/26	5,419.32
239831	CYWINSKI, MAKAYLA	JUN2026 ITEM	7/10/26	219.55
239832	DC EVEREST SENIOR HIGH SCHOOL	GirlsRunCamp26	7/10/26	355.80
239833	DIETSCH, SUZANNE	DietscheRefund	7/10/26	94.00
239834	EDGE	3386	7/10/26	3,161.95
239835	INNOCORP LTD	51972	7/10/26	1,730.00
239836	MS GRAPHICS, LLC	2014-8478	7/10/26	210.16
239837	PITNEY BOWES INC	1029697666	7/10/26	201.00
239838	ROMA, BRENDA	99	7/10/26	62.50
239839	T-MOBILE USA INC	6222026	7/10/26	536.00
239840	TWEET/GAROT MECHANICAL INC	99273	7/10/26	76,222.00
239840	TWEET/GAROT MECHANICAL INC	99273	7/10/26	172,787.00
239841	VILLAGE OF WESTON	3/15-6/15/26.	7/10/26	927.50

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(7/1/2026 - 7/31/2026)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
239841	VILLAGE OF WESTON	3/15-6/15/2026	7/10/26	2,113.47
239841	VILLAGE OF WESTON	3/15-6/15/2026	7/10/26	2,371.11
239841	VILLAGE OF WESTON	3/15-6/15/26.	7/10/26	2,686.92
239841	VILLAGE OF WESTON	3/15-6/15/26.	7/10/26	3,134.08
239842	ZANDER, ELI	6.19.26	7/10/26	10.00
239843	ASPIREDU, INC.	17402	7/10/26	3,810.00
239844	CDW GOVT IN EDUCATION	AJ9N96P	7/10/26	7,350.00
239844	CDW GOVT IN EDUCATION	AJ9MK9F	7/10/26	12,500.00
239844	CDW GOVT IN EDUCATION	AJ9584V	7/10/26	25,258.00
239844	CDW GOVT IN EDUCATION	AJ94S6K	7/10/26	30,591.36
239844	CDW GOVT IN EDUCATION	AJ9WN8T	7/10/26	33,173.90
239844	CDW GOVT IN EDUCATION	AJ9MH6W	7/10/26	58,761.24
239845	CPM EDUCATIONAL PROGRAM	2601424-IN	7/10/26	12,875.00
239846	CTM SERVICES INC	16693	7/10/26	219.81
239847	EDCLUB, INC.	#309797	7/10/26	13,271.00
239848	NEWSELA, INC.	INV57894	7/10/26	5,595.45
239849	NUTRISLICE, INC.	13166	7/10/26	1,740.12
239850	RIDDELL ALL AMERICAN SPORTS CORP	60566693	7/10/26	3,420.65
239851	SPICEWORKS INC	8GAO5RIL-0002	7/10/26	2,100.00
239852	TUMBLEWEED PRESS INC.	122061	7/10/26	700.00
239852	TUMBLEWEED PRESS INC.	122061	7/10/26	700.00
239852	TUMBLEWEED PRESS INC.	122061	7/10/26	700.00
239852	TUMBLEWEED PRESS INC.	122061	7/10/26	700.00
239852	TUMBLEWEED PRESS INC.	122061	7/10/26	700.00
239853	VESTIS SERVICES LLC	6320808622	7/10/26	63.07
239854	WAUSAU WEST HIGH SCHOOL	566	7/10/26	1,222.89
239855	WI ASSN SCH DIST AD WASDA	300011052	7/10/26	115.00
239855	WI ASSN SCH DIST AD WASDA	300011053	7/10/26	1,890.00
239856	CPI, INC.	NAIN-224732	7/10/26	4,998.00
239857	EVEREST GRIDIRON INC	20260706DCE	7/10/26	195.00
239858	STERICYCLE, INC	8014599105	7/10/26	324.00
239859	KOHN LAW FIRM SC	06262026A	7/10/26	254.68
239860	MESSERLI & KRAMER PA	06262026A	7/10/26	263.48
239861	RAUSCH STURM-ATTORNEYS-DEBT COLLECT	06262026A	7/10/26	103.67
239862	UNITED WAY OF MARATHON CNTY	20260710BDUWAY	7/10/26	177.75
239862	UNITED WAY OF MARATHON CNTY	20260710ADUWAY	7/10/26	398.96
239863	MESSERLI & KRAMER PA	06262026A	7/10/26	260.48
239864	CDA PIZZA, INC.	46174	7/17/26	371.64
239865	CONSTANGY BROOKS SMITH & PROPHETE LI	12936262	7/17/26	812.50

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239866	CRYSTAL TRAINING INSTITUTE	81476	7/17/26	10,800.00
239867	INTEGRATED CONSTRUCTION SOLUTIONS LI	6252	7/17/26	26,536.44
239868	K AND M ELECTRIC INC	781-1	7/17/26	86,943.93
239869	LAMERS BUS LINES, INC.	107431	7/17/26	515.90
239869	LAMERS BUS LINES, INC.	107431	7/17/26	1,090.17
239869	LAMERS BUS LINES, INC.	107431	7/17/26	1,355.90
239869	LAMERS BUS LINES, INC.	107431	7/17/26	4,637.17
239869	LAMERS BUS LINES, INC.	107431	7/17/26	30,786.00
239870	LEDGE VIEW NATURE CENTER	2989	7/17/26	48.00
239871	MELODY GARDENS INC (SCHMIDT'S)	Adv Camp	7/17/26	116.00
239872	OTT, ISABELLA	102	7/17/26	62.00
239873	PITNEY BOWES GLOBAL FINANCIAL SERVICE	332274833	7/17/26	426.57
239874	ROTHSCHILD WATERWORKS	3/31/26-6/30/26.	7/17/26	526.21
239874	ROTHSCHILD WATERWORKS	3/31/26-6/30/26	7/17/26	635.39
239874	ROTHSCHILD WATERWORKS	3/31/26-6/30/26.	7/17/26	691.68
239874	ROTHSCHILD WATERWORKS	3/31/26-6/30/26	7/17/26	778.04
239875	STERICYCLE, INC	1000262475	7/17/26	78.15
239876	VESTIS SERVICES LLC	46174	7/17/26	2,096.33
239877	VILLAGE OF HATLEY	3/29-6/26/26.	7/17/26	222.20
239877	VILLAGE OF HATLEY	3/29-6/26/26.	7/17/26	268.71
239878	A & A LOCK SERVICE	JUL.02.26	7/17/26	90.00
239879	ABEE INC	11578	7/17/26	1,945.00
239880	ACTIVE INTERNET TECHNOLOGIES LLC	INV098337	7/17/26	3,500.00
239881	ADVANCED FITNESS SERVICE	2310	7/17/26	70.00
239881	ADVANCED FITNESS SERVICE	2307	7/17/26	679.91
239881	ADVANCED FITNESS SERVICE	2308	7/17/26	1,335.50
239882	CALLTOWER INC	203319364	7/17/26	783.44
239883	CHARTER COMMUNICATIONS, INC.	1.71371E+14	7/17/26	1,202.59
239884	EXPLORELEARNING LLC	CI00866237	7/17/26	3,295.00
239885	GERBER LEISURE PRODUCTS, INC.	13182	7/17/26	61.00
239886	GORDON FOOD SERVICE INC	4465856	7/17/26	(368.80)
239886	GORDON FOOD SERVICE INC	3925654	7/17/26	(49.58)
239886	GORDON FOOD SERVICE INC	4463585	7/17/26	(21.10)
239886	GORDON FOOD SERVICE INC	9037313416	7/17/26	168.04
239886	GORDON FOOD SERVICE INC	9037550644	7/17/26	1,119.93
239886	GORDON FOOD SERVICE INC	9037313415	7/17/26	1,273.22
239886	GORDON FOOD SERVICE INC	9037313403	7/17/26	3,295.22
239886	GORDON FOOD SERVICE INC	9037550638	7/17/26	3,477.65
239887	HEALTHY ROSTER, INC.	INV-7121	7/17/26	799.00

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239888	HOME INSULATION CO, INC	49394	7/17/26	396,200.00
239889	HOUGHTON MIFFLIN HARCOURT PUBLISHING	956517015	7/17/26	0.91
239889	HOUGHTON MIFFLIN HARCOURT PUBLISHING	956517015	7/17/26	51.87
239890	INFOBASE LEARNING	INV478981	7/17/26	3,984.11
239891	LAMERS BUS LINES, INC.	107467	7/17/26	199.32
239892	MARA CTY HEALTH DEPT	INV09590	7/17/26	33.00
239893	MONTES, JASON	YAMontestools7/7/26	7/17/26	147.98
239894	MS GRAPHICS, LLC	2014-8884	7/17/26	130.80
239895	STAPLES ADVANTAGE	6068309452	7/17/26	32.08
239896	SWEETWATER-MUSIC ED TECH DIV.	50959568	7/17/26	105.97
239897	TEACHING STRATEGIES, LLC	Q-368409	7/17/26	8,750.00
239898	TURNITIN, LLC.	Q-930147-1	7/17/26	3,934.18
239899	VESTIS SERVICES LLC	6320811609	7/17/26	62.13
239900	WI ICE ARENA MGMT ASSO WIAMA	1406	7/17/26	100.00
239901	SCHMIDT, SHANNON	SchmidtShanAirReim	7/24/26	432.80
239902	US TREASURY	PCORI FEES JUNE 2026	7/24/26	522.24
239903	WIECHMANN, RYAN	WiechmannHerzogConf	7/24/26	1,094.75
239904	ADVANCED FITNESS SERVICE	46219	7/24/26	302.48
239905	CESA 5	2700194	7/24/26	17,114.14
239906	EVEREST DANCE ASSOCIATION	1	7/24/26	613.25
239906	EVEREST DANCE ASSOCIATION	1	7/24/26	808.01
239906	EVEREST DANCE ASSOCIATION	1	7/24/26	1,245.75
239907	FSI PRINT & DESIGN LLC	59403	7/24/26	287.00
239907	FSI PRINT & DESIGN LLC	59352	7/24/26	413.00
239908	HEADRUSH LEARNING, INC.	1708	7/24/26	2,400.00
239909	HOME INSULATION CO, INC	49403	7/24/26	149.00
239909	HOME INSULATION CO, INC	49404	7/24/26	264.00
239909	HOME INSULATION CO, INC	49423	7/24/26	289.00
239909	HOME INSULATION CO, INC	49406	7/24/26	326.00
239910	JOSTENS, INC.	N003484606	7/24/26	152.45
239911	K AND M ELECTRIC INC	29632	7/24/26	183.56
239912	MARA CTY HEALTH DEPT	138 HSAT-7QXDKW 2026	7/24/26	918.00
239913	MASTERS BUILDING SOLUTIONS INC	J027251	7/24/26	1,612.00
239914	MUSIC IS ELEMENTARY	INV-42820	7/24/26	14.90
239915	PITNEY BOWES INC	1029754220	7/24/26	24.89
239916	SITEONE LANDSCAPE SUPPLY, LLC	168402425-001	7/24/26	5,771.08
239917	STAPLES ADVANTAGE	6068383351	7/24/26	111.97
239918	TEACH TCI	INV154197	7/24/26	9,780.00
239919	VESTIS SERVICES LLC	6320814119	7/24/26	61.27

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239920	KOHN LAW FIRM SC	07242026A	7/24/26	260.74
239921	MESSERLI & KRAMER PA	07242026A	7/24/26	267.11
239922	UNITED WAY OF MARATHON CNTY	20260724BDUWAY	7/24/26	185.75
239922	UNITED WAY OF MARATHON CNTY	20260724ADUWAY	7/24/26	398.96
239923	CPI, INC.	NAIN-243160	7/31/26	200.00
239924	NASP	NASP ST	7/31/26	240.00
239925	OTIS ELEVATOR CO	1.00402E+11	7/31/26	2,018.31
239926	ABEE INC	11624	7/31/26	7,994.50
239927	ACTIVITIES FOR LEARNING, INC	3994728	7/31/26	2,353.05
239928	CESA 7, INC.	2700015	7/31/26	33,465.37
239929	COUNTRYSIDE FENCE & SERV LLC	21616	7/31/26	1,700.00
239930	DECKER EQUIPMENT INC-SCHOOL FIX	Kelli A. Oligney	7/31/26	100.00
239930	DECKER EQUIPMENT INC-SCHOOL FIX	Kelli A. Oligney	7/31/26	123.43
239930	DECKER EQUIPMENT INC-SCHOOL FIX	Kelli A. Oligney	7/31/26	2,000.00
239931	EDGEWOOD COLLEGE	633934JUL2026	7/31/26	6,552.00
239932	EVEREST GRIDIRON INC	2026/00015	7/31/26	5,000.00
239933	GORDON FOOD SERVICE INC	9038052020	7/31/26	82.04
239933	GORDON FOOD SERVICE INC	9038052027	7/31/26	107.91
239933	GORDON FOOD SERVICE INC	9038052022	7/31/26	279.20
239933	GORDON FOOD SERVICE INC	9038052014	7/31/26	633.16
239933	GORDON FOOD SERVICE INC	9037805829	7/31/26	782.13
239933	GORDON FOOD SERVICE INC	9037805841	7/31/26	1,002.34
239933	GORDON FOOD SERVICE INC	9038052017	7/31/26	1,724.79
239934	HEARTLAND PAYMENT SYS INC	6287039	7/31/26	10,038.00
239935	HEARTLAND BUSINESS SYSTEMS INC	898387-H	7/31/26	15,015.00
239936	HOWIES ATHLETIC TAPE	416313	7/31/26	1,926.06
239937	IMAGINE YOUR CAPACITY COUNSEL & CONS	4274	7/31/26	120.00
239938	JUNIOR LIBRARY GUILD, INC.	747230	7/31/26	2,785.16
239939	LAKESHORE LEARNING MATERIALS	94105594	7/31/26	151.97
239940	LAMERS BUS LINES, INC.	107912	7/31/26	62.72
239941	LEXIA LEARNING SYSTEMS, LLC	CI-00879133	7/31/26	3,312.00
239942	LITERACY RESOURCES, LLC.	INV-260724-0228555	7/31/26	388.04
239943	MCGRAW HILL SCHOOL EDUC HOLDINGS, II	1.41123E+11	7/31/26	332.89
239944	MEKONG FRESH MEATS, INC	95132	7/31/26	38.00
239945	NEWSELA, INC.	INV59000	7/31/26	8,597.99
239946	PERFECTION LEARNING CORP	INV1131868	7/31/26	771.12
239947	PLANK ROAD PUBLISHING INC	27-000449	7/31/26	770.20
239948	QUALITY CLEANING SYSTEMS LLC	32153	7/31/26	3,700.00
239949	RECDESK LLC	RD-003470	7/31/26	1,785.00

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239950	SCHILLING SUPPLY COMPANY	1061099-00	7/31/26	1,804.50
239951	SCHOOL MATE	IN000651332	7/31/26	348.50
239952	SLP TOOLKIT LLC	8223	7/31/26	2,025.00
239953	SONOVA USA, INC.	5407178676	7/31/26	2,030.73
239954	SPRINGMATH ACCELERATE INC	INV00005122	7/31/26	930.00
239955	STAPLES ADVANTAGE	6068786800	7/31/26	224.29
239956	SYSTEMS TECHNOLOGIES	CD99039833	7/31/26	1,695.00
239957	TASB, INC.	693394	7/31/26	3,250.00
239958	TITO INC	16471	7/31/26	1,005.80
239959	VESTIS SERVICES LLC	6320817492	7/31/26	61.85
239960	WAUSAU EARLY BIRDS ROTARY	5496797	7/31/26	175.00
239961	WI ASSN SCH DIST AD WASDA	200017692	7/31/26	375.00
262700002	AMAZON CAPITAL SERVICES	1NW9-JVMX-JJY7	7/3/26	22.95
262700002	AMAZON CAPITAL SERVICES	1TVH-36CC-9KCQ	7/3/26	50.98
262700002	AMAZON CAPITAL SERVICES	1V49-PWNJ-DQ6C	7/3/26	51.27
262700002	AMAZON CAPITAL SERVICES	1CC9-71P3-D61M	7/3/26	148.07
262700002	AMAZON CAPITAL SERVICES	1KYH-1J6C-YCG9	7/3/26	298.70
262700002	AMAZON CAPITAL SERVICES	1NW9-JVMX-DNN1	7/3/26	352.71
262700003	BARTLETT, HEIDI	JUN2026 MILEAGE	7/3/26	21.17
262700004	BLASER, TRACEY	121101	7/3/26	20.90
262700005	BLUE EDGE ENERGY LLC	6756	7/3/26	447.26
262700006	BROST, TONYA	JUN2026 MILEAGE	7/3/26	44.59
262700007	CARRICO AQUATIC RESOURCES, INC	20264384	7/3/26	602.66
262700008	CHECK, RENEE	601522	7/3/26	5.65
262700009	CZERWONKA, CRISTIN	240030	7/3/26	10.90
262700010	FIRST SUPPLY LLC	201361-00	7/3/26	39.90
262700011	FRANCE PROPANE SERVICE, INC.	360197	7/3/26	122.00
262700012	GRAINGER INC, WW	9966348162	7/3/26	235.68
262700012	GRAINGER INC, WW	9966168727	7/3/26	290.64
262700012	GRAINGER INC, WW	9966168719	7/3/26	497.28
262700012	GRAINGER INC, WW	9966168735	7/3/26	745.44
262700012	GRAINGER INC, WW	9966348154	7/3/26	891.48
262700012	GRAINGER INC, WW	9966679061	7/3/26	2,759.08
262700012	GRAINGER INC, WW	9967236101	7/3/26	3,593.40
262700013	GRAYKOWSKI'S DISTRIBUTING LLC	8027	7/3/26	232.00
262700013	GRAYKOWSKI'S DISTRIBUTING LLC	8025	7/3/26	483.00
262700013	GRAYKOWSKI'S DISTRIBUTING LLC	8024	7/3/26	625.00
262700014	HALL, CINDY	200465	7/3/26	24.85
262700015	HELLER, KATHLEEN	200332	7/3/26	5.20

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262700016	HOFFMAN, AARON	JUN2026 MILEAGE	7/3/26	42.34
262700017	HOLIDAY WHOLESale, INC	2376826	7/3/26	182.36
262700018	HUGHES, JAYMI	200532	7/3/26	18.00
262700019	JIRIK, SCOTT	111148	7/3/26	9.49
262700020	KING, LYNN	116888	7/3/26	16.15
262700021	KOEPKE, RICHARD	115573	7/3/26	13.70
262700022	LUETSCHWAGER, REANEE	200071	7/3/26	12.45
262700023	MARATHON PEST CONTROL	72443	7/3/26	42.00
262700023	MARATHON PEST CONTROL	72572	7/3/26	45.00
262700024	MARQUARDT, KRISTEL	26216-2	7/3/26	120.00
262700025	MID WISCONSIN BEVERAGE	2215316	7/3/26	83.40
262700025	MID WISCONSIN BEVERAGE	2215317	7/3/26	371.02
262700025	MID WISCONSIN BEVERAGE	2214186	7/3/26	510.22
262700025	MID WISCONSIN BEVERAGE	2215317	7/3/26	1,108.79
262700026	NASSCO INC - CUSTODIAL	6724563	7/3/26	16.54
262700026	NASSCO INC - CUSTODIAL	6723343	7/3/26	2,664.06
262700026	NASSCO INC - CUSTODIAL	6725239	7/3/26	11,621.92
262700027	OXFORD, JONENE	JUN2026 MILEAGE	7/3/26	29.28
262700028	PERFORMANCE FOODSERVICE	11573-391783	7/3/26	310.00
262700029	PHALEN, LISA	200188	7/3/26	8.55
262700030	RIEMER, AARON	601156	7/3/26	18.45
262700031	STADLER, REBECCA	200320	7/3/26	15.55
262700032	VIKING ELECTRIC SUPPLY	S0104287404.002	7/3/26	1,834.52
262700032	VIKING ELECTRIC SUPPLY	S010428704.001	7/3/26	2,397.21
262700033	ARBITERSPORTS LLC	699161	7/3/26	1,190.00
262700034	AWSA ASSOC WI SCHL ADM	46712	7/3/26	250.00
262700034	AWSA ASSOC WI SCHL ADM	46520	7/3/26	309.00
262700034	AWSA ASSOC WI SCHL ADM	46538	7/3/26	309.00
262700034	AWSA ASSOC WI SCHL ADM	46556	7/3/26	309.00
262700034	AWSA ASSOC WI SCHL ADM	46588	7/3/26	309.00
262700034	AWSA ASSOC WI SCHL ADM	49875	7/3/26	309.00
262700034	AWSA ASSOC WI SCHL ADM	48753	7/3/26	765.00
262700034	AWSA ASSOC WI SCHL ADM	47938	7/3/26	765.00
262700034	AWSA ASSOC WI SCHL ADM	47999	7/3/26	765.00
262700034	AWSA ASSOC WI SCHL ADM	47922765	7/3/26	765.00
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	125.26
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	140.34
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	251.68
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	847.83

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262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	917.42
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	947.57
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	975.41
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	1,093.71
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	1,775.68
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	1,807.00
262700035	FOLLETT SOFTWARE, LLC	1613840	7/3/26	2,716.30
262700036	FRONTLINE TECHNOLOGIES GRP LLC	INVUS238743	7/3/26	17,776.68
262700036	FRONTLINE TECHNOLOGIES GRP LLC	INVUS243783	7/3/26	23,400.71
262700037	INFINITE CAMPUS INC	CI-00008034	7/3/26	1,835.00
262700037	INFINITE CAMPUS INC	CI-00008034	7/3/26	75,269.20
262700038	SKYWARD INC	243941	7/3/26	46,144.00
262700039	WASB-WI ASSN OF SCHL BOARDS	21494-LOT1M	7/3/26	12,294.00
262700040	AMAZON CAPITAL SERVICES	11DJ-MFHX-P9LY	7/10/26	6.82
262700040	AMAZON CAPITAL SERVICES	1YTK-6QXX-GJMR	7/10/26	20.90
262700040	AMAZON CAPITAL SERVICES	1RCT-13X9-9MCF	7/10/26	24.99
262700040	AMAZON CAPITAL SERVICES	11N7-CTJJ-TF1X	7/10/26	169.06
262700041	BASEMAN BROS INC	2026-0116	7/10/26	12,518.00
262700042	BCHEX	INV-100590	7/10/26	16.45
262700042	BCHEX	INV-100590	7/10/26	32.90
262700042	BCHEX	INV-100590	7/10/26	32.90
262700042	BCHEX	INV-100590	7/10/26	460.60
262700043	BR BLEACHERS	26674	7/10/26	13,740.00
262700044	CHAVEZ, ADRIAN	JUN2026 MILEAGE	7/10/26	174.73
262700045	CORVINO, ASHLEY	JUN2026 ITEM	7/10/26	63.33
262700046	COUNTY MATERIALS CORP.	4287590-00	7/10/26	27.60
262700047	DIGGERS HOTLINE INC	260 6 27751	7/10/26	66.85
262700048	FIRST SUPPLY LLC	201369	7/10/26	135.51
262700048	FIRST SUPPLY LLC	201278-01	7/10/26	687.06
262700048	FIRST SUPPLY LLC	201278-00	7/10/26	9,183.10
262700049	FRANKLIN, CHASE	6.19.26	7/10/26	10.00
262700050	GRAINGER INC, WW	9967236127	7/10/26	938.04
262700050	GRAINGER INC, WW	9967236119	7/10/26	1,165.92
262700051	GRAYKOWSKI'S DISTRIBUTING LLC	8058	7/10/26	211.00
262700051	GRAYKOWSKI'S DISTRIBUTING LLC	8057	7/10/26	253.00
262700051	GRAYKOWSKI'S DISTRIBUTING LLC	8056	7/10/26	315.00
262700051	GRAYKOWSKI'S DISTRIBUTING LLC	8059	7/10/26	503.00
262700052	HOLIDAY WHOLESALE, INC	2368634	7/10/26	330.08
262700053	KRANZ, BRANDON	JUN2026 MILEAGE	7/10/26	26.68

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262700054	KYLES CONSULTING LLC	2388	7/10/26	1,550.00
262700055	LEHMAN, GINA	JUN2026 MILEAGE	7/10/26	33.71
262700056	LERCH, ANDREA	JUN2026 MILEAGE	7/10/26	22.04
262700057	MADLENA, MIKAYLA	JUN2026 ITEM	7/10/26	177.12
262700058	MCMILLAN-HEHIR, HEATHER	JUN2026 MILEAGE	7/10/26	15.52
262700059	MISSISSIPPI WELDERS SUPPLY CO., INC	2064520	7/10/26	53.56
262700060	NELESSEN, KARI	JUN2026 ITEM	7/10/26	80.01
262700061	OLIGNEY, KELLI	JUN2026 MILEAGE.	7/10/26	28.28
262700061	OLIGNEY, KELLI	JUN2026 Mileage	7/10/26	44.81
262700062	PERFORMANCE FOODSERVICE	11573-399433	7/10/26	872.38
262700063	PISCA, SARAH	98	7/10/26	300.00
262700063	PISCA, SARAH	98	7/10/26	307.06
262700063	PISCA, SARAH	98	7/10/26	378.00
262700064	PRAIRIE FARMS-WOODBURY, MN	46174	7/10/26	3,273.24
262700065	SALZMAN, BRIANNA	100	7/10/26	103.00
262700066	SCHULT, MATTHEW	JUN2026 MILEAGE	7/10/26	24.51
262700067	STERLING WATER INC	342X14278504	7/10/26	27.70
262700068	STREHLOW, ELIZABETH	JUN2026 ITEM	7/10/26	15.91
262700069	SUN PRINTING LLC	164679	7/10/26	58.00
262700070	THOMA, AMANDA	JUN2026 ITEM	7/10/26	28.85
262700071	US OMNI & TSACG COMPLIANCE SERVICES	135770	7/10/26	291.40
262700072	USIC RECEIVABLES, LLC	817897	7/10/26	10,123.00
262700073	WI PUBLIC SERVICE	5983458437	7/10/26	16.21
262700073	WI PUBLIC SERVICE	5989358100	7/10/26	278.95
262700073	WI PUBLIC SERVICE	5989406601	7/10/26	331.13
262700073	WI PUBLIC SERVICE	5989351950	7/10/26	365.04
262700073	WI PUBLIC SERVICE	5989396629	7/10/26	520.38
262700073	WI PUBLIC SERVICE	5989376393	7/10/26	561.08
262700073	WI PUBLIC SERVICE	5989375123	7/10/26	718.90
262700073	WI PUBLIC SERVICE	5983458437	7/10/26	1,468.24
262700074	WILDE, ERIKA	JUN2026 ITEM	7/10/26	102.47
262700075	AMAZON CAPITAL SERVICES	1X4D-CPLQ-MYHN	7/10/26	25.28
262700075	AMAZON CAPITAL SERVICES	1N1T-N1PG-P3HD	7/10/26	89.60
262700075	AMAZON CAPITAL SERVICES	16NK-J71R-MQFP	7/10/26	122.79
262700075	AMAZON CAPITAL SERVICES	1D7C-QWK3-HT6V	7/10/26	144.62
262700075	AMAZON CAPITAL SERVICES	1QHP-7MKG-46VJ	7/10/26	340.63
262700075	AMAZON CAPITAL SERVICES	1M34-1YW9-P7G1	7/10/26	416.33
262700076	AWSA ASSOC WI SCHL ADM	49390	7/10/26	59.00
262700076	AWSA ASSOC WI SCHL ADM	49744	7/10/26	415.00

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262700076	AWSA ASSOC WI SCHL ADM	49004	7/10/26	765.00
262700076	AWSA ASSOC WI SCHL ADM	48864	7/10/26	765.00
262700076	AWSA ASSOC WI SCHL ADM	47435	7/10/26	765.00
262700076	AWSA ASSOC WI SCHL ADM	47299	7/10/26	765.00
262700076	AWSA ASSOC WI SCHL ADM	48754	7/10/26	765.00
262700077	BCHEX	INV-100292	7/10/26	5,100.00
262700078	CARRICO AQUATIC RESOURCES, INC	20264628	7/10/26	137.50
262700079	CESA 6	INV15098	7/10/26	16,331.00
262700080	FIRST SUPPLY LLC	201495-00	7/10/26	16.51
262700080	FIRST SUPPLY LLC	201492-00	7/10/26	28.15
262700080	FIRST SUPPLY LLC	201675-00	7/10/26	37.59
262700081	FRONTLINE TECHNOLOGIES GRP LLC	INVUS239401	7/10/26	18,350.85
262700082	GRAYKOWSKI'S DISTRIBUTING LLC	8076	7/10/26	152.00
262700082	GRAYKOWSKI'S DISTRIBUTING LLC	8079	7/10/26	522.00
262700082	GRAYKOWSKI'S DISTRIBUTING LLC	8077	7/10/26	567.00
262700083	MID WISCONSIN BEVERAGE	2216644	7/10/26	670.40
262700084	SCHOOL DATEBOOKS	S26-0334346	7/10/26	289.11
262700084	SCHOOL DATEBOOKS	S26-0334561	7/10/26	749.06
262700085	VIKING ELECTRIC SUPPLY	S010443544.001	7/10/26	62.16
262700085	VIKING ELECTRIC SUPPLY	S010397685.001	7/10/26	1,962.64
262700086	WI VALLEY CONFERENCE	1031	7/10/26	5,000.00
262700087	WORLD BOOK, INC.	ARI0017225	7/10/26	370.80
262700087	WORLD BOOK, INC.	ARI0017224	7/10/26	601.92
262700087	WORLD BOOK, INC.	ARI0017226	7/10/26	833.98
262700088	ABEL, SCOT	JUN2026 MILEAGE	7/17/26	158.78
262700089	AUGUST WINTER & SONS INC	78976	7/17/26	56,150.03
262700089	AUGUST WINTER & SONS INC	78976	7/17/26	88,965.51
262700090	BEITZEL, ERIK	JUN2026 ITEM	7/17/26	8.48
262700091	COMPLETE OFFICE OF WI INC	230589	7/17/26	22,196.79
262700092	CUMMINGS, LONA	JUN2026 ITEMS	7/17/26	62.72
262700093	DORSEY, SARA	103	7/17/26	299.50
262700094	DRAKE, OLIVER	REF BB June 2026	7/17/26	240.00
262700095	GESKE, TYLER	REF BB June 2026	7/17/26	120.00
262700096	GRAINGER INC, WW	9977369652	7/17/26	77.12
262700097	HALUSKA, JAMES	REF BB June 2026	7/17/26	180.00
262700098	HANNEMANN, WILLIAM	REF BB June 2026	7/17/26	60.00
262700099	HENDERSON, JED	REF BB June 2026	7/17/26	240.00
262700100	IMME, JOSHUA	REF BB June 2026	7/17/26	90.00
262700101	JABLONSKI, JAMIE	JUN2026 MILEAGE	7/17/26	22.04

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262700102	JENKIN, DOUGLAS	101	7/17/26	381.50
262700103	KANE, ADAM	REF. BB June 2026	7/17/26	180.00
262700104	KINECT ENERGY INC	62442-41103	7/17/26	5,310.69
262700105	KNOBLOCK, TRISTAN	JUN2026 ITEM	7/17/26	28.43
262700106	KUHN, NICHOLAS	REF BB June 2026	7/17/26	180.00
262700107	KUNZE, TYLER	REF BB June 2026	7/17/26	390.00
262700108	KWIK TRIP INC	54784 JUNE 2026	7/17/26	102.03
262700108	KWIK TRIP INC	54784 JUNE 2026	7/17/26	173.45
262700108	KWIK TRIP INC	54784 JUNE 2026	7/17/26	368.54
262700108	KWIK TRIP INC	54784 JUNE 2026	7/17/26	2,340.67
262700109	LANCELLE, GARRETT	REF BB June 2026	7/17/26	90.00
262700110	LOW, ANDREW	JUN2026 MILEAGE	7/17/26	52.27
262700111	MACCO'S COMMERICAL INTERIORS	#MC022117A	7/17/26	9,732.50
262700111	MACCO'S COMMERICAL INTERIORS	#MC022116	7/17/26	10,192.00
262700112	MARCELLINO, ANTHONY	JUN2026 MILEAGE	7/17/26	37.27
262700113	MCFARLANE, CONNER	REF BB June 2026	7/17/26	120.00
262700114	MCFARLANE, JASON	JUL2026 Item	7/17/26	17.96
262700115	MEFFERD, RIANA	JUN2026 MILEAGE	7/17/26	6.38
262700116	NEITZEL, BRENDA	JUN2026 ITEM.	7/17/26	16.75
262700116	NEITZEL, BRENDA	JUN2026 ITEM	7/17/26	107.89
262700117	NOWINSKY, MIKAYLA	JUN2026 MILEAGE	7/17/26	55.03
262700118	PAN O GOLD BAKING CO ST CLOUD	4.00673E+13	7/17/26	42.74
262700118	PAN O GOLD BAKING CO ST CLOUD	4.00673E+13	7/17/26	42.74
262700119	PAULSON, NICOLE	JUN2026 ITEM	7/17/26	212.04
262700120	REIMANN, DAVID	JUN2026 MILEAGE	7/17/26	125.50
262700121	RENNING LEWIS & LACY SC	7359377	7/17/26	2,914.50
262700121	RENNING LEWIS & LACY SC	7359378	7/17/26	6,659.50
262700122	RESCH, RICHARD	REF BB June 2026	7/17/26	180.00
262700123	ROBBINS, JODIE	JUN2026 CONF	7/17/26	27.00
262700124	ROCHESTER, TIMOTHY	JUN2026 ITEM	7/17/26	3.95
262700125	SOMERVILLE ARCHITECTS	41609	7/17/26	2,365.14
262700126	STAEGE, TIMOTHY	REF BB June 2026	7/17/26	180.00
262700127	STREVELER, JOSEPH	REF BB June 2026	7/17/26	330.00
262700128	THOMA, AMANDA	JUN2026 CONF	7/17/26	43.05
262700129	TUBBS, PHILLIP	JUN2026 MILEAGE	7/17/26	25.23
262700130	WARREN, GRANT	REF BB June 2026	7/17/26	90.00
262700131	WEBER, IAN	JUN2026 Item	7/17/26	18.87
262700132	WEGNER, SARAH	JUN2026 CONF	7/17/26	28.00
262700133	WELLER, AMANDA	JUN2026 ITEMS	7/17/26	30.04

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262700134	WELLER, JULIE	JUN2026 MILEAGE	7/17/26	24.80
262700135	WENGER CORPORATION	1892931	7/17/26	33,405.97
262700136	WI PUBLIC SERVICE	5982226327	7/17/26	20.77
262700136	WI PUBLIC SERVICE	5983390182	7/17/26	27.13
262700136	WI PUBLIC SERVICE	5982059820	7/17/26	28.60
262700136	WI PUBLIC SERVICE	5981872699	7/17/26	32.17
262700136	WI PUBLIC SERVICE	5983184204	7/17/26	60.44
262700136	WI PUBLIC SERVICE	5981721669	7/17/26	61.80
262700136	WI PUBLIC SERVICE	5983417485	7/17/26	82.05
262700136	WI PUBLIC SERVICE	5981730272	7/17/26	112.26
262700136	WI PUBLIC SERVICE	5982515771	7/17/26	141.78
262700136	WI PUBLIC SERVICE	5982534901	7/17/26	157.02
262700136	WI PUBLIC SERVICE	5983059335	7/17/26	172.09
262700136	WI PUBLIC SERVICE	5982059820	7/17/26	190.47
262700136	WI PUBLIC SERVICE	5981957378	7/17/26	453.27
262700136	WI PUBLIC SERVICE	5982071040	7/17/26	457.77
262700136	WI PUBLIC SERVICE	5981944475	7/17/26	487.90
262700136	WI PUBLIC SERVICE	5982531665	7/17/26	536.08
262700136	WI PUBLIC SERVICE	5981872699	7/17/26	883.06
262700136	WI PUBLIC SERVICE	5982477237	7/17/26	5,681.70
262700136	WI PUBLIC SERVICE	5982531665	7/17/26	6,555.09
262700136	WI PUBLIC SERVICE	5981957378	7/17/26	6,947.97
262700136	WI PUBLIC SERVICE	5982249317	7/17/26	7,894.20
262700136	WI PUBLIC SERVICE	5983236820	7/17/26	9,176.11
262700136	WI PUBLIC SERVICE	5983236226	7/17/26	18,059.99
262700136	WI PUBLIC SERVICE	5983157071	7/17/26	21,173.14
262700136	WI PUBLIC SERVICE	5981774029	7/17/26	26,525.68
262700136	WI PUBLIC SERVICE	5981976869	7/17/26	30,651.94
262700137	WOCHINSKI, KATHRYN	JUN2026 CONF.	7/17/26	19.00
262700137	WOCHINSKI, KATHRYN	JUN2026 CONF	7/17/26	28.00
262700138	ZHRINGER, HEATHER	JUN2026 MILEAGE	7/17/26	27.55
262700139	ALECKSON, TED	JUL2026 MILEAGE	7/17/26	272.60
262700140	AMAZON CAPITAL SERVICES	1TTV-WGHD-K3GN	7/17/26	(23.73)
262700140	AMAZON CAPITAL SERVICES	1VYV-MRPF-1VLR	7/17/26	9.04
262700140	AMAZON CAPITAL SERVICES	1NV6-WVRL-GGQC	7/17/26	25.97
262700140	AMAZON CAPITAL SERVICES	1TNH-1GG7-D4TX	7/17/26	27.34
262700140	AMAZON CAPITAL SERVICES	13QP-46VM-6MP3	7/17/26	27.98
262700140	AMAZON CAPITAL SERVICES	1JYX-QTX6-1YP4	7/17/26	28.88
262700140	AMAZON CAPITAL SERVICES	1NXR-RDPG-WHY1	7/17/26	31.03

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262700140	AMAZON CAPITAL SERVICES	1G49-CTXC-DKWY	7/17/26	34.89
262700140	AMAZON CAPITAL SERVICES	1G91-4HXW-QNXX	7/17/26	36.65
262700140	AMAZON CAPITAL SERVICES	13CL-T4L6-GTVQ	7/17/26	37.47
262700140	AMAZON CAPITAL SERVICES	191R-FQVF-YN13	7/17/26	39.99
262700140	AMAZON CAPITAL SERVICES	16P1-XYPP-HG4C	7/17/26	48.18
262700140	AMAZON CAPITAL SERVICES	13HW-4XTK-G931	7/17/26	51.88
262700140	AMAZON CAPITAL SERVICES	1VVL-KT1H-PPC6	7/17/26	59.24
262700140	AMAZON CAPITAL SERVICES	13FC-LMNF-M9L7	7/17/26	64.97
262700140	AMAZON CAPITAL SERVICES	16DF-47DM-MQGT	7/17/26	77.79
262700140	AMAZON CAPITAL SERVICES	1MY3-VGP3-L3G1	7/17/26	105.82
262700140	AMAZON CAPITAL SERVICES	HHK-7KNL-DFVY	7/17/26	107.56
262700140	AMAZON CAPITAL SERVICES	1H3T-RLJP-444N	7/17/26	109.95
262700140	AMAZON CAPITAL SERVICES	134P-L9LN-CR1T	7/17/26	124.99
262700140	AMAZON CAPITAL SERVICES	1H77-CHWG-6CXN	7/17/26	125.16
262700140	AMAZON CAPITAL SERVICES	1XNR-MMHJ-3XLV	7/17/26	126.92
262700140	AMAZON CAPITAL SERVICES	113Y-K4GT-HJQL	7/17/26	128.93
262700140	AMAZON CAPITAL SERVICES	19C9-JN3F-DPCG	7/17/26	132.69
262700140	AMAZON CAPITAL SERVICES	1RFH-KQMF-XF9C	7/17/26	136.31
262700140	AMAZON CAPITAL SERVICES	13CL-T4L6-GTVQ	7/17/26	141.12
262700140	AMAZON CAPITAL SERVICES	196H-V4JP-YXCG	7/17/26	148.85
262700140	AMAZON CAPITAL SERVICES	1M6W-VV3L-43RG	7/17/26	159.00
262700140	AMAZON CAPITAL SERVICES	1JFQ-F4DF-P97M	7/17/26	170.38
262700140	AMAZON CAPITAL SERVICES	1M6W-VV3L-RFK9	7/17/26	175.07
262700140	AMAZON CAPITAL SERVICES	17FC-RWD7-K17G	7/17/26	186.80
262700140	AMAZON CAPITAL SERVICES	1TLY-QDKF-CH7R	7/17/26	189.21
262700140	AMAZON CAPITAL SERVICES	1NC3-KKJ1-6G7H	7/17/26	214.51
262700140	AMAZON CAPITAL SERVICES	1CT4-WPP6-GND6	7/17/26	231.27
262700140	AMAZON CAPITAL SERVICES	1631-XKVT-PYKL	7/17/26	249.82
262700140	AMAZON CAPITAL SERVICES	16P1-XYPP-XLM1	7/17/26	255.50
262700140	AMAZON CAPITAL SERVICES	17GL-R79J-CMW4	7/17/26	344.69
262700140	AMAZON CAPITAL SERVICES	14T9-49LQ-FWHK	7/17/26	355.74
262700140	AMAZON CAPITAL SERVICES	13YT-P96W-H7KJ	7/17/26	371.76
262700140	AMAZON CAPITAL SERVICES	1L1Y-GCRD-4MNN	7/17/26	381.55
262700140	AMAZON CAPITAL SERVICES	1F6W-TKHM-7VT9	7/17/26	417.59
262700140	AMAZON CAPITAL SERVICES	19C9-JN3F-G6TN	7/17/26	421.80
262700140	AMAZON CAPITAL SERVICES	1KF3-FWLW-VJJ9	7/17/26	430.53
262700140	AMAZON CAPITAL SERVICES	1H77-CHWG-HF9H	7/17/26	439.50
262700140	AMAZON CAPITAL SERVICES	1QY3-JRN7-4WNV	7/17/26	474.57
262700140	AMAZON CAPITAL SERVICES	1JYX-QTX6-1DWF	7/17/26	637.72

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262700141	AWSA ASSOC WI SCHL ADM	49382	7/17/26	59.00
262700141	AWSA ASSOC WI SCHL ADM	49977	7/17/26	250.00
262700141	AWSA ASSOC WI SCHL ADM	48752	7/17/26	250.00
262700141	AWSA ASSOC WI SCHL ADM	48752	7/17/26	515.00
262700142	CARRICO AQUATIC RESOURCES, INC	20264891	7/17/26	436.14
262700143	CORVINO, ASHLEY	JUL2026 ITEM	7/17/26	25.77
262700144	CUMMINGS, LONA	JUL2026 ITEM	7/17/26	8.74
262700145	FIRST SUPPLY LLC	201772-00	7/17/26	41.55
262700146	FRONTLINE TECHNOLOGIES GRP LLC	INVUS243781	7/17/26	15,347.18
262700147	GRAINGER INC, WW	9001124990	7/17/26	91.10
262700148	GRAYKOWSKI'S DISTRIBUTING LLC	8096	7/17/26	62.05
262700148	GRAYKOWSKI'S DISTRIBUTING LLC	8113	7/17/26	421.00
262700148	GRAYKOWSKI'S DISTRIBUTING LLC	8080	7/17/26	588.00
262700149	HARTER'S FOX VALLEY DISPOSAL	1976596	7/17/26	6,424.62
262700150	HAWKINS ASH CPAS LLP	3264036	7/17/26	6,870.00
262700151	INSTRUCTURE, INC.	INV672815	7/17/26	5,887.20
262700151	INSTRUCTURE, INC.	INV672815	7/17/26	29,436.00
262700152	KISLOW, JENNIFER	JUL2026 Item	7/17/26	253.02
262700153	KNOBLOCK, TRISTAN	JUL2026 ITEM	7/17/26	22.40
262700154	KRANZ, BRANDON	JUL2026 CONF	7/17/26	269.48
262700155	LABARGE, KOHL	JUL2026 ITEM	7/17/26	2.38
262700155	LABARGE, KOHL	JUL2026 Item.	7/17/26	6.49
262700156	MADLENA, MIKAYLA	JUL2026 ITEM	7/17/26	140.32
262700157	MARATHON PEST CONTROL	72606	7/17/26	38.00
262700157	MARATHON PEST CONTROL	72692	7/17/26	38.00
262700157	MARATHON PEST CONTROL	72699	7/17/26	42.00
262700157	MARATHON PEST CONTROL	72747	7/17/26	42.00
262700157	MARATHON PEST CONTROL	72666	7/17/26	90.00
262700158	NASSCO INC - CUSTODIAL	6728720	7/17/26	156.80
262700159	NEITZEL, BRENDA	JUL2026 ITEM	7/17/26	7.23
262700160	PERFORMANCE FOODSERVICE	02266-409051	7/17/26	1,933.78
262700161	RENAISSANCE LEARNING, INC.	INV5703831	7/17/26	40,280.00
262700162	ROBBINS, JODIE	JUL2026 COF	7/17/26	58.11
262700163	THOMA, AMANDA	JUL2026 CONF.	7/17/26	29.46
262700163	THOMA, AMANDA	JUL2026 ITEM	7/17/26	62.68
262700163	THOMA, AMANDA	JUL2026 CONF	7/17/26	73.22
262700164	U.S. WATER, LLC.	206014	7/17/26	169.00
262700165	VIKING ELECTRIC SUPPLY	S010458977.001	7/17/26	44.31
262700165	VIKING ELECTRIC SUPPLY	S010453551.001	7/17/26	77.13

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262700165	VIKING ELECTRIC SUPPLY	S010461980.001	7/17/26	129.74
262700166	WEGNER, SARAH	JUL2026 CONF	7/17/26	40.93
262700167	WOCHINSKI, KATHRYN	JUL2026 CONF	7/17/26	85.78
262700168	LINDELL, JEFF	LindellMileageReim	7/24/26	53.72
262700169	RAETHER, MICHAEL	JUN2026 MILEAGE	7/24/26	11.89
262700170	SCHROEDER, BOB	REF BB June 2026	7/24/26	90.00
262700171	AMAZON CAPITAL SERVICES	1XPJ-KT7J-JLL3	7/24/26	36.22
262700172	AWSA ASSOC WI SCHL ADM	47983	7/24/26	765.00
262700172	AWSA ASSOC WI SCHL ADM	49862	7/24/26	1,000.00
262700173	FIRST SUPPLY LLC	201984-00	7/24/26	15.99
262700173	FIRST SUPPLY LLC	201749-00	7/24/26	54.42
262700173	FIRST SUPPLY LLC	201637-00	7/24/26	187.14
262700174	IROW	327330	7/24/26	56.00
262700175	LEHMAN, GINA	JUL2026 CONF	7/24/26	565.37
262700176	NASSCO INC - CUSTODIAL	6731825	7/24/26	17.71
262700176	NASSCO INC - CUSTODIAL	6730234	7/24/26	32.99
262700176	NASSCO INC - CUSTODIAL	6730803	7/24/26	63.40
262700176	NASSCO INC - CUSTODIAL	6730332	7/24/26	70.00
262700176	NASSCO INC - CUSTODIAL	6730803	7/24/26	111.79
262700176	NASSCO INC - CUSTODIAL	6731256	7/24/26	551.42
262700176	NASSCO INC - CUSTODIAL	6730692	7/24/26	6,750.08
262700176	NASSCO INC - CUSTODIAL	6731973	7/24/26	17,903.14
262700177	NCS PEARSON INC	32047267	7/24/26	13,080.00
262700178	PITNEY BOWES RESERVE ACCOUNT	726	7/24/26	6,000.00
262700179	VIKING ELECTRIC SUPPLY	S010463848.001	7/24/26	79.63
262700179	VIKING ELECTRIC SUPPLY	S010474847.001	7/24/26	82.02
262700179	VIKING ELECTRIC SUPPLY	S010484545.001	7/24/26	91.38
262700179	VIKING ELECTRIC SUPPLY	S010467737.001	7/24/26	189.96
262700180	ABEL, SCOT	JUL2026 MILEAGE	7/31/26	88.96
262700180	ABEL, SCOT	JUL2026 ITEM	7/31/26	111.44
262700180	ABEL, SCOT	JUL2026 ITEM	7/31/26	219.17
262700181	ABLE DISTRIBUTING CO INC	S023847418.001	7/31/26	176.57
262700182	AMAZON CAPITAL SERVICES	13CW-M991-1W3T	7/31/26	(14.99)
262700182	AMAZON CAPITAL SERVICES	1TT7-X3VF-617W	7/31/26	14.99
262700182	AMAZON CAPITAL SERVICES	1YKR-HY96-3MCR	7/31/26	15.69
262700182	AMAZON CAPITAL SERVICES	1L74-9DNK-MTMF	7/31/26	16.82
262700182	AMAZON CAPITAL SERVICES	1MML-4T6Q-JYX1	7/31/26	17.99
262700182	AMAZON CAPITAL SERVICES	1611-9NCL-1DHP	7/31/26	28.95
262700182	AMAZON CAPITAL SERVICES	1TCX-QW4R-RKTW	7/31/26	29.59

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(7/1/2026 - 7/31/2026)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
262700182	AMAZON CAPITAL SERVICES	1MC4-PGPD-3KCF	7/31/26	29.84
262700182	AMAZON CAPITAL SERVICES	1P13-7QRH-LGG3	7/31/26	30.34
262700182	AMAZON CAPITAL SERVICES	1W6K-DCG1-6749	7/31/26	38.97
262700182	AMAZON CAPITAL SERVICES	1JY6-VDHK-9V7L	7/31/26	40.12
262700182	AMAZON CAPITAL SERVICES	1KN3-6MVR-79YG	7/31/26	48.82
262700182	AMAZON CAPITAL SERVICES	1DN1-DPNC-PFW6	7/31/26	48.97
262700182	AMAZON CAPITAL SERVICES	1P4W-R6GL-1W93	7/31/26	52.58
262700182	AMAZON CAPITAL SERVICES	1H7H-NDFY-NNR7	7/31/26	52.95
262700182	AMAZON CAPITAL SERVICES	1GNV-7FVK-MVLJ	7/31/26	80.18
262700182	AMAZON CAPITAL SERVICES	13FN-7V69-JH3N	7/31/26	89.98
262700182	AMAZON CAPITAL SERVICES	17TF-JNH6-GX1Q	7/31/26	90.21
262700182	AMAZON CAPITAL SERVICES	1YNG-H146-7CPD	7/31/26	94.34
262700182	AMAZON CAPITAL SERVICES	1TCX-QW4R-DR6Y	7/31/26	94.35
262700182	AMAZON CAPITAL SERVICES	1YLY-3RC9-NG6K	7/31/26	95.81
262700182	AMAZON CAPITAL SERVICES	1JHH-DT6L-T1XN	7/31/26	100.38
262700182	AMAZON CAPITAL SERVICES	1KPR-YHX1-NJVP	7/31/26	105.16
262700182	AMAZON CAPITAL SERVICES	1PD7-PPF3-9FLY	7/31/26	114.22
262700182	AMAZON CAPITAL SERVICES	1GNV-7FVK-PCLW	7/31/26	153.81
262700182	AMAZON CAPITAL SERVICES	1RQR-NGYG-9V4N	7/31/26	195.50
262700182	AMAZON CAPITAL SERVICES	1FK1-NV1N-CKV7	7/31/26	198.37
262700182	AMAZON CAPITAL SERVICES	13NF-3HP4-FHVM	7/31/26	233.60
262700182	AMAZON CAPITAL SERVICES	141V-3F1Q-TNQC	7/31/26	239.05
262700182	AMAZON CAPITAL SERVICES	1L93-YQ3W-66QL	7/31/26	296.44
262700182	AMAZON CAPITAL SERVICES	13LD-7F37-JC76	7/31/26	359.97
262700182	AMAZON CAPITAL SERVICES	1NFK-LPY4-DJXJ	7/31/26	379.98
262700182	AMAZON CAPITAL SERVICES	1VHF-7CCJ-D9KN	7/31/26	391.97
262700182	AMAZON CAPITAL SERVICES	1FK1-NV1N-JPVM	7/31/26	621.26
262700182	AMAZON CAPITAL SERVICES	1R1J-RY6T-V691	7/31/26	748.43
262700182	AMAZON CAPITAL SERVICES	1RQR-NGYG-GPR4	7/31/26	1,016.56
262700182	AMAZON CAPITAL SERVICES	1CMW-31YP-WJD6	7/31/26	1,053.25
262700182	AMAZON CAPITAL SERVICES	1L74-9DNK-M619	7/31/26	1,257.14
262700183	ASPIRUS HEALTH PLAN, INC	46235	7/31/26	806,749.14
262700184	AUGUST WINTER & SONS INC	79590	7/31/26	15,641.73
262700184	AUGUST WINTER & SONS INC	79590	7/31/26	24,783.27
262700185	AWSA ASSOC WI SCHL ADM	47491	7/31/26	515.00
262700185	AWSA ASSOC WI SCHL ADM	47617	7/31/26	765.00
262700186	BCHX	INV-102052	7/31/26	14.00
262700186	BCHX	INV-100405	7/31/26	263.20
262700186	BCHX	INV-100405	7/31/26	493.50

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
262700187	BETTI, STACIE	JUL2026 MILEAGE	7/31/26	13.78
262700188	BLUE EDGE ENERGY LLC	6817	7/31/26	308.95
262700189	CARRICO AQUATIC RESOURCES, INC	20265583	7/31/26	478.91
262700190	DEMCO INC	7828089	7/31/26	30.94
262700191	DRAKE, OLIVER	REF BB July 2026	7/31/26	330.00
262700192	FIRST SUPPLY LLC	202329-00	7/31/26	33.03
262700192	FIRST SUPPLY LLC	202725-00	7/31/26	34.62
262700192	FIRST SUPPLY LLC	202399-00	7/31/26	92.37
262700192	FIRST SUPPLY LLC	202541-00	7/31/26	130.88
262700192	FIRST SUPPLY LLC	202427-00	7/31/26	172.95
262700192	FIRST SUPPLY LLC	202313-00	7/31/26	186.18
262700192	FIRST SUPPLY LLC	202585-01	7/31/26	252.35
262700192	FIRST SUPPLY LLC	202655-00	7/31/26	267.93
262700193	GRAINGER INC, WW	803703875	7/31/26	20.80
262700193	GRAINGER INC, WW	803703875	7/31/26	100.00
262700193	GRAINGER INC, WW	9016085103	7/31/26	3,380.28
262700194	GRAYKOWSKI'S DISTRIBUTING LLC	8112	7/31/26	192.00
262700194	GRAYKOWSKI'S DISTRIBUTING LLC	8110	7/31/26	275.00
262700194	GRAYKOWSKI'S DISTRIBUTING LLC	8111	7/31/26	525.00
262700194	GRAYKOWSKI'S DISTRIBUTING LLC	8132	7/31/26	585.00
262700194	GRAYKOWSKI'S DISTRIBUTING LLC	8133	7/31/26	650.00
262700195	GREAT MINDS PBC	INV290495	7/31/26	3,065.42
262700195	GREAT MINDS PBC	INV290495	7/31/26	4,043.32
262700196	HALUSKA, JAMES	REF BB July 2026	7/31/26	210.00
262700197	HANNEMANN, WILLIAM	REF BB July 2026	7/31/26	60.00
262700198	HENDERSON, JED	REF BB July 2026	7/31/26	120.00
262700199	KISLOW, JENNIFER	JUL2026 ITEMa	7/31/26	154.00
262700200	KOSS, RACHEL	JUN2026 MILEAGE	7/31/26	62.21
262700201	KUHN, NICHOLAS	REF BB July 2026	7/31/26	300.00
262700202	KUNZE, TYLER	REF BB July 2026	7/31/26	240.00
262700203	LAMMERT, SARAH	JUNJUL2026 MILEAGE	7/31/26	41.33
262700204	M3 INSURANCE SOLU INC	145044 August	7/31/26	8,378.00
262700204	M3 INSURANCE SOLU INC	145044 July	7/31/26	29,904.20
262700204	M3 INSURANCE SOLU INC	145044 August	7/31/26	29,904.20
262700204	M3 INSURANCE SOLU INC	145044 July	7/31/26	33,549.10
262700204	M3 INSURANCE SOLU INC	145044 August	7/31/26	33,549.10
262700204	M3 INSURANCE SOLU INC	145044 July	7/31/26	41,745.00
262700205	MADISON NATL LIFE INS CO	46235	7/31/26	7,247.86
262700205	MADISON NATL LIFE INS CO	46235	7/31/26	11,332.22

**DC EVEREST AREA SCHOOL DISTRICT
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
262700206	MARA CTY SPEC ED	2025-2026 SP ED AID	7/31/26	18,751.98
262700207	MARATHON PEST CONTROL	73230	7/31/26	38.00
262700207	MARATHON PEST CONTROL	73226	7/31/26	38.00
262700207	MARATHON PEST CONTROL	73233	7/31/26	43.00
262700207	MARATHON PEST CONTROL	73167	7/31/26	45.00
262700208	MARATHON WOOD PRODUCTS INC.	36453	7/31/26	1,410.00
262700209	NASSCO INC - CUSTODIAL	6737598	7/31/26	562.50
262700209	NASSCO INC - CUSTODIAL	6736970	7/31/26	4,381.66
262700210	NCS PEARSON INC	32082370	7/31/26	29.46
262700210	NCS PEARSON INC	32092632	7/31/26	30.54
262700210	NCS PEARSON INC	32082370	7/31/26	2,480.64
262700210	NCS PEARSON INC	32092632	7/31/26	2,571.03
262700211	NORTH AMERICAN BENEFITS CO	46204	7/31/26	1,213.40
262700212	PAN O GOLD BAKING CO ST CLOUD	4.00673E+13	7/31/26	56.00
262700213	PERFORMANCE FOODSERVICE	11573-409099	7/31/26	29.78
262700213	PERFORMANCE FOODSERVICE	11573-409099	7/31/26	38.03
262700213	PERFORMANCE FOODSERVICE	11573-422501	7/31/26	126.54
262700213	PERFORMANCE FOODSERVICE	11573-414007	7/31/26	128.36
262700213	PERFORMANCE FOODSERVICE	11573-405839	7/31/26	147.09
262700213	PERFORMANCE FOODSERVICE	11573-416818	7/31/26	180.48
262700213	PERFORMANCE FOODSERVICE	11573-422501	7/31/26	365.71
262700213	PERFORMANCE FOODSERVICE	11573-414007	7/31/26	370.42
262700213	PERFORMANCE FOODSERVICE	11573-409099	7/31/26	586.07
262700213	PERFORMANCE FOODSERVICE	11573-414007	7/31/26	982.61
262700213	PERFORMANCE FOODSERVICE	11573-416818	7/31/26	1,801.64
262700213	PERFORMANCE FOODSERVICE	11573-405839	7/31/26	1,878.88
262700214	PERIPOLE INC	216912	7/31/26	2,928.59
262700215	PIEPENBURG, PEGGY	JULY2026 CONF	7/31/26	168.45
262700216	RAETHER, MICHAEL	JUL2026 CONF	7/31/26	230.55
262700217	RENNIE, DALLAS	JUN2026 ITEM	7/31/26	130.00
262700218	RESCH, RICHARD	REF BB July 2026	7/31/26	330.00
262700219	SCHOOL SPECIALTY, LLC.	2.08137E+11	7/31/26	375.07
262700220	STAEGE, JACKSON	REF BB July 2026	7/31/26	270.00
262700221	STAEGE, TIMOTHY	REF BB July 2026	7/31/26	180.00
262700222	STREVELER, JOSEPH	REF BB July 2026	7/31/26	360.00
262700223	TERPSTRA, KRAIG	REF BB July 2026	7/31/26	270.00
262700224	THOMA, AMANDA	JUL2026 ITEMa	7/31/26	141.00
262700225	THURS, CHAD	REF BB July 2026	7/31/26	270.00
262700226	US OMNI & TSACG COMPLIANCE SERVICES	136837	7/31/26	283.88

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(7/1/2026 - 7/31/2026)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
262700227	USIC RECEIVABLES, LLC	817897FS	7/31/26	9.30
262700228	VIKING ELECTRIC SUPPLY	S010397685.002	7/31/26	(1,471.98)
262700228	VIKING ELECTRIC SUPPLY	S010527019.001	7/31/26	56.00
262700228	VIKING ELECTRIC SUPPLY	S010494367.001	7/31/26	59.26
262700228	VIKING ELECTRIC SUPPLY	S010525816.001	7/31/26	199.32
262700228	VIKING ELECTRIC SUPPLY	S010522260.001	7/31/26	225.00
262700228	VIKING ELECTRIC SUPPLY	S010477764.002 B	7/31/26	1,249.70
262700228	VIKING ELECTRIC SUPPLY	S010522260.002	7/31/26	1,537.50
262700228	VIKING ELECTRIC SUPPLY	S010477764.002 A	7/31/26	6,667.00
262700229	WARREN, GRANT	REF BB July 2026	7/31/26	420.00
262700230	WASB-WI ASSN OF SCHL BOARDS	2565-K5J9W	7/31/26	75.00
262700231	WCASS	10174	7/31/26	450.00
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	204.95
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	2,991.50
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	3,394.23
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	3,394.24
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	3,466.68
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	3,492.94
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	3,577.98
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	8,394.19
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	14,602.86
262700232	WI LIBRARY SERVICES, INC.	505828	7/31/26	24,389.72
262700233	WILSON LANGUAGE TRAINING	INV142378	7/31/26	1,100.00
262700233	WILSON LANGUAGE TRAINING	INV142378	7/31/26	14,210.64
262700234	WISCNET	24790	7/31/26	2,000.00
262700235	WPS-WESTERN PSYCHOLOGICAL SERVICES	WPS-636839	7/31/26	475.00
262700235	WPS-WESTERN PSYCHOLOGICAL SERVICES	WPS-636839	7/31/26	750.00
262700236	ZAHRINGER, HEATHER	JUL2026 MILEAGE	7/31/26	27.55
262700237	ZEARN, INC.	INV19032	7/31/26	19,950.00
262700237	ZEARN, INC.	INV19032	7/31/26	19,950.00
				3,660,339.54

										Account Level	Beginning	2026-27	2026-27	Ending			
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
10	A	000	000	711000	000	000	000	GENERAL	FUND/CL				Cash	-1,349,232.69	7,738,426.66	6,600,393.02	-211,199.05
10	A	000	000	711100	000	000	000	GENERAL	FUND/PA				Payroll Cash Clearance Account	0.00	2,597,486.54	2,597,486.54	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	87.00	2,000.00	0.00	2,087.00
10	A	000	000	712000	000	000	000	GENERAL	FUND/IN				INVESTMENTS	24,433,363.78	1,312,646.30	11,743,901.66	14,002,108.42
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	906,362.85	2,807.74	0.00	909,170.59
10	A	000	000	713100	000	000	000	GENERAL	FUND/TA				TAXES RECEIVABLE	5,124,368.77	0.00	0.00	5,124,368.77
10	A	000	000	713200	000	000	000	GENERAL	FUND/AC				ACCOUNTS RECEIVABLE	53,149.31	0.00	16,014.66	37,134.65
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	10,339.29	0.00	0.00	10,339.29
10	A	000	000	715200	000	000	000	GENERAL	FUND/OT				OTHER WI DISTRICTS	200.00	0.00	200.00	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	188,580.17	0.00	129,009.10	59,571.07
10	A	000	000	715600	000	000	000	GENERAL	FUND/DU				DUE FROM FED GOVERNMENT	667,878.12	0.00	473,201.24	194,676.88
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	1,063,426.30	19,950.00	145.05	1,083,231.25
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	-457,594.71	2,904,391.93	2,447,414.22	-617.00
10	L	000	000	811555	000	000	000	GENERAL	FUND/AP				AP P-CARD	0.00	0.00	0.00	0.00
10	L	000	000	811558	000	000	000	GENERAL	FUND/AP				AP STAPLES	0.00	0.00	0.00	0.00
10	L	000	000	811610	000	000	000	GENERAL	FUND/ME				MEDICARE TAX	-53,302.19	118,190.57	89,079.68	-24,191.30
10	L	000	000	811611	000	000	000	GENERAL	FUND/FI				SOCIAL SECURITY TAX	-227,913.13	505,365.14	380,890.46	-103,438.45
10	L	000	000	811612	000	000	000	GENERAL	FUND/FE				FEDERAL INCOME TAX	0.00	217,160.66	217,160.66	0.00
10	L	000	000	811613	000	000	000	GENERAL	FUND/ST				STATE INCOME TAX	-73,394.64	130,236.88	113,114.68	-56,272.44
10	L	000	000	811620	000	000	000	GENERAL	FUND/RE				RETIREMENT DEDUCTION	-819,874.86	698,743.14	443,002.74	-564,134.46
10	L	000	000	811622	000	000	000	GENERAL	FUND/HD				HDHP - 4K / 8K	0.00	0.00	0.00	0.00
10	L	000	000	811624	000	000	000	GENERAL	FUND/HD				HDHP - 40 PLAN	0.00	0.00	0.00	0.00
10	L	000	000	811626	000	000	000	GENERAL	FUND/HS				HSA - EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00
10	L	000	000	811628	000	000	000	GENERAL	FUND/HS				HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
10	L	000	000	811630	000	000	000	GENERAL	FUND/DE				DENTAL - PPO CONTRIBUTIONS	0.00	0.00	0.00	0.00

										Account Level	Beginning	2026-27	2026-27	Ending			
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
10	L	000	000	811631	000	000	000	GENERAL	FUND/HE				HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10	L	000	000	811632	000	000	000	GENERAL	FUND/DE				DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10	L	000	000	811633	000	000	000	GENERAL	FUND/DI				DISABILITY INS DEDUCTION	-11,934.10	16,311.84	9,620.13	-5,242.39
10	L	000	000	811634	000	000	000	GENERAL	FUND/SP				SPOUSE/DEP'T LIFE INSURANCE	-2,471.61	1.80	805.50	-3,275.31
10	L	000	000	811635	000	000	000	GENERAL	FUND/DE				DEPENDENT CARE - CHPT125	-10,685.08	4,926.36	3,646.08	-9,404.80
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	929.54	0.00	7,993.28	-7,063.74
10	L	000	000	811640	000	000	000	GENERAL	FUND/UN				UNITED WAY	0.00	1,161.42	1,161.42	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	16,436.91	-16,436.91
10	L	000	000	811644	000	000	000	GENERAL	FUND/DE				DENTAL INS. - SELF PAY - COBRA	0.00	0.00	1,670.62	-1,670.62
10	L	000	000	811645	000	000	000	GENERAL	FUND/LI				LIFE INS - EMPLOYER CONTRIBUTI	-22,089.75	3,264.52	6,667.73	-25,492.96
10	L	000	000	811647	000	000	000	GENERAL	FUND/LI				LIMITED FLEX PLAN-CHAPTER 125	0.00	0.00	0.00	0.00
10	L	000	000	811648	000	000	000	GENERAL	FUND/SU				SUPPLEMENTAL LIFE INSURANCE	-4,627.48	0.00	3,385.80	-8,013.28
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)	856.78	3,992.14	2,956.28	1,892.64
10	L	000	000	811656	000	000	000	GENERAL	FUND/V				V SHORT TERM DISABILITY	8,070.66	7,247.86	5,667.40	9,651.12
10	L	000	000	811660	000	000	000	GENERAL	FUND/AC				ACCIDENT INSURANCE	-319.13	1,213.40	784.72	109.55
10	L	000	000	811665	000	000	000	GENERAL	FUND/RO				ROTH 403(B)	0.00	14,780.48	14,780.48	0.00
10	L	000	000	811670	000	000	000	GENERAL	FUND/TS				TSA'S	0.00	51,619.00	51,619.00	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	4,046.06	4,046.06	0.00
10	L	000	000	811700	000	000	000	GENERAL	FUND/IN				INTEREST PAYABLE	0.00	0.00	0.00	0.00
10	L	000	000	811810	000	000	000	GENERAL	FUND/NE				NET PAYROLL PAYABLE (CHECKS)	0.00	0.00	0.00	0.00
10	L	000	000	811815	000	000	000	GENERAL	FUND/NE				NET EFT PAYABLE	0.00	8,022,747.65	8,022,747.65	0.00
10	L	000	000	811820	000	000	000	GENERAL	FUND/VO				VOUCHERS PAYABLE	-3,705,900.99	2,022,708.56	0.00	-1,683,192.43
10	L	000	000	812000	000	000	000	GENERAL	FUND/DU				Due To Other Funds	-4,050,940.90	4,050,940.90	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	2026-27	2026-27	Ending			
Fd	T	Loc	Obj	Func	Prj	Dept	Job	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	816900	000	000	000	GENERAL	FUND/DE	OTHER DEFERRED REVENUES				-75,855.40	1,722.75	0.00	-74,132.65
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				-984,362.52	1,201,711.80	678,886.82	-461,537.54
10	L	000	000	817110	000	000	000	GENERAL	FUND/C.	CIL- CASH IN LIEU OF HEALTH				0.00	47,726.98	47,726.98	0.00
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				-173,719.54	138,521.83	61,220.03	-96,417.74
10	L	000	000	819107	000	000	000	GENERAL	FUND/CO	CONF ROOM A - ED IMPROVEMENT				0.00	0.00	0.00	0.00
10	L	000	000	842300	000	000	000	GENERAL	FUND/LO	LONG TERM BONDS PAYABLE				0.00	0.00	0.00	0.00
10	L	000	000	842350	000	000	000	GENERAL	FUND/38	38 FUND TAXABLE BONDS				0.00	0.00	0.00	0.00
10	Q	000	000	000000	000	000	000	GENERAL	FUND/N/					0.00	0.00	0.00	0.00
10	Q	000	000	911000	000	000	000	GENERAL	FUND/FI	FIXED ASSETS - L.T.D.				0.00	0.00	0.00	0.00
10	Q	000	000	912000	000	000	000	GENERAL	FUND/FI	FIXED ASSETS - TAX LEVY				0.00	0.00	0.00	0.00
10	Q	000	000	914000	000	000	000	GENERAL	FUND/FI	FIXED ASSETS-ACCUM DEPRECIATIO				0.00	0.00	0.00	0.00
10	Q	000	000	916000	000	000	000	GENERAL	FUND/FI	FIXED ASSETS - DONATIONS				0.00	0.00	0.00	0.00
10	Q	000	000	931000	000	000	000	GENERAL	FUND/FU	FUND BALANCE-RESERVED				0.00	1,566,738.08	1,520,228.50	46,509.58
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				-89,891.84	233,319.48	110,746.91	32,680.73
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)				-20,371,872.36	5,260,617.40	3,197,812.30	-18,309,067.26
10	Q	000	000	939200	000	525	000	GENERAL	FUND/CA	RIVERSIDE STORM DAMAGE REPAIRS				25,000.00	1,195,523.43	1,076,624.99	143,898.44
10	Q	000	000	939200	577	000	000	GENERAL	FUND/CA	CAREER & TECH ED INCENTIVE				3,370.35	0.00	0.00	3,370.35
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	40,098,249.30	40,098,249.30	0.00

										Account Level	Beginning	2026-27	2026-27	Ending			
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
27	A	000	000	711000	000	000	000	SPECIAL	EDUCATI				CASH	280,237.15	195,570.08	706,160.85	-230,353.62
27	A	000	000	711100	000	000	000	SPECIAL	EDUCATI				PAYROLL CLEARANCE ACCOUNT	0.00	662,643.19	662,643.19	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	711200	000	000	000	SPECIAL	EDUCATI				PETTY CASH - 27 FUND	0.00	0.00	0.00	0.00
27	A	000	000	712000	000	000	000	SPECIAL	EDUCATI				INVESTMENTS	0.00	193,149.33	193,149.33	0.00
27	A	000	000	713200	000	000	000	SPECIAL	EDUCATI				ACCOUNTS RECEIVABLE	0.00	0.00	0.00	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	715410	000	000	000	SPECIAL	EDUCATI				DUE FROM COUNTY	45,954.25	0.00	0.00	45,954.25
27	A	000	000	715420	000	000	000	SPECIAL	EDUCATI				DUE FROM CESA	0.00	0.00	0.00	0.00
27	A	000	000	715500	000	000	000	SPECIAL	EDUCATI				DUE FROM STATE GOVERNMENT	0.00	2,420.75	2,420.75	0.00
27	A	000	000	715600	000	000	000	SPECIAL	EDUCATI				DUE FROM FED GOVERNMENT	789,815.66	0.00	195,570.08	594,245.58
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	-20,427.77	58,920.65	38,492.88	0.00
27	L	000	000	811558	000	000	000	SPECIAL	EDUCATI				AP STAPLES	0.00	0.00	0.00	0.00
27	L	000	000	811610	000	000	000	SPECIAL	EDUCATI				MEDICARE TAX	-10,880.92	5,469.21	0.00	-5,411.71
27	L	000	000	811611	000	000	000	SPECIAL	EDUCATI				SOCIAL SECURITY TAX	-46,525.53	23,385.65	0.00	-23,139.88
27	L	000	000	811620	000	000	000	SPECIAL	EDUCATI				RETIREMENT DEDUCTION	-54,509.67	27,397.50	0.00	-27,112.17
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	-2,209.24	1,104.62	0.00	-1,104.62
27	L	000	000	811645	000	000	000	SPECIAL	EDUCATI				LIFE INS - EMPLOYER CONTRIBUTI	-1,400.24	700.12	0.00	-700.12
27	L	000	000	811815	000	000	000	SPECIAL	EDUCATI				NET EFT PAYABLE	0.00	1,593,230.73	1,593,230.73	0.00
27	L	000	000	811820	000	000	000	SPECIAL	EDUCATI				VOUCHERS PAYABLE	-757,080.72	380,521.98	0.00	-376,558.74
27	L	000	000	812000	000	000	000	SPECIAL	EDUCATI				Due To Other Funds	0.00	0.00	0.00	0.00
27	L	000	000	813500	000	000	000	SPECIAL	EDUCATI				DUE TO STATE GOVERNMENT	0.00	0.00	0.00	0.00
27	L	000	000	815100	000	000	000	SPECIAL	EDUCATI				SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
27	L	000	000	815110	000	000	000	SPECIAL	EDUCATI				S/F DENTAL PREMIUMS - DISTRICT	0.00	0.00	0.00	0.00
27	L	000	000	817101	000	000	000	SPECIAL	EDUCATI				SECURITY PREMIUM PAYABLE	-206,687.85	103,343.92	0.00	-103,343.93
27	L	000	000	817110	000	000	000	SPECIAL	EDUCATI				CIL- CASH IN LIEU OF HEALTH	0.00	0.00	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	-16,285.12	8,142.56	0.00	-8,142.56
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	13,577.15	93,245.66	-79,668.51
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

													Account Level		Beginning	2026-27		2026-27		Ending
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD	Debits	FYTD	Credits	Balance	
27	Q	000	000	939900	000	000	000	SPECIAL EDUCATI					UNASSIGNED FUND BALANCE	0.00	778,978.74		563,642.71		215,336.03	
27	-	---	---	-----	---	---	---							0.00	4,048,556.18		4,048,556.18		0.00	

												Account Level	Beginning	2026-27		2026-27		Ending	
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD	Debits	FYTD	Credits	Balance
50	Q	000	000	939200	000	000	000	FOOD	SERVICE	FU			WORKING CAPITAL (CASH FLOW)	0.00		0.00		0.00	0.00
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	629,107.47		629,107.47		0.00

Account Level							Beginning	2026-27	2026-27	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	125,288.35	357,214.23	832,290.04	-349,787.46				
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	175,502.68	175,502.68	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	1,200.00	0.00	0.00	1,200.00				
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	36,544.29	36,544.29	0.00				
80 A 000 000 712001 000 000 000	COMMUNITY SERVI	ECOMMERCE - COMMUNITY SERVICE	8,488.86	28,055.43	0.00	36,544.29				
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	909,930.72	0.00	180,904.46	729,026.26				
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	-535,537.02	590,849.09	62,506.07	-7,194.00				
80 L 000 000 811225 000 000 000	COMMUNITY SERVI	CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00				
80 L 000 000 811558 000 000 000	COMMUNITY SERVI	AP STAPLES	0.00	0.00	0.00	0.00				
80 L 000 000 811610 000 000 000	COMMUNITY SERVI	MEDICARE TAX	-725.42	725.42	0.00	0.00				
80 L 000 000 811611 000 000 000	COMMUNITY SERVI	SOCIAL SECURITY TAX	-3,101.58	3,101.58	0.00	0.00				
80 L 000 000 811620 000 000 000	COMMUNITY SERVI	RETIREMENT DEDUCTION	-1,102.20	1,102.20	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	282,668.52	282,668.52	0.00				
80 L 000 000 811820 000 000 000	COMMUNITY SERVI	VOUCHERS PAYABLE	-51,065.14	51,065.14	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	-67,655.98	51,935.19	0.00	-15,720.79				
80 L 000 000 816902 000 000 000	COMMUNITY SERVI	DEFER.REV.-ADULT & FAMILY FEES	0.00	0.00	0.00	0.00				
80 L 000 000 816903 000 000 000	COMMUNITY SERVI	DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00				
80 L 000 000 816904 000 000 000	COMMUNITY SERVI	DEFERRED REVENUE PRESCHOOL FEE	0.00	0.00	0.00	0.00				
80 L 000 000 816905 000 000 000	COMMUNITY SERVI	DEFERRED REVENUE-OTHER ICE USE	-16,245.47	16,245.47	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	-1,570.00	1,570.00	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	2026-27	2026-27	Ending	
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
80	L	000	000	816915	000	000	000	COMMUNITY	SERVI				DEFERRED REVENUE - GTCC TURF	-74,000.00	74,000.00	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	0.00	0.00	0.00	0.00
80	L	000	000	816918	000	000	000	COMMUNITY	SERVI				DEFERED REVENUE PARTNERSHIP	-5,878.68	0.00	0.00	-5,878.68
80	L	000	000	816919	000	000	000	COMMUNITY	SERVI				DEFERED REVENUE FAM PROGRAMMIN	-231.29	0.00	0.00	-231.29
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	817110	000	000	000	COMMUNITY	SERVI				CIL- CASH IN LIEU OF HEALTH	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	43,805.28	3,380.28	40,425.00
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	-281,926.49	231,212.83	371,665.05	-422,378.71
80	Q	000	000	936900	000	904	000	COMMUNITY	SERVI				MEMBERSHIP ASSISTANCE PROGRAM	-6,118.66	62.50	198.46	-6,254.62
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	869	000	936900	000	980	000	COMMUNITY	SERVI				GTCC CAPITAL PROJECT	0.00	40,425.00	40,425.00	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	1,986,084.85	1,986,084.85	0.00

													Account Level	Beginning	2026-27	2026-27	Ending
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
Grand Asset Totals														33,867,531.09	13,706,565.04	24,948,115.29	22,625,980.84
Grand Liability Totals														-12,710,584.86	23,598,611.30	14,721,194.11	-3,833,167.67
Grand Equity Totals														-21,156,946.23	9,456,821.46	7,092,688.40	-18,792,813.17
Grand Totals														0.00	46,761,997.80	46,761,997.80	0.00

Number of Accounts: 261

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

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
25-00063	Budget Revision - Due to EOY Transfers	2025-2026	06/30/2026	Web Batch Entry	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Budget Revision - Due to EOY TransferPupil Services Transfer	10 E 200 241 143000 000 809 205		06/30/2026	10,761.00	0.00
2		Budget Revision - Due to EOY Transf Budget Revision - Due to EOY TransferPupil Services Transfer	10 E 200 241 124000 000 809 205		06/30/2026	0.00	10,761.00
3		Budget Revision - Due to EOY Transf Budget Revision - Due to EOY TransferPupil Services Transfer	10 E 809 290 292000 000 000 000		06/30/2026	1,722,061.00	0.00
4		Budget Revision - Due to EOY Transf Budget Revision - Due to EOY TransferPupil Services Transfer	10 E 809 846 411000 000 809 000		06/30/2026	1,380,904.00	0.00
5		Budget Revision - Due to EOY Transf Budget Revision - Due to EOY TransferPupil Services Transfer	27 E 809 936 491000 019 809 000		06/30/2026	18,665.00	0.00
6		Budget Revision - Due to EOY Transf Budget Revision - Due to EOY TransferPupil Services Transfer	27 R 809 513 500000 000 000 000		06/30/2026	0.00	18,665.00
7		Budget Revision - Due to EOY Transf Budget Revision - Due to EOY TransferPupil Services Transfer	46 R 809 110 411000 000 901 000		06/30/2026	0.00	1,380,904.00
8		Budget Revision - Due to EOY Transf Budget Revision - Due to EOY TransferPupil Services Transfer	73 R 809 955 500000 000 000 000		06/30/2026	0.00	1,722,061.00
		Budget Revision - Due to EOY Transf			TOTALS	3,132,391.00	3,132,391.00

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

SECOND READING BY BOARD

po1213

STUDENT SUPERVISION AND WELFARE

ADOPTED May 25, 2016 · REVISED Jan 22, 2026

1213 - STUDENT SUPERVISION AND WELFARE

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

An administrator, 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 section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.~~

Each Administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following:

- A. Administrators 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. Administrators 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 Reporting of Crime Statistics.
- C. Administrators should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

1 D. Administrators shall not send students on any personal errands.

2
3 E. Administrators shall not associate with students at any time in a manner which
4 gives the appearance of impropriety, including, but not limited to, the creation
5 or participation in any situation or activity which could be considered abusive or
6 sexually suggestive or involve illegal substances such as tobacco, alcohol, or
7 drugs. Any sexual or other inappropriate conduct with a student by any staff
8 member will subject the offender to potential criminal liability and discipline up
9 to and including termination of employment.

10
11 This provision should not be construed as precluding an administrative staff
12 member from associating with students in private for legitimate or proper
13 reasons or to interfere with familial relationships that may exist between staff
14 and students.

15
16 F. Administrators shall not disclose personally identifiable information about a
17 student to third parties unless specifically authorized by law or the student's
18 parent(s) to do so.

19
20 G. Administrators, other than the superintendent, shall not transport students for
21 school-related activities in a private vehicle without the approval of
22 their immediate supervisor and consistent with the provisions of Policy 8660 -
23 Transportation by Private Vehicle for District-Sponsored Activities or Trips. This
24 does not apply to any student who is an administrator's family member.

25
26 H. An administrator shall not require a student to perform work or services that
27 may be detrimental to their health.

28
29 I. Administrators are discouraged from engaging students in social media and
30 online networking media (see also Policy 7544 - Use of Social Media), except for
31 appropriate academic, extra-curricular, and/or professional uses only.

32
33 J. Administrators are expressly prohibited from posting any picture, video, meme,
34 or other visual depiction or comment pertaining to any student on personal or
35 unauthorized social networking media or similar forums. This provision of the
36 policy does not apply to pictures and/or videos taken of public events that may
37 involve or incidentally include depictions of students participating in or
38 observing such event where the purpose of the photo or video is to depict the
39 event, not a particular student. This section does not apply to depictions of an
40 administrator's own child or other relative.
41
42

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

7 **[DRAFTING NOTE: - The required language from 2025 ACT 89 is listed below. The**
8 **optional language below is not required by 2025 Act 57, but may be desired for**
9 **additional direction to employees.]**

10 **Appropriate Staff and Student Relationships**

11 The District is committed to maintaining safe, professional, and developmentally
12 appropriate relationships between staff and students. All employees, volunteers, and
13 adults working with students are expected to uphold clear and appropriate boundaries
14 and report concerns to protect student welfare.

15 **Prohibited Conduct/Behaviors**

16 This section applies to communications and behaviors that occur during or outside of
17 school hours between an employee acting in the employee's official capacity, and a
18 student enrolled or otherwise participating in any aspect of the District programming.
19 To protect the wellbeing of students, grooming behaviors by staff are strictly
20 prohibited. Likewise, this policy includes reference to other types of behaviors that,
21 while not meeting the definition of grooming, constitute boundary violations that can
22 create the appearance of grooming behavior.

- 23 **A. Grooming** - Grooming behavior is defined as a course of conduct, pattern of
24 behavior, or series of acts with the intention to condition, seduce, solicit, lure, or
25 entice a child for the purpose of engaging in sexual intercourse or sexual
26 contact, or for the purpose of producing, distributing, or possessing depictions
27 of the child engaged in sexually explicit conduct.

28
29 These prohibited grooming behaviors, as well as the behaviors included below,
30 cover both in-person and digital communications, during non-school and school
31 hours, and include sexualized conversations, inappropriate physical contact, and
32 efforts to isolate a child from their family or peers. Staff must not engage in any
33 romantic or sexual conduct with students, including dating, advances, sexual
34 contact, or sexually suggestive communication.

35 When accompanied by the intent described above, grooming behaviors
36 include the following and other similar forms of interaction between school staff
37 or volunteers and students:

- 38
39 1. hugging, kissing, or other physical contact with a student;
40
41 2. telling sexual jokes to students;
42

3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

B. Boundary Violations - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

(☒) Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. **[END-OF-OPTION]**

(☒) Inappropriate boundary violations may include, but are not limited to, the following:

~~inappropriate comments about a student's body or appearance;~~

1. inappropriate comments about a student's body or appearance;
2. taking an undue interest in a student (i.e. having a special friend or a special relationship);
3. initiating or extending contact with students beyond the school day for personal purposes;
4. using e-mail, text messaging, or websites to discuss personal topics or interests with students;

5. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
6. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
7. going to a student's home for non-educational purposes;
8. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
9. giving gifts or money to a student for no legitimate educational purpose;
10. accepting gifts or money from a student for no legitimate educational purpose;
11. being overly touchy with students;
12. favoring certain students by inviting them to come to the classroom at non-class times;
13. getting a student out of class to visit with the staff member;
14. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
15. being alone with a student behind closed doors without a legitimate educational purpose;
16. telling a student secrets and having secrets with a student; and
17. other similar activities or behavior.

Inappropriate boundary violations are prohibited and must be reported promptly.

C. (X) **Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. **[END -OF -OPTION]** -

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

-

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) - does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for it ' s required definition - of appropriate content.]

When using PCDs to communicate with students and parents, staff members must use District-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. (X) Instructional communication (assignments, coursework, academic support);
- B. (X) School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. (X) Scheduling or logistical information related to classes or school programs;
- D. (X) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance) and;
- E. (X) Safety or emergency communication when necessary ;
- F. (-) Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

~~[DRAFTING NOTE: Policy 7544 - Use of Social Media requires the Superintendent to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]~~

District-Approved PCD Communication Platforms - The Superintendent is required to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff,

coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

A. (☒) District email/messaging;

B. (☒) District-approved social media platform(s), for group public messaging, not individual or direct private messaging;

C. (☒) Designated athletic and co-curricular communication app.

~~[] - The District - approved communication platform(s) shall be listed on the District's website : - [END-OF-OPTION]~~

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor (☒), or via the District's anonymous reporting tool ~~[END-OPTION]~~. All reports will be treated confidentially to the extent legally possible.

B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A. a designated administrator/Title IX Coordinator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

Pursuant to the laws of the State and Board Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each administrator shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall immediately report it to the Superintendent or their supervisor or a Title IX Coordinator.

Revised 7/24/19

Revised 10/21/20

Revised 4/21/21

Revised 10/25/22

T.C. 1/22/26

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Legal

48.981, Wis. Stats.

118.07(6), Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.072, Wis. Stats.

948.095, Wis. Stats.

SECOND READING BY BOARD

po3120.01

JOB DESCRIPTIONS

ADOPTED May 25, 2016 · REVISED Jun 15, 2022

3120.01 - **JOB DESCRIPTIONS**

The Board recognizes that it is essential for District and employee accountability that each staff member be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent or designee shall maintain a current comprehensive, and coordinated set of job descriptions for professional staff positions. ~~Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained by the Talent and Culture Department.~~

All job descriptions shall be approved by the Superintendent and will be maintained by the Talent and Culture Department.

As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

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

Each job description shall include a statement that reserves authority to the District to assign additional duties and responsibilities as necessary within the scope of the employment position.

Upon employment by the Board, the staff member shall receive of a copy of the current job description for the position for which s/he has been employed. The District's Talent and Culture staff shall have the employee sign off on this job description as part of the employment orientation process.

1 During the revision of a job description, the Superintendent or designee may seek input
2 from individuals who hold that position; however, their input may or may not be
3 reflected when the revision of said job description is completed.
4

5 Following the revision of a job description, staff members, who hold the positions for
6 which the essential functions are described in that revised job description, shall be
7 provided access to the updated version and the opportunity to discuss the revisions
8 therein with their immediate supervisor.
9

10 The Superintendent shall prepare administrative guidelines necessary for the proper
11 implementation of this policy.
12

13 Revised 10/25/17

14 T.C. 8/25/20

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17 **Legal**

18 P.I. 8.01(2)(q)
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SECOND READING BY BOARD

po3213

STUDENT SUPERVISION AND WELFARE

ADOPTED May 25, 2016 · REVISED Jan 22, 2026

3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional 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 professional 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 obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.~~

District employees 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. Professional 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. Professional 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 Reporting of Crime Statistics.
- C. Professional staff members should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

1 D. Professional staff members shall provide proper instruction in the safety matters
2 presented in assigned course guides.

3
4 E. Professional staff members shall not send students on any personal errands.

5
6 F. Professional staff members shall not associate with students at any time in a
7 manner which gives the appearance of impropriety, including, but not limited to,
8 the creation or participation in any situation or activity which could be
9 considered abusive or sexually suggestive or involve illegal substances such as
10 tobacco, alcohol, or drugs. any sexual or other inappropriate conduct with a
11 student by any staff member will subject the offender to potential criminal
12 liability and discipline up to and including termination of employment.

13
14 This provision should not be construed as precluding a professional staff
15 member from associating with students in private for legitimate or proper
16 reasons or to interfere with familial relationships that may exist between staff
17 and students.

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19 G. Professional staff members shall not disclose personally identifiable information
20 about a student to third parties unless specifically authorized by law or the
21 student's parent(s) to do so.

22
23 H. Professional staff members shall not transport students in a private vehicle
24 without the approval of their immediate supervisor and consistent with the
25 provisions of Policy 8660 - Transportation by Private Vehicle for District-
26 Sponsored Activities or Trips. This does not apply to any student who is a
27 professional staff member's family member.

28 I. A professional staff member shall not require a student ~~Students shall not be~~
29 ~~required~~ to perform work or services that may be detrimental to their health.

30
31 J. Staff members are discouraged from engaging students in social media and
32 online networking media, except for appropriate academic, extra-curricular,
33 and/or professional uses only OR staff members are discouraged from engaging
34 students in social media and online networking media (see also Policy 7544 -
35 Use of Social Media), except for appropriate academic, extra-curricular, and/or
36 professional consistent with Policy 7540 - Technology, Policy 7540.03 - Student
37 Technology Acceptable Use and Safety, and Policy 7540.04 - Staff Technology
38 Acceptable Use and Safety.

39
40 K. Staff members are expressly prohibited from posting any picture, video, meme,
41 or other visual depiction, or comment pertaining to any student on social
42

networking media or similar forums, such as YouTube without 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 events, 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 professional staff member's own child or other relative.

[DRAFTING NOTE: The required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct /Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;

2. telling sexual jokes to students;
-
3. engaging in talk containing sexual innuendo or banter with students;
-
4. talking about sexual topics that are not related to curriculum;
-
5. showing to or discussing pornography with a student;
-
6. any other form of interaction with a student that involves the requisite intent described above.

B. **Boundary Violations** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

(X) Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. ~~[END-OF-OPTION]~~

(X) Inappropriate boundary violations may include, but are not limited to, the following:

1. inappropriate comments about a student's body or appearance;
2. taking an undue interest in a student (i.e. having a special friend or a special relationship);
3. initiating or extending contact with students beyond the school day for personal purposes;
4. using e-mail, text messaging, or websites to discuss personal topics or interests with students;

5. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
6. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
7. going to a student's home for non-educational purposes;
8. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
9. giving gifts or money to a student for no legitimate educational purpose;
10. accepting gifts or money from a student for no legitimate educational purpose;
11. being overly touchy with students;
12. favoring certain students by inviting them to come to the classroom at non-class times;
13. getting a student out of class to visit with the staff member;
14. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
15. being alone with a student behind closed doors without a legitimate educational purpose;
16. telling a student secrets and having secrets with a student; and
17. other similar activities or behavior.

Inappropriate boundary violations are prohibited and must be reported promptly. **[END - OF - OPTION]**

- C. **(X) Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. [END OF OPTION]

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]

When using PCDs to communicate with students and parents, staff members must use district-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. (X) Instructional communication (assignments, coursework, academic support);
- B. (X) School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. (X) Scheduling or logistical information related to classes or school programs;
- D. (X) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance) ;and, .
- E. (X) Safety or emergency communication when necessary;
- F. () - Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544 - Use of Social Media requires the Superintendent to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]

District - Approved PCD Communication Platform s - The Superintendent is required to designate and communicate the District-approved social media /communication platforms/sites, which all Board members, staff, coaches/advisors , and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. (☒) District email/messaging;
- B. (☒) District - approved social media platform(s), for group public messaging, not individual or direct private messaging ;
- C. (☒) Designated athletic and co-curricular communication app.

[] The District - approved communication platform(s) shall be listed on the District's website : - **[END-OF-OPTION]** -

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor (☒), or via the District's anonymous reporting tool - **[END-OPTION]**. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. a designated administrator /Title IX Coordinator; and

1 B. Child Protective Services and/or law enforcement.

2 Immediate action is required; do not delay. More

3 info: <https://dcf.wisconsin.gov/cps/process>

4 **Violations and Consequences** - Violations of this policy may result in disciplinary
5 action, up to and including termination, and may be reported to external agencies as
6 required by law. The level of discipline will depend on the severity of the violation.

7 **Policy Access** - This policy will be:

8 A. posted on the District's website;

10 B. reviewed annually with staff; and

12 C. included in new employee onboarding.

13 Pursuant to the laws of the State and Policy 8462 - Reporting of Child Abuse and
14 Neglect, and Sexual Misconduct, each professional staff member shall report to the
15 proper legal authorities immediately any sign of suspected child abuse, abandonment,
16 or neglect. In addition, if there is any cause to suspect misconduct as specified in
17 118.07(6), Wis. Stats., as described in Required Notification to Parents for Alleged
18 Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and
19 Sexual Misconduct, each professional staff member shall immediately report it to the
20 Superintendent or their supervisor or a Title IX Coordinator. .

21 **Annual Training** - Annual training is required for all employees. This training shall
22 include identifying, preventing, and reporting grooming and professional boundary
23 violations, appropriate content and methods of communication with students for both
24 during and outside school hours, as well as the range of consequences for staff who
25 violate this policy. **[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL**
26 **TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]**

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

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

38 Revised 7/24/19

39 Revised 10/21/20

40 Revised 4/21/21

41 Revised 10/25/22

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48.981, Wis. Stats.

118.07(6) Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.072, Wis. Stats.

948.095, Wis. Stats.

STUDENT SUPERVISION AND WELFARE

ADOPTED May 25, 2016 · REVISED Jan 22, 2026

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.~~

Standard of Care of Students

Each District support staff member ~~s~~ 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 Reporting of Crime Statistics. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.

1 C. Support staff should not volunteer to take on responsibilities they are not
2 reasonably qualified for or able to perform. Voluntarily assuming such duties
3 carries the same level of accountability as formally assigned responsibilities.
4

5 D. Support staff members shall not send students on any personal errands.
6

7 E. Support staff members shall not associate with students at any time in a manner
8 which gives the appearance of impropriety, including, but not limited to, the
9 creation or participation in any situation or activity which could be considered
10 abusive or sexually suggestive or involve illegal substances such as tobacco,
11 alcohol, or drugs. Any sexual or other inappropriate conduct with a student by
12 any staff member will subject the offender to potential criminal liability and
13 discipline up to and including termination of employment.
14

15 This provision should not be construed as precluding a support staff member
16 from associating with students in private for legitimate or proper reasons or to
17 interfere with familial relationships that may exist between staff and students.
18

19 F. Support staff members shall not disclose personally identifiable information
20 about a student to third parties unless specifically authorized by law or the
21 student's parent(s) to do so.
22

23 G. Support staff members shall not transport students for school-related activities
24 in a private vehicle without the approval of their immediate supervisor and
25 consistent with the provisions of Policy 8660 - Transportation by Private
26 Vehicle for District-Sponsored Activities or Trips. This does not apply to any
27 student who is a support staff member's family member.
28

29 H. A support staff member shall not require a student ~~Students shall not be~~
30 ~~required~~ to perform work or services that may be detrimental to their health.
31

32 I. Staff members are discouraged from engaging students in social media and
33 online networking media (see also Policy 7544 - Use of Social Media), except for
34 appropriate academic, extra-curricular, and/or professional uses consistent
35 with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable
36 Use and Safety, and/or Policy 7540.04 - Staff Technology Acceptable Use and
37 Safety.
38

39 J. Staff members are expressly prohibited from posting any picture, video, meme,
40 or other visual depiction, or comment pertaining to any student on social
41 networking media or similar forums without the permission of the
42 administration. This provision of the policy does not apply to pictures and/or

1 videos taken of public events that may involve, or incidentally
2 include, depictions of students participating in or observing such event where
3 the purpose of the photo or video is to depict the event, not a particular student.
4 This section does not apply to depictions of a support staff member's own child
5 or other relative.

6
7 Since most information concerning a child in school, other than directory information
8 described in Policy 8330 - Student Records, is a confidential student record under
9 Federal and State laws, a staff member who shares confidential information with
10 another person not authorized to receive the information may be subject to discipline
11 and/or civil liability. This includes, but is not limited to, information concerning
12 assessments, grades, behavior, family background, and alleged child abuse.

13
14 **[DRAFTING NOTE: The required language from 2025 ACT 89 is listed**
15 **below. The optional language below is not required by 2025 Act 57, but may be**
16 **desired for additional direction to employees.]**

17 **Appropriate Staff and Student Relationships**

18 The District is committed to maintaining safe, professional, and developmentally
19 appropriate relationships between staff and students. All employees, volunteers, and
20 adults working with students are expected to uphold clear and appropriate boundaries
21 and report concerns to protect student welfare.

22 **Prohibited Conduct / Behaviors**

23 This section applies to communications and behaviors that occur during or outside of
24 school hours between an employee acting in the employee's official capacity and a
25 student enrolled or otherwise participating in any aspect of the District's
26 programming. To protect the wellbeing of students, grooming behaviors by staff are
27 strictly prohibited. Likewise, this policy includes reference to other types of behaviors
28 that, while not meeting the definition of grooming, constitute boundary violations that
29 can create the appearance of grooming behavior.

- 30 A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of
31 behavior, or series of acts with the intention to condition, seduce, solicit, lure, or
32 entice a child for the purpose of engaging in sexual intercourse or sexual
33 contact, or for the purpose of producing, distributing, or possessing depictions
34 of the child engaged in sexually explicit conduct.

35 These prohibited grooming behaviors, as well as the behaviors included
36 below, cover both in-person and digital communications, during non-school
37 and school hours, and include sexualized conversations, inappropriate physical
38 contact, and efforts to isolate a child from their family or peers. Staff must not
39 engage in any romantic or sexual conduct with students, including dating,
40 advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

B. **Boundary Violations** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

(X) Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. [END-OF-OPTION]

(X) Inappropriate boundary violations may include, but are not limited to, the following:

1. inappropriate comments about a student's body or appearance;

2. taking an undue interest in a student (i.e. having a special friend or a special relationship);
3. initiating or extending contact with students beyond the school day for personal purposes;
4. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
5. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
6. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
7. going to a student's home for non-educational purposes;
8. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
9. giving gifts or money to a student for no legitimate educational purpose;
10. accepting gifts or money from a student for no legitimate educational purpose;
11. being overly touchy with students;
12. favoring certain students by inviting them to come to the classroom at non-class times;
13. getting a student out of class to visit with the staff member;
14. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
15. being alone with a student behind closed doors without a legitimate educational purpose;
16. telling a student secrets and having secrets with a student; and
17. other similar activities or behavior.

Inappropriate boundary violations are prohibited and must be reported promptly. **[END-OF-OPTION]**

- C. **(X) Preferential Treatment or Favoritism -** Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. **[END-OF-OPTION]**

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or

1 ~~include additional parameters for its required definition - of appropriate~~
2 ~~content.]~~

3
4 When using PCDs to communicate with students and parents, staff members must use
5 district-approved communication platforms.

6
7 When staff and school officials communicate with students using PCDs, discussions
8 must be appropriate and not prohibited grooming or boundary violations, professional,
9 and related to legitimate school purposes. Communications described here should be
10 as brief as possible and only contain what is necessary. Appropriate content includes:

- 11
12 A. (X) Instructional communication (assignments, coursework, academic
13 support);
- 14
15 B. (X) School-related activities (clubs, athletics, events, field trips, rehearsals);
- 16
17 C. (X) Scheduling or logistical information related to classes or school
18 programs;
- 19
20 D. (X) Pedagogical assistance related to school participation (clarifying
21 expectations, reminders, or academic assistance); and,
- 22
23 E. (X) Safety or emergency communication when necessary. ;
- 24
25 F. ~~() Other _____.~~

26 Communications must remain professional in tone, limited to educational or school-
27 related matters, and consistent with District policies regarding staff-student
28 boundaries. Failure to follow these policy expectations may result in discipline up to
29 and including termination, and potential referral to law enforcement. The level of
30 discipline will depend on the severity of the violation. This policy applies to
31 communication that occurs during or outside of school hours.

32 Employees who are parents or legal guardians of students enrolled in the District may
33 communicate with their own children using PCDs outside of District-approved
34 platforms, provided such communications are personal in nature and not conducted in
35 the employee's official capacity. This exception does not permit the employee to engage
36 in District-related communications with other students outside of approved platforms,
37 nor does it exempt them from applicable laws, policies, or expectations regarding
38 professional conduct.

39 ~~**{DRAFTING NOTE: Policy 7544 - Use of Social Media requires the District**~~
40 ~~**Administrator to designate and communicate the District-approved social**~~
41 ~~**media/communication platforms/sites, which all Board members, staff,**~~
42 ~~**coaches/advisors, and approved volunteers are required to use exclusively**~~

when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teaching.]

District - Approved PCD Communication Platform s - The District Administrator is required to designate and communicate the District-approved social media /communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students .
The approved communication platform(s) is/are:

- A. (☒) District email/messaging;
- B. (☒) District - approved social media platform(s), for group public messaging, not individual or direct private messaging ;
- C. (☒) Designated athletic and co-curricular communication app.

~~] The District - approved communication platform(s) shall be listed on the District's website : - [END-OF-OPTION]~~

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor(☒), or via the District's anonymous reporting tool - ~~[END-OPTION]~~. All reports will be treated confidentially to the extent legally possible.

B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A. a designated administrator /Title IX Coordinator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access - This policy will be:

A. posted on the District's website;

B. reviewed annually with staff; and

C. included in new employee onboarding.

Pursuant to the laws of the State and Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each support staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in - Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. **[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]**

~~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

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Revised 10/22/25

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Legal

48.981, Wis. Stats.

118.07(6), Wis. Stats.

118.07(7), Wis. Stats.

948, Wis. Stats.

948.072, Wis. Stats.

948.095, Wis. Stats.

SECOND READING BY BOARD

po7530.02

STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES

ADOPTED May 25, 2016 · REVISED Oct 22, 2025

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.

~~[DRAFTING NOTE: Wis. Stat. 118.07(7) requires the District Administrator to specify in policy the appropriate methods of communication between employees/volunteers and students.]~~
~~District - Approved PCD Platform -~~

= When communicating with students, Board members, staff, coaches/advisors, and approved volunteers are required to exclusively use the District-approved social media/communication platforms/sites. See Policy 1213/3213/4213 - Student Supervision and Welfare for specifics regarding appropriate discussion content when using PCDs as well as the approved PCD Platform.

Conducting District Business Using a PCD

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 that concern District business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.

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.

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

4
5 Further, PCD communications about students, including text messages, instant
6 messages, and e-mails sent and/or received by a District employee or school official
7 using his/her PC,D may constitute education records if the content includes personally
8 identifiable information about a student.

9
10 Communications, including text messages, instant messages, and e-mails sent and/or
11 received by a District employee or school official using his/her PCD, that are public
12 records or student records are subject to retention and disclosure, upon request, in
13 accordance with Policy 8310 - Public Records. Cellular/Wireless communications that
14 are student records should be maintained pursuant to Policy 8330 - Student Records.

15
16 Cellular/Wireless communications and other electronically stored information (ESI)
17 stored on the staff member's or school official's PCD may be subject to a litigation hold
18 pursuant to Policy 8315 - Information Management. Staff and school officials are
19 required to comply with District requests to produce copies of cellular/wireless
20 communications in their possession that are either public records or education records
21 or that constitute ESI that is subject to a litigation hold.

22
23 At the conclusion of an individual's employment (whether through resignation,
24 nonrenewal, or termination), the employee or school official is responsible for
25 informing the Superintendent or designee of all public records, student records and ESI
26 subject to a litigation hold that are maintained on the employee's Board-owned PCD.
27 The District's IT department/staff will transfer the records/ESI to an alternative storage
28 device.

29
30 If the employee or school official utilized a personally-owned PCD for District-related
31 communications, and the device contains public records, student records, and/or ESI
32 subject to a ligation hold, the employee must transfer the records/ESI to the District's
33 custody (e.g. server, alternative storage device) prior to the conclusion of his/her
34 employment. The District's IT department/staff is available to assist in this process.
35 Once all public records, student records, and ESI subject to a litigation hold are
36 transferred to the District's custody, the employee is required to delete the records/ESI
37 from his/her personally-owned PCD. The employee or school official will be required to
38 sign a document confirming that all such records/information has been transferred to
39 the District's custody and deleted from his/her the employee's personally-owned PCD.

40
41 If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the
42 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.

Revised 6/26/19

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Legal

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

118.07(7), Wis. Stats.

948.072, Wis. Stats.

SECOND READING BY BOARD

po7540.03

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

ADOPTED May 25, 2016 · REVISED May 21, 2025

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136 - Personal Communication Devices).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted

1 restrictions aimed at preserving these resources, such as placing limits on use of
2 bandwidth, storage space, and printers.

3
4 Users have no right or expectation to privacy when using District Technology Resources
5 (including, but not limited to, privacy in the content of their personal files, e-mails, and
6 records of their online activity when using the District's computer network and/or
7 Internet connection).

8
9 ~~First, the~~ **The** Board may not be able to technologically limit access to services through
10 its technology resources to only those that have been authorized for the purpose of
11 instruction, study, and research related to the curriculum. Unlike in the past when
12 educators and community members had the opportunity to review and screen
13 materials to assess their appropriateness for supporting and enriching the curriculum
14 according to adopted guidelines and reasonable selection criteria (taking into account
15 the varied instructional needs, learning styles, abilities, and developmental levels of the
16 students who would be exposed to them), access to the Internet, because it serves as a
17 gateway to any publicly available file server in the world, opens classrooms and
18 students to electronic information resources that may not have been screened by
19 educators for use by students of various ages.

20
21 Pursuant to Federal law, the Board has implemented technology protection measures,
22 that protect against (e.g., filter or block) access to visual displays/depictions/materials
23 that are obscene, constitute child pornography, and/or are harmful to minors, as
24 defined by the Children's Internet Protection Act. At the discretion of the Board or the
25 Superintendent, the technology protection measures may be configured to protect
26 against access to other material considered inappropriate for students to access. The
27 technology protection measures may not be disabled at any time that students may be
28 using the District technology resources, if such disabling will cease to protect against
29 access to materials that are prohibited under the Children's Internet Protection Act. Any
30 student who attempts to disable the technology protection measures will be subject to
31 discipline.

32 The Board utilizes software and/or hardware to monitor online activity of students and
33 to block/filter access to child pornography and other material that is obscene,
34 objectionable, inappropriate, and/or harmful to minors. "Harmful to minors" is a term
35 defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image,
36 graphic image file, or other visual depiction that:

- 37
38 A. taken as a whole and with respect to minors, appeals to a prurient interest in
39 nudity, sex, or excretion;
40
41
42

1 B. depicts, describes, or represents, in a patently offensive way with respect to
2 what is suitable for minors, an actual or simulated sexual act or sexual contact,
3 actual or simulated normal or perverted sexual acts, or a lewd exhibition of the
4 genitals;

5
6 C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to
7 minors.
8

9 At the discretion of the Board or the Superintendent, the technology protection
10 measure may be configured to protect against access to other material considered
11 inappropriate for students to access. The technology protection measure may not be
12 disabled at any time that students may be using the District technology resources, if
13 such disabling will cease to protect against access to materials that are prohibited under
14 the Children's Internet Protection Act. Any student who attempts to disable the
15 technology protection measures will be subject to discipline.

16 The Superintendent or designee may temporarily or permanently unblock access to
17 websites or online educational services/apps containing appropriate material if access
18 to such sites has been inappropriately blocked by the technology protection measure.
19 The determination of whether material is appropriate or inappropriate shall be based
20 on the content of the material and the intended use of the material, not on the
21 protection actions of the technology protection measure.
22

23 The Superintendent or designee may disable the technology protection measure to
24 enable access for bona fide research or other lawful purposes.
25

26 Parents are advised that a determined user may be able to gain access to services
27 and/or resources on the Internet that the Board has not authorized for educational
28 purposes. In fact, it is impossible to guarantee students will not gain access through the
29 Internet to information and communications that they and/or their parents may find
30 inappropriate, offensive, objectionable, or controversial. Parents of minors are
31 responsible for setting and conveying the standards that their children should follow
32 when using the Internet.
33

34 Pursuant to Federal law, students shall receive education about the following:
35

36 A. safety and security while using e-mail, chat rooms, social media, and other
37 forms of direct electronic communications;
38

39 B. the dangers inherent with the online disclosure of personally identifiable
40 information;
41
42

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;

D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to ~~acknowledge during the annual student registration process the terms and conditions of this policy and its accompanying guidelines. confirm their agreement to abide by the terms and conditions of this policy - () - and its accompanying guidelines -~~ **[END-OF-OPTION]** (X) . by signing the District technology use form. This agreement remains active until the student leave sthe District unless explicitly revoked by a a parent. () - during the annual student registration process. - () - during each user login procedure. **[END-OF OPTIONS]**

Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.~~

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

~~[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) - does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition. Wis. Stat. 118.07(7) governs communications between an employee/volunteer and a student enrolled in the District. The goal of the statute is to protect students by regulating staff and volunteer communication with students; however, the law was written to also apply to student communication to District employees, i.e. "between" staff/volunteer and student, and therefore this policy language is included in the student policy section.]~~

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

When using PCDs to communicate with Board members, staff and/or volunteers, students must use District-approved communication platforms.

The approved communication platform(s) is/are:

- A. (☒) District email/messaging;
-
- B. (☒) District-approved social media platform(s) - _____ - (see also Policy 7544 - Use of Social Media);
-
- C. (☒) District approved Communication Apps Other - _____ - [END-OF OPTION]

X] The District-approved communication platform(s) shall be listed on the District's website. **[END-OF-OPTION]**

When students communicate with staff, volunteers, or Board members using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. These communications shall occur only when absolutely necessary. Appropriate content includes:

- A. (**X**) Instructional communication (assignments, coursework, academic support);
- B. (**X**) School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. (**X**) Scheduling or logistical information related to classes or school programs;
- D. (**X**) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. (**X**) Safety or emergency communication when necessary;
- F. (-) Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Expectations for Responsible Artificial Intelligence (AI) Use

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent

with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Academic Honesty

The unauthorized use of Artificial Intelligence tools to generate or complete academic work shall constitute a violation of the District's policy on academic honesty. (See Policy 5505 - Academic Honesty.)

All student use of AI technology must comply with the requirements and standards set forth in Policy 7540.08 – Artificial Intelligence (AI).

[NOTE: If language about social media is added to Policy 7540 - Technology, it is recommended that this language be added to this policy.]

[X] Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. **[END-OF-OPTION]**

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

Revised 9/27/17

Revised 11/18/20

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Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500 - 54.509, 54.511, 54.513 - 54.520, 54.522 - 54.523

942.09, Wis. Stats.

118.07(7), Wis. Stats

SECOND READING BY BOARD

po7544

USE OF SOCIAL MEDIA

ADOPTED Nov 18, 2020 · REVISED Nov 20, 2024

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff (including District-approved volunteers), and the general public. Social media is defined in Bylaw 0100 - Definitions.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

The Superintendent is charged with designating the District-approved social media platforms/sites, which shall be listed on the District's website. which all Board members, staff, coaches/advisors, _ and approved volunteers are required to use when communicating _ via social media with each other and/or _ with students.

~~(X) ; - These communication platforms which - shall be listed on the District's website : - [END-OF-OPTION]~~

~~In designating District-approved social media platforms/sites, the Superintendent shall specify which platforms/sites are appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members.~~

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) is a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding

cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The Superintendent or designee shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members or volunteers wish to post information or announcements to a District social media platform, the staff member or volunteer may request that the Superintendent or designee approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for communications about

1 classroom instruction or school-sponsored activities, as well as to support classroom
2 instruction. When a staff member uses a District-approved social media platform/site
3 for an educational purpose, it will be considered an educational activity and will not be
4 considered a limited public forum. Students' use of District-approved social media
5 platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG
6 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG
7 7540.03 – Student Technology Acceptable Use and Safety, the instructor's
8 directions/procedures, and the platform/site's applicable terms of service. Students are
9 prohibited from posting or releasing personally identifiable information about students,
10 employees, and volunteers through District-approved social media without appropriate
11 consent.

12
13 Staff members (including District-approved volunteers) must provide parents of
14 students involved in a school-sponsored activity the ability to opt-out of having their
15 child use social media platforms/sites for communication purposes associated with that
16 activity, and arrange for an alternative method of communicating with the participating
17 student concerning the school-sponsored activity.

18 **Expected Standards of Conduct on District-Approved Social Media**

19
20 Employees and District-approved volunteers who access District-approved social media
21 platforms are expected to conduct themselves in a respectful, courteous, and
22 professional manner. Students, parents, and members of the general public who access
23 District-approved social media platforms are similarly expected to conduct themselves
24 in a respectful, courteous, and civil manner.

25
26 District-approved social media sites shall not contain content that is obscene; is vulgar
27 and lewd such that it undermines the school's basic educational mission; is libelous or
28 defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an
29 individual to engage in unlawful acts or to cause a substantial disruption or material
30 interference with District operations; or interferes with the rights of others. The District
31 may exercise editorial control over the style and content of student speech on District-
32 approved social media if reasonably related to legitimate pedagogical concerns. Staff or
33 students who post prohibited content shall be subject to appropriate disciplinary
34 action.

35
36 The District is committed to protecting the privacy rights of students,
37 parents/guardians, staff, volunteers, Board members, and other individuals on District-
38 approved social media sites. District employees and volunteers are prohibited from
39 posting or releasing confidential information about students, employees, volunteers, or
40 District operations through social media, without appropriate consent (i.e., express
41 written consent from the parent of a student, the affected employee or volunteer, or
42

the Superintendent concerning District operations). ~~(-) - Identification of a student in any - (-) - social media post - (-) - publication and/or social media post - [END OF OPTION] - from the District must be approved by the parent in advance: - [END OF OPTION]~~ Any postings by District employees that identify students must be consistent with Policy 1213/ Policy 3213/ Policy 4213 - Student Supervision and Welfare.

~~Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.~~

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members’/volunteers' use of social media with school sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board’s adopted record retention schedule and all applicable State statutes. (See AG 8310A – Public Records)

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District’s control and are appropriately retained.

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees and current District-approved volunteers are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for

1 personal use during work hours, provided it does not interfere with the
2 employee's/volunteer's job performance.

3
4 They are reminded that the District may monitor their use of District technology
5 resources.

6 7 **Employees' Use of Personal Communication Devices at Work to Access Social** 8 **Media for Personal Use**

9
10 Employees are permitted to use personal communication devices to access social
11 media for personal use during work hours, provided it does not interfere with the
12 employee's job performance.

13
14 Employees and District-approved volunteers are prohibited from posting or engaging in
15 communication that violates State or Federal law, Board policies, or administrative
16 guidelines. If an employee/volunteer's communication interferes with the
17 employee's/volunteer's ability to effectively perform the employee's or volunteer's job,
18 or violates State or Federal law, Board policies, or administrative guidelines, the District
19 may impose disciplinary action and/or refer the matter to appropriate law enforcement
20 authorities.

21
22 This policy and its corresponding administrative guideline will be reviewed and
23 updated as necessary.

24 Revised 6/19/23

25 Revised 4/17/24

26
27 © Neola 2024 6

28 29 **Legal**

30 Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096
31 (2008)

32 Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)
33 118.07(7), Wis. Stats.

SECOND READING BY BOARD

po8120

VOLUNTEERS

ADOPTED May 25, 2016 · REVISED May 21, 2025

8120 - VOLUNTEERS

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Board members and any other individuals who volunteer to work in the schools must submit to a criminal history records and background check before being allowed to participate in any activity or program.

[DRAFTING NOTE: The statute (118.07(07), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]

Appropriate Discussion Content When Using PCDs (Personal Communication Devices)

When using PCDs to communicate with student(s), volunteers must use District-approved communication platforms .

The approved communication platform(s) is/are:

- A. (X) District email/messaging;
- B. (X) District - approved social media platform(s), for group public messaging, not individual or direct private messaging ; (see also Policy 7544 -

Use of Social Media);

C. ☒ Designated athletic and co-curricular communication app.

~~[] The District - approved communication platform(s) shall be listed on the District's website : - [END-OF-OPTION]~~

When volunteer members communicate with students using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. Appropriate content includes:

A. ☒ Instructional communication (assignments, coursework, academic support);

B. ☒ School-related activities (clubs, athletics, events, field trips, rehearsals);

C. ☒ Scheduling or logistical information related to classes or school programs;

D. ☒ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. ☒ Safety or emergency communication when necessary .

F. ~~() Other~~ _____ .

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries . . (See Policy 3213 /4213 - Student Supervision and Welfare) Failure to follow these policy expectations may result in the revocation of future volunteer opportunities, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Volunteers who are parents or legal guardians of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature. This exception does not permit the volunteer to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

Any person who volunteers with the District shall be screened through the Internet site for the Sex Offender's Registry (SOR) list prior to being allowed to participate in any activity or program. The District will use visitor management software which includes the SOR screen as part of this process.

X] Any volunteer who works with or has access to students shall be screened through the Internet site for the Sex Offenders Registry (SOR) list, which may include the use of visitor management software, prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of 120.20, Wis. Stats. and this policy are satisfied. (See Bylaw 0144.3 - Conflict of Interest)

~~[] - A volunteer who transports students in a school vehicle must abide by the guidelines in Policy 8600 - Transportation .~~

Each volunteer shall agree to abide by all Board policies and District guidelines while on duty as a volunteer.

The Superintendent shall be responsible for informing each volunteer of the District's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteers' requirements for recognition from the District and the Wisconsin Department of Veterans Affairs.

Revised 3/13/20

T.C. 1/31/22

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Legal

118.07(7), Wis. Stats.

120.20, Wis. Stat.

SECOND READING BY BOARD

po8462

REPORTING OF CHILD ABUSE AND NEGLECT AND SEXUAL MISCONDUCT

ADOPTED May 25, 2016 · REVISED May 9, 2019

8462 - **REPORTING OF CHILD ABUSE AND NEGLECT AND SEXUAL MISCONDUCT**

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

Reporting of Suspected Child Abuse or Neglect

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living

with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

Reporting Procedures

The employee shall immediately call the local office of the Child Protective Services and/or ~~Welfare Department or~~ local law enforcement agency.

~~Employees shall also notify the building level administrator or the Superintendent.~~

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect, unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

-

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Staff member reporting obligations under this policy and applicable law are the same regardless of whether the suspected abuser is a parent, guardian, or another staff member, and reports should be made accordingly.

Required Notification to Parents for Alleged Sexual Misconduct

- Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to a designated administrator or Title IX Coordinator, who shall inform the Superintendent of the report. After receiving a report that alleges any of the following, the Superintendent shall notify the parent of each student alleged to be a victim, target, or recipient of the alleged conduct if the individual who received the report determines there is reasonable cause to suspect that the alleged conduct occurred:

A. Sexual misconduct, as defined in 948.098 - (1)(d), Wis. Stats., by a school staff member, as defined in s. 948.098 (1) (c);

B. That an individual who has been convicted of a serious child sex offense, as defined in 948.13 , Wis. Stats., ~~7~~ has engaged in an occupation or participated in

a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13.; and/or

- C. That a sex offender, as defined in 948.14 (1) (d), Wis. Stats. has intentionally captured a representation of a minor student without the written consent of the minor student's parent or guardian.

Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C, above) may result in disciplinary action, up to and including termination.

If reporting relative to items A, B, and/or C above, then the following apply:

Timing

- A. If the report is received before the end of the regular school day, the Superintendent shall notify the parent by 5:00 p.m. that same day.
-
- B. If the report is received after school hours or on a non-school day, the Superintendent shall provide notification by noon of the next calendar day.

Method

- A. Notice must be provided in person or by phone (including voicemail) to the parent(s) of the specific student who is alleged to have been the victim, target, or recipient of the conduct.
-
- B. The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.

See also Policy 1213 - Student Supervision and Welfare and Policy 8141 - Required Reporting of Staff Conduct.

Revised 10/24/18

Reviewed 5/9/19

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Legal

48.02(1)(em), Wis. Stats.

48.981, Wis. Stats.

118.07, Wis. Stats.

175.332, Wis. Stats.



Date: 08/19/2026

Employment Report - Information Only

New Hires			
Name	Position/Building	Type/FTE	Effective Date
Katherine Kloth	Music Production Staff/SH	N/A	July 20, 2026
John Miller	Music Production Staff/SH	N/A	July 20, 2026
Cory Pagel	Music Production Staff/SH	N/A	July 20, 2026
Mai Kao Vang	Housekeeper/JH	1.00	August 3, 2026
Robert Clay	Non-Budgeted Football Coach/SH	N/A	August 4, 2026
Alexis Hogan	K-12 Curriculum Support/Main Office Secretary/SH	0.71	August 6, 2026
Peyton Truman	Girls Golf Varsity Assistant Coach/SH	N/A	August 10, 2026
Jessica Voll	Adventure Care Administrative Assistant/GTCC	1.00	August 10, 2026
Megan Belanger	Special Education Assistant/RI	0.62	August 14, 2026
Dione Bohman	Special Education Assistant/RO	0.62	August 14, 2026
Stephanie Borneman	Education Assistant/SH	0.35	August 14, 2026
Caitlin Franke	Education Assistant/WE	0.62	August 14, 2026
Emily Hunt	Education Assistant/RO	0.62	August 14, 2026
Nancy Leggett	English Learner Assistant/WE	0.62	August 14, 2026
Anna Brown	Intern/RO	0.50	August 17, 2026
Veronica Hernandez	Intern/EV	0.50	August 17, 2026
Katitlin Kalafice	Intern/EV	0.50	August 17, 2026
Marlene LeSage	Special Education Assistant/RO	0.62	August 17, 2026
Kaydee Rennie	Special Education Assistant/JH	0.62	August 17, 2026
Stephanie Rislove	Education Assistant/RO	0.35	August 17, 2026
Amanda Witter	Special Education Assistant/MB	0.62	August 17, 2026
Renea Hackworth	Special Education Assistant/MS	0.62	August 24, 2026
Angela Grambow	Special Education Assistant/MB	0.62	August 24, 2026
Sally Neiter	Before & After Care Staff/GTCC & Elementary Buildings	0.28	August 24, 2025

Carissa Mueller	Guest Teacher/District	N/A	August 25, 2026
Kollin Reynolds	Substitute Assistant/District	N/A	August 25, 2026
Change of Status			
<i>Name</i>	<i>Position/Building From</i>	<i>Position/Building To</i>	<i>Effective Date</i>
Ariandra Maholmes	Before & After Care Staff/GTCC & Elementary Buildings & Substitute Assistant/District	Substitute Assistant/District	June 6, 2026
Allyson Frystak	Before & After Care Staff/GTCC & Elementary Buildings & Substitute Assistant/District	Substitute Assistant/District	June 6, 2026
Alicia Herrera	Administrative Assistant to IDEA & Odyssey and Health Assistant/IDEA & ODY	Administrative Assistant to the Hatley Principal & Health Assistant/HA	July 1, 2026
Jill Mathies	Special Education Assistant/MB	Substitute Assistant/District	July 13, 2026
Tessa Schoenfuss	Server/JH	School Nutrition Substitute/District	July 15, 2026
DeAndre Faulks	Substitute Custodian/District	Housekeeper/MS	July 20, 2026
Robin Wierzba	Cook/RO	School Nutrition Substitute/District	July 22, 2026
Makenna Zoesch	Event Worker/District	Girls Swim Assistant Coach/JH & MS	August 12, 2026
Erin Jacobson	Mental Health Navigator/District	Mental Health Navigator/District & School Social Worker/Idea & ODY	August 4, 2026
Sarah Birsching	Substitute Assistant/District	Special Education Assistant/MS	August 14, 2026
Dayna Brehmer	Substitute Assistant/District	Education Assistant/WE	August 14, 2026
Natalie Carle	Substitute Assistant/District	Education Assistant/RI	August 14, 2026
Nicole Grant	Substitute Assistant/District	Special Education Assistant/EV	August 14, 2026

Alyssa Hendricks	Substitute Assistant/District	Special Education Assistant/EV	August 14, 2026
Elizabeth Konopacki	Community Enrichment Assistant/GTCC	Education Assistant/JH & Community Enrichment Staff/GTCC	August 14, 2026
Amanda Burgess	Special Education Assistant/MS	Special Education Assistant/WE	August 17, 2026
Dakota Curry	Education Assistant/JH	Special Education Assistant/JH	August 17, 2026
Carissa Engel	Special Education Assistant/RI	Education Assistant/RI	August 17, 2026
McKenna Hammond	Special Education Assistant/WE	Special Education Assistant/RI	August 17, 2026
Brooklyn Jelinek	Special Education Assistant/MS	Special Education Assistant/RO	August 17, 2026
Laena Klinger	Kitchen Coordinator/JH (.75 FTE)	Kitchen Coordinator/JH (.73 FTE)	August 17, 2026
Sarah Manecke	Education Assistant/RO (.35 FTE)	Special Education Assistant/MB (.62 FTE)	August 17, 2026
Roxanne Nitka	Special Education Assistant/EC (4K)	Special Education Assistant/WE (4K)	August 17, 2026
Kayla Rase	Special Education Assistant/RO	Special Education Assistant/MS	August 17, 2026
Stephanie Smart	Special Education Assistant/EC (4K)	Special Education Assistant/WE (4K)	August 17, 2026
Selena Stefonek	Special Education Assistant/HA	Special Education Assistant/RI	August 17, 2026
Miranda Stevenson	Kitchen Coordinator/MS (.75 FTE)	Kitchen Coordinator/MS (.73 FTE)	August 17, 2026
Karianna Uzquiano	Special Education Assistant/MS (.35 FTE)	Special Education Assistant/JH (.44 FTE)	August 17, 2026
Laneta Wiles-Wierzbanski	Special Education Assistant/SH	Special Education Assistant/RO	August 17, 2026
Norrie Barabas	Cook/WE (.63 FTE)	Cook/WE (.62 FTE)	August 19, 2026
Sarah Beilke	Cook/EV (.63 FTE)	Cook/JH (.35 FTE)	August 19, 2026

Amanda Brodjeski	Server/SH (.54 FTE)	Cook/EV (.62 FTE)	August 19, 2026
Brenda Burnett	Server/SH (.45 FTE)	Server/SH (.44 FTE)	August 19, 2026
Rochelle Buttner	Cook/HA (.45 FTE)	Cook/HA (.44 FTE)	August 19, 2026
Elisabeth Gast	Server/JH (.63 FTE)	Server/JH (.62 FTE)	August 19, 2026
Taylor Jehn	Server/JH (.63 FTE)	Server/JH (.62 FTE)	August 19, 2026
Neylin Olivas Salgado	Server/JH (.27 FTE)	Server/JH (.35 FTE)	August 19, 2026
Cheyenne Patzer	Cook/JH (.63 FTE)	Cook/JH (.62 FTE)	August 19, 2026
Jamie Sebold	Cook/SH (.45 FTE)	Cook/SH (.49 FTE)	August 19, 2026
Krystal Stoltz	Server/JH (.45 FTE)	Cook/RO (.58 FTE)	August 19, 2026
Deborah Vollrath	Server/SH (.54 FTE)	Server/SH (.53 FTE)	August 19, 2026

End of Employment

Name	Position/Building	Reason	Effective Date
Zachary Doepke	Before & After Care Staff/GTCC & Elementary Buildings	Resignation	May 27, 2026
Evee Fraaza	Building Monitor/GTCC	Resignation	June 12, 2026
Adalyn Lehman	Guest Teacher & Substitute Assistant/District	Resignation	July 6, 2026
Beckett Teske	Substitute Assistant/District	Resignation	July 18, 2026
Joseph Hart	Mobile Device Specialist/Admin	Resignation	July 20, 2026
Ryan Deringer	Substitute Assistant/District	Resignation	July 23, 2026
Addilyn Wegner	Special Education Assistant/EV & Summer Camp Staff/GTCC	Resignation	July 23, 2026
Rose Fournier	Guest Teacher & Substitute Assistant/District	Resignation	July 27, 2026
Samantha Fredriksen	Special Education Assistant/RO	Resignation	July 28, 2026

Vicki Oboikovitz	Guest Teacher/District	Resignation	July 29, 2026
Samantha Stadler	Education Assistant/WE	Resignation	August 3, 2026
Amanda Ziegler	Attendance Secretary/MS	Resignation	August 4, 2026
Riana Mefferd	Benefits Specialist/Admin	Resignation	August 5, 2026
David Zingler	Custodian/HA	Retirement	August 14, 2026



Date: 08/19/2026

Employment Report - Information Only

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Erin Jacobson	Mental Health Navigator/District	Mental Health Navigator/District & School Social Worker/Idea & ODY	August 4, 2026
Isaac Elliott	Weight Room Supervisor/GTCC	Weight Room Supervisor & Apparel Staff/GTCC	August 10, 2026

Curtis Deininger	Education Assistant/MB	Boys Swim Varsity Head Coach/SH	August 11, 2026
Sarah Birsching	Substitute Assistant/District	Special Education Assistant/MS	August 14, 2026
Dayna Brehmer	Substitute Assistant/District	Education Assistant/WE	August 14, 2026
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Riana Mefferd	Benefits Specialist/Admin	Resignation	August 5, 2026
David Zingler	Custodian/HA	Retirement	August 14, 2026

SUMMER LEARNING

2026



ENGINEERING Tomorrow

- SOUND MITIGATION & ACOUSTICS
- 47 STUDENTS ATTENDED



- 455 STUDENT-ATHLETES
- PARTNERSHIP WITH CTI

STRENGTH & *Conditioning*



FREEDOM TO PERFORM

AMERICA 250
A PATRIOTIC MUSICAL
70 STUDENTS PERFORMED



HMONG PHOOJYWG

Enrichment Program



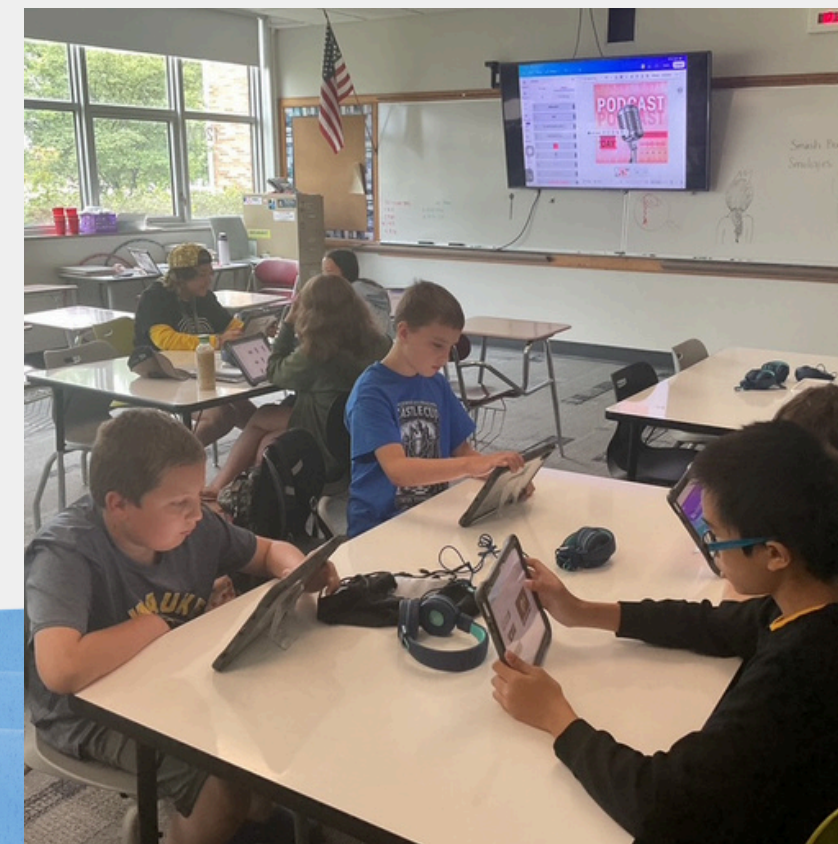
- PROGRAM CONTINUES TO BE IN PARTNERSHIP WITH THE WAUSAU SCHOOL DISTRICT
- SECONDARY CLANS TRAVELED TO THE WESTON FARMER'S MARKET
- ELEMENTARY CLANS HAD A "STAY-TRIP" WITH GTCC BOUNCY HOUSES
- END OF PROGRAMMING CELEBRATION



OFFERED A VARIETY OF COURSES
22 AT WESTON & ROTHSCHILD
27 AT THE JUNIOR HIGH
CREDIT RECOVERY
NEW HORIZONS
STRENGTH & CONDITIONING
SUMMER RUNNING

INCLUDING 2 NEW COURSES:
1. FLYING FINGERS
2. READY, SET, DRAW

SUMMER
highlights



SUMMER highlights

INSTRUCTIONAL MINUTE TOTALS

Weston – 93,880

Rothschild – 103,040

Junior High – 67,560

SUMMER LEADERSHIP

Amanda Thoma – Weston

Scot Abel – Rothschild

Jenny Kislow – Junior High

BUDDY JACK'S ICE CREAM TRUCK

3rd year offering
treats for students



TRANSITION Programs

Bridge to
Kindergarten

Music Programs



NEWLY PARTNERED WITH
COMMUNITY FOUNDATION

PROVIDED STUDENTS WITH
FOOD BAGS EACH THURSDAY

SERVICED 127 FAMILIES

FUEL FOR THE
Weekend



TO OUR SCHOOL BOARD FOR THE MANY
OPPORTUNITIES OUR SUMMER LEARNING
PROGRAMS OFFERED OUR D.C. EVEREST
STUDENTS!





D.C. Everest Area School District

6100 Alderson Street
Weston, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Dr. Kelley Strike
Assistant Superintendent of Operations

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Casey Nye, Superintendent

FROM: Dr. Kelley Strike, Assistant Superintendent of Operations

DATE: August 19, 2026

RE: 10-Year Capital Plan Approval

In accordance with Fund 46 Long-Term Capital Improvement Trust Fund requirements, the district maintains a capital improvement plan covering a minimum of 10 years. This plan is reviewed and updated annually to reflect upcoming capital projects, and includes a summary of projects completed in the 2025–2026 fiscal year for your reference.

The projects identified in this plan may be funded through the Fund 46 Capital Trust Fund and/or the Fund 10 Capital Projects budget. As district needs evolve, the plan will continue to be reviewed and updated accordingly. It is brought forward for board approval each year.

Special thanks to Jason Jablonski for his leadership in developing the plan and supporting the district's ongoing capital improvement efforts.

Approval is recommended.

D.C. Everest Capital Projects Review - 2025-2026					
Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$7,980.00	14 at \$570 - 1 ea. per school		Complete
	District Furniture and Desks	\$100,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	Softball Field Upgrades	\$20,000.00	Fence, Dugout Roofs, Portable Bathroom		Complete
	District Camera Upgrades 2 of 3	\$103,721.00	Fund 46		Complete
	Maintenance Vehicle Replacement	\$45,000.00	Electrician Truck		Complete
		\$316,701.00			
Rothschild	Lawn Mower Replacemnt	\$63,000.00	Ventrac (Ordered 5-8-26)		Complete
		\$63,000.00			
Riverside	IMC Carpet Replacement	\$30,000.00			Complete
		\$30,000.00			
Weston	Phase 2 roof replacement	\$44,275.00			Complete
		\$44,275.00			
Mountain Bay	Phase 2 first floor carpet replacement 2025	\$50,035.00			Complete
	Roofing Repairs (ongoing issue)	\$40,000.00		No issues in 2025/2026	
	Lake Mt bay Drainage	\$25,000.00			Complete
		\$115,035.00			
Evergreen	Phase 2 roof replacement	\$44,275.00			Complete
		\$44,275.00			
Hatley					
		\$0.00			
Middle School	Phase 2 A wing carpet replacement	\$45,000.00			Complete
		\$45,000.00			
Junior High School	Storm Water Repairs		HOLD FOR FACILITY STUDY \$200K		
		\$0.00			
Senior High School	Carpet Replacement (Non-Referendum Rooms)	\$80,000.00	\$8000 Per Room		Complete
	Gym Upgrades Summer 2025 Contingency	\$30,000.00	Fund 46		Complete
	Gym Upgrades Summer 2025 (after to June 30th)	\$742,407.77	Fund 46		Complete
	Auditorium Upgrades (after to June 30th)	\$300,000.00	Fund 46		Complete
	Simon Field Back Fence and Concrete Replacement	\$275,000.00	Fund 46		Complete
	Front Sidewalk Replacement by Main Entry	\$50,000.00			Complete
	Baseman Flooring Summer 2025 Gym	\$200,291.00	Fund 46		Complete
		\$1,677,698.77			
Greenheck Fieldhouse					
		\$0.00			
Twin Oaks	Metal Roofing Replacement	\$24,000.00	12,000 Per Building		
Idea	Site Storm Water Repairs	\$35,000.00			Complete
		\$59,000.00			
iministration Building	"Going Green" Solar Project	\$70,000.00			Complete
		\$70,000.00			
	Running Total	\$2,464,984.77			

D.C. Everest Capital Projects Review - 2026-2027					
Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,120.00	14 at \$580 - 1 ea. per school		
	District Furniture and Desks	\$60,000.00			
	Parking Lot Stripe and Crack Fill	\$35,000.00			
	Truck Replacement	\$73,280.00			
	Meraki(Cisco) Access Points License Renewal	\$288,221.32	50% Erate and 50% Fund 46		
	District Servers Upgrade	\$63,000.00	Fund 46		
		\$527,621.32			
Rothschild	Gym Floor Replacement	\$60,000.00			
	Basketball Hoop Replacement	\$30,000.00			
	Gym Door Replacement	\$40,000.00			
	Gym Contingency	\$30,000.00			
	EC Modifications TBD	\$75,000.00			
		\$235,000.00			
Riverside	Painting 2nd grade halls	\$25,000.00			
	Drainage and asphalt repairs playground	\$125,000.00			
	Design Services drainage	\$20,000.00			
	Contingency Budget for Storm Damage Work	\$60,000.00	(Gym Doors)		
	Playground equipment replacement	\$10,000.00	\$7K from storm damage and \$10K New		Budget 17K Total
		\$240,000.00			
Weston					
		\$0.00			
Mountain Bay	Move Shelter Building	\$20,000.00			
	Concrete for Shelter	\$20,000.00			
	Lawn Mower Replacement	\$65,000.00			
		\$105,000.00			
Evergreen	Boiler Replacement 1&2	\$70,000.00			
	Blue Wing Remodel	\$80,000.00	FUND 46		
		\$150,000.00			
Hatley	Basketball Hoop Replacement	\$25,000.00			
		\$25,000.00			
Middle School	Soccer Field Main Drive Asphalt Replacement		HOLD FOR REFERENDUM \$120K		
	Salt Storage Concrete	\$20,000.00			
	Lacrosse Goals	\$5,000.00			
		\$25,000.00			
Junior High School	North Parking Lot replacement		HOLD FOR REFERENDUM \$200K		
	Storm/Sewer Work		HOLD FOR REFERENDUM \$250K		
		\$0.00			
Senior High School	Roof Replacement Main Section		HOLD FOR REFERENDUM \$350K		
	Locker Room Upgrades (prior to June 30th)		HOLD FOR REFERENDUM \$130K		
	Gym Floor Resealing	\$15,000.00			
		\$15,000.00			
GTCC					
		\$0.00			
Twin Oaks	Metal Roofing Replacement	\$14,000.00	\$14,000 Per Building		
	Remove (1) outbuilding	\$10,000.00			
		\$24,000.00			
IDEA School					
		\$0.00			
	Running Total	\$1,346,621.32			

D.C. Everest Capital Projects Review - 2027-2028					
Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,260.00	14 at \$590 - 1 ea. per school		
	District Furniture and Desks	\$100,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	District Van Replacement	\$50,000.00	2015 Van Replacement		
	Ups Upgrade, Singlewire	\$250,000.00	FUND 46		
		\$448,260.00			
Rothschild	EC Modifications TBD	\$90,000.00			
	Gym Floor Replacement	\$40,000.00			
	Basketball Hoop Replacement	\$20,000.00			
		\$150,000.00			
Riverside	Basketball Hoop Replacement	\$50,000.00			
	Parking Lot Addition	\$350,000.00			
	Design/Testing Services Parking Lot	\$20,000.00			
		\$420,000.00			
Weston	Safe Schools Sidewalk	\$60,000.00			
	Boiler 3&4 Replacement	\$90,000.00			
	Gym Floor Replacement	\$100,000.00			
	Basketball Hoop Replacement	\$50,000.00			
	Abatement	\$50,000.00			
		\$350,000.00			
Mountain Bay	Bus Lane from Callon (Phase 1)	\$150,000.00			
	Bus Lane Design Work	\$15,000.00			
		\$165,000.00			
Evergreen	Boiler Replacement 3 of 4	\$45,000.00			
	Gym Door Replacements (x4)	\$50,000.00			
	Casework in Hallways	\$12,000.00			
	Blue Wing Remodel	\$100,000.00	FUND 46		
		\$207,000.00			
Hatley	Boiler Replacement 1 of 2	\$40,000.00			
	Fencing Addition	\$30,000.00			
		\$70,000.00			
Middle School	Dust Collector replacement	\$75,000.00			
		\$75,000.00			
Junior High School	Storm/Sewer Work		HOLD FOR REFERENDUM \$250K		
		\$0.00			
Senior High School	Locker Room Upgrades (after June 30th)		HOLD FOR REFERENDUM \$130K		
	Roofing replacement Gym Area		HOLD FOR REFERENDUM \$350K		
	Gym Floor Resealing	\$15,000.00			
		\$15,000.00			
GTCC					
		\$0.00			
Twin Oaks	Metal Roofing Replacement Sap and Storage Buildings	\$30,000.00			
	ADA Path to Rear Door	\$40,000.00			
		\$70,000.00			
IDEA School					
		\$0.00			
	Running Total	\$1,970,260.00			

D.C. Everest Capital Projects Review - 2028-2029					
Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,400.00	14 at \$600 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	District Van Replacement	\$75,000.00	2016 Van Replacement with SUV		
		\$248,400.00			
Rothschild					
		\$0.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay	Bus Lane from Callon (Phase 2)	\$100,000.00			
	HVAC Controls Upgrade	\$150,000.00			
		\$250,000.00			
Evergreen	Boiler Replacement 4 of 4	\$45,000.00			
	Basketball hoop Replacement	\$50,000.00			
		\$95,000.00			
Hatley	Boiler Replacement 2 of 2	\$40,000.00			
		\$40,000.00			
Middle School	Theater Seat Replacement	\$400,000.00	Chiller 1 Replaced 2022		
		\$400,000.00			
Junior High School	North Parking Lot Replacement		HOLD FOR REFERENDUM \$250K		
		\$0.00			
Senior High School	Pool Replacement Phase 1		HOLD FOR REFERENDUM \$1.2M		
	Front Office Bathroom Upgrade	\$200,000.00			
	Gym Floor Resealing	\$15,000.00			
	Theater Seat Replacement		HOLD FOR REFERENDUM \$600K		
		\$215,000.00			
GTCC					
		\$0.00			
Twin Oaks	Replace Roofing on Main Lodge	\$100,000.00			
		\$100,000.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,348,400.00			

D.C. Everest Capital Projects Review - 2029-2030					
Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,540.00	14 at \$610 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	Curbing and Sidewalk Replacements (district wide)	\$100,000.00			
		\$273,540.00			
Rothschild	Boiler Replacement 1 of 2	\$40,000.00			
		\$40,000.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay	Playground Equipment Upgrade	\$100,000.00			
	Chiller Replacement	\$250,000.00			
		\$350,000.00			
Evergreen	Playground Asphalt Replacement	\$200,000.00			
		\$200,000.00			
Hatley					
		\$0.00			
Middle School	Chiller Replacement 2 of 2	\$325,000.00	Chiller 1 Replaced 2022		
	HVAC Controls Upgrade	\$200,000.00			
		\$525,000.00			
Junior High School	Roofing Replacement Kitchen Patch/Air handler Area		HOLD FOR REFERENDUM \$25K		
	Roofing Replacement Lower Gym		HOLD FOR REFERENDUM \$65K		
	Elevator Upgrade #1		HOLD FOR REFERENDUM \$200K		
	Elevator Upgrade #2		HOLD FOR REFERENDUM \$200K		
		\$0.00			
Senior High School	Pool Replacement Phase 2		HOLD FOR REFERENDUM \$1.2M		
	Gym Floor Resealing	\$16,000.00			
		\$16,000.00			
GTCC					
		\$0.00			
Twin Oaks					
		\$0.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,404,540.00			

D.C. Everest Capital Projects Review - 2030-2031					
Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,680.00	14 at \$620 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	HVAC Controls Update 1 of 2	\$100,000.00			
		\$273,680.00			
Rothschild	Boiler Replacement 2 of 2	\$40,000.00			
		\$40,000.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay	Replace lawnmower	\$55,000.00			
		\$55,000.00			
Evergreen	Replace lawnmower	\$55,000.00			
		\$55,000.00			
Hatley	Misc. Upgrades (Paint, Carpet, Casework)	\$75,000.00	5 Rooms Carpet		
		\$75,000.00			
Middle School	Boiler Replacements	\$270,000.00	3 Boilers @ 90,000 Each		
	Boiler Controls Upgrade	\$50,000.00			
		\$320,000.00			
Junior High School	Curb Replacement		HOLD FOR REFERENDUM \$40K		
	Storm Piping Replacement Exterior		HOLD FOR REFERENDUM \$400K		
	Sewer Piping Replacement Exterior		HOLD FOR REFERENDUM \$400K		
		\$0.00			
Senior High School	Gym Floor Resealing	\$16,000.00			
	Outdoor Bathrooms for Softball/Concession Building	\$275,000.00			
		\$291,000.00			
GTCC					
		\$0.00			
Twin Oaks					
		\$0.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,109,680.00			

D.C. Everest Capital Projects Review - 2031-2032					
Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,820.00	14 at \$630 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	HVAC Controls Update 2 of 2	\$500,000.00	Middle School and Mt Bay Excluded		
		\$673,820.00			
Rothschild	Misc. Upgrades (Paint, Carpet)	\$15,000.00			
	Casework Classroom Upgrades and Lockers	\$100,000.00			
		\$115,000.00			
Riverside	Misc. Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Weston	Misc. Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Mountain Bay	Misc. Upgrades (Paint, Casework)	\$20,000.00			
		\$20,000.00			
Evergreen	Misc. Upgrades (Paint, Carpet, Casework)	\$15,000.00			
	Playground Equipment Replacements	\$50,000.00			
		\$65,000.00			
Hatley	Misc. Upgrades (Paint, Carpet, Casework)	\$10,000.00			
		\$10,000.00			
Middle School	Misc. Upgrades (Paint, Casework)	\$20,000.00			
	Parking Lot Asphalt Replacement		HOLD FOR REFERENDUM \$200K		
		\$20,000.00			
Junior High School	Misc. Upgrades (Paint, Carpet, Casework)		HOLD FOR REFERENDUM \$20K		
	Concession Building Remodel/Bathroom Upgrades	\$150,000.00			
		\$150,000.00			
Senior High School	Misc. Upgrades (Paint, Carpet, Casework)	\$40,000.00			
	Classroom Flooring Replacement	\$100,000.00			
	Gym Floor Resealing	\$16,000.00			
		\$156,000.00			
GTCC					
		\$0.00			
Twin Oaks	Misc. Upgrades (Paint, Carpet, Casework)	\$15,000.00			
		\$15,000.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,254,820.00			

D.C. Everest Capital Projects Review - 2032-2033					
Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,988.00	14 at \$640 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$40,000.00			
	HVAC Upgrades District Wide	\$250,000.00			
	Roofing Upgrades District	\$400,000.00			
		\$823,988.00			
Rothschild	Lower Level Locker Replacement	\$35,000.00			
		\$35,000.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay	Playground Equipment Upgrade	\$40,000.00			
		\$40,000.00			
Evergreen					
		\$0.00			
Hatley	Replace lawnmower	\$34,000.00			
	Playground Equipment Upgrade	\$40,000.00			
		\$74,000.00			
Middle School	Playground Equipment Upgrade	\$40,000.00			
		\$40,000.00			
Junior High School	Window Replacements 1 of 2		HOLD FOR Referendum \$500K		
	Stadium Concession Upgrade		HOLD FOR Referendum \$10K		
	Stadium Fencing Repairs and Replacement		HOLD FOR Referendum \$100K		
	Turf Replacement at Stadiun 1 of 2	\$300,000.00			
		\$300,000.00			
Senior High School	Server Room Generator Replacement	\$110,000.00			
	Gym Floor Resealing	\$16,000.00			
		\$126,000.00			
GTCC					
		\$0.00			
Twin Oaks					
		\$0.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,438,988.00			

D.C. Everest Capital Projects Review - 2033-2034

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,988.00	14 at \$640 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$50,000.00			
	Curbing and Sidewalk Replacements (district wide)	\$150,000.00			
		\$333,988.00			
Rothschild	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Riverside	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Weston	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Mountain Bay	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Evergreen	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Hatley					
		\$0.00			
Middle School	Paint Classrooms	\$30,000.00			
		\$30,000.00			
Junior High School	Window Replacements 2 of 2		HOLD FOR REFERENDUM \$500K		
	Paint Classrooms		HOLD FOR REFERENDUM \$30K		
	Turf Replacement at Stadium 2 of 2	\$500,000.00			
		\$500,000.00			
Senior High School	Paint Classrooms	\$30,000.00			
	Gym Floor Resealing	\$16,000.00			
		\$46,000.00			
GTCC					
		\$0.00			
Twin Oaks	Lodge Bunk rooms Upgrades	\$100,000.00			
		\$100,000.00			
IDEA School					
		\$0.00			
	Running Total	\$1,159,988.00			

D.C. Everest Capital Projects Review - 2034-2035

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,988.00	14 at \$640 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$50,000.00			
	District Large Mower Replacement	\$150,000.00			
	Roofing Upgrades District	\$400,000.00			
		\$733,988.00			
Rothschild					
		\$0.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay					
		\$0.00			
Evergreen					
		\$0.00			
Hatley					
		\$0.00			
Middle School	Theater upgrade	\$200,000.00			
		\$200,000.00			
Junior High School					
		\$0.00			
Senior High School	Gym Floor Resealing	\$16,000.00			
		\$16,000.00			
GTCC					
		\$0.00			
Twin Oaks	Infrastructure Development/Remodeling/Windows	\$250,000.00			
		\$250,000.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,199,988.00			

D.C. Everest Capital Projects Review - 2035-2036

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	14 vacuums	\$8,988.00	640 - 1 ea. per school		
	District Furniture and Desks	\$125,000.00			
	Parking Lot Stripe and Crack Fill	\$50,000.00			
	District Large Mower Replacement	\$150,000.00			
	Roofing Upgrades District	\$400,000.00			
		\$733,988.00			
Rothschild					
		\$0.00			
Riverside					
		\$0.00			
Weston					
		\$0.00			
Mountain Bay					
		\$0.00			
Evergreen					
		\$0.00			
Hatley					
		\$0.00			
Middle School	Theater Equipment upgrade	\$200,000.00			
		\$200,000.00			
Junior High School					
		\$0.00			
Senior High School	Gym Floor Resealing	\$16,000.00			
	Exterior Door Replacements	\$200,000.00			
		\$216,000.00			
GTCC					
		\$0.00			
Twin Oaks					
		\$0.00			
Maintenance Building					
		\$0.00			
IDEA School					
		\$0.00			
	Running Total	\$1,149,988.00			



Department of Talent & Culture

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www.dce.k12.wi.us

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

To: D.C. Everest School Board
From: Department of Talent and Culture
Date: August 19, 2026
Subject: 2026-2027 Employee Handbook

The 2026-2027 Employee Handbook has been updated with the following key adjustments:

- Communication:
 - Removed language on page 15 regarding communication with students through text messaging pursuant to Act 89 and updated Board policies.
 - Added reference to Policies 1213, 3213, and 4213 in Appendix A.
- Sick Leave:
 - Addition of ability to use Sick Leave instead of Paid Time Off in the case of approved Workers Compensation claims.
- Sick Leave Donation Bank:
 - Corrected the number of days employees are eligible for their spouse's "out of the ordinary" medical situation.
 - Changed the eligibility language to a rolling three-year period.
- Health Insurance:
 - Addition of language that the employee must be covered by the health plan in order to contribute to a Health Savings Account via payroll deduction.
 - Addition of language regarding ineligibility for the cash-in-lieu benefit for employees covered by the health plan as a spouse or dependent after January 1, 2028, and a reduced benefit for 2027.
- Post-Employment Retirement Benefit
 - Added clarifying language regarding eligibility, contribution, years of service, and vesting.
 - Added clarifying language regarding the deadline to apply for the benefit and the incentive.



A Great Place to Work

EMPLOYEE HANDBOOK

2026-2027~~2025-2026~~

If any provision of this *Employee Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this *Employee Handbook* shall not be affected thereby.

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Employee Acknowledgment

D.C. Everest Area School District employees must acknowledge the District's *Employee Handbook* online annually. New employees will acknowledge the *Employee Handbook* within 30 days of their hire date. The *Employee Handbook* is always available to employees on the [DCE Staff Intranet](#).

General Provisions Applicable to All Employees

Preamble and Definitions

About this Handbook

- A. **Employees Covered:** This *Employee Handbook* is provided as a reference document for the **D.C. EVEREST AREA SCHOOL DISTRICT's** (hereinafter referred to as "District") employees.
- B. **Disclaimer:** The contents of this *Employee Handbook* are presented as a matter of information only. The plans, policies, and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language, which appears in this *Employee Handbook*, is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this *Employee Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Employee Handbook* or individual contract.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, and expectations of the District; however, this *Employee Handbook* should not be considered all-inclusive. Copies of Board Policies and Administrative Guidelines are available on the District website at <https://go.neola.com/dcea-wi> and at the Superintendent's office. It is important that each employee is aware of the policies and procedures related to their position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code, and the policies of the D.C. Everest School Board.

Definitions

- A. **Administrative Employees:** "Administrative Employees" are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. **Casual/Seasonal/Occasional/Miscellaneous Employees:** "Casual/Seasonal/Occasional/Miscellaneous Employees" are defined as persons who are not scheduled to work on a regular basis (set number of days and hours per year) and are not eligible for benefits or time off. These employees are in positions such as, but not limited to, part-time Greenheck Turner Community Center staff, student employees, test proctors, and Twin Oaks Environmental Center programs.
- C. **Discipline:** Any discipline taken by the District will be related to the frequency and seriousness of the issue and is not limited to but may include the following: coaching, verbal or written warning, employee assistance referral, last chance agreement, suspension (with or without pay), and termination.
- D. **Extracurricular Employees:** "Extracurricular Employees" are defined as persons who are under agreement in a paid extra duty role such as athletic coach, club advisor, event duty, or musical staff. "Extracurricular Employees" are not eligible for benefits or time off.
- E. **Regular Employees:** "Regular Employees" are defined as employees whom the District considers continuously employed and eligible for benefits and time off. These employees are employed either year-round, extended school year, or during the school year. "Administrative Employees" and "Teachers" are also considered "Regular Employees".
- F. **Summer Employees:** "Summer Employees" are those employees who are hired for a specific period of time usually related to the summer needs of the District. A "summer school employee" is defined as an employee who is hired to work for the District during the summer school session.

“Summer school session” is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular employees. The District is free to use external employees to perform such work.
 2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically determined by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.
- G. Substitute Employees: “Substitute Employees” are defined as persons hired to replace a regular employee during a regular employee's absence as needed, on an on-call basis, or for a specific project for a specific length of time. A substitute employee has no expectation of continued employment or benefits.
- H. Supervisor: The District will identify the individual employee's supervisor on the employee's job description.
- I. Teachers: “Teachers” are defined as persons hired under a contract under § 118.22, Wis. Stats.
- J. Termination: “Termination” is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.
- K. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety.

General Personnel Policies

This *Employee Handbook* is subservient to and does not supersede the provisions set forth in Board Policies at <https://go.neola.com/dcea-wi>.

Notice of Privacy Practices

Effective date April 4, 2004

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The D.C. Everest Area School District Group Medical Plan (the “Plan”), which includes medical, dental, and FSA coverages offered under the D.C. Everest Area School District Plans, are required by law (under the Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA's privacy rule) to take reasonable steps to ensure the privacy of your personally identifiable health information. This Notice is being provided to inform you of the policies and procedures D.C. Everest Area School District has implemented and your rights under them, as well as under HIPAA. These policies are meant to prevent any unnecessary disclosure of your health information.

Use and Disclosure of Your Health Information by the Plan that Do Not Require Your Authorization:

4. Health Oversight Activities:

To a health oversight agency for activities such as audits, investigations, inspections, licensure, and other proceedings related to the oversight of the health plan.

5. Threats to Health or Safety:

As required by law, to public health authorities if the Plan, in good faith, believe the disclosure is necessary to prevent or lessen a serious or imminent threat to your health or safety or to the health and safety of the public.

6. Judicial and Administrative Proceedings:

In the course of any administrative or judicial proceeding in response to an order from a court of administrative tribunal, in response to a subpoena, discovery request, or other similar

The plan may use or disclose your health information (that is protected health information [PHI], as defined by HIPAA's privacy rule) for:

1. **Payment and Health Care Operations:**

In order to make coverage determinations and payment (including, but not limited to, billing, claims management, subrogation, and plan reimbursement). For example, the Plan may provide information regarding your coverage or health care treatment to other health plans to coordinate payment of benefits. Your health information may also be used or disclosed in order for the Plan to carry out its own operations regarding the administration of the Plan and provide coverage and services to the Plan's participants. For example, the Plan may use your health information to project future benefit costs, to determine premiums, conduct or arrange for case management or medical review, for internal grievances, for auditing purposes, business planning, and management activities such as planning related analysis, or to contract for stop-loss coverage. Pursuant to the Genetic Information Non-Discrimination Act (GINA), the Plan does not use or disclose genetic information for underwriting purposes.

2. **Disclosure to the Plan Sponsor:** As required, in order to administer benefits under the Plan. The Plan may also provide health information to the plan sponsor to allow the plan sponsor to solicit premium bids from health insurers, to modify the Plan, or to amend the Plan.

3. **Requirements of Law:**

When required to do so by any federal, state, or local law.

process. The Plan will make a good faith attempt to provide written notice to you to allow you to raise an objection.

7. **Law Enforcement Purposes:**

To a law enforcement official for certain enforcement purposes, including, but not limited to, the purpose of identifying or locating a suspect, fugitive, material witness, or missing person.

8. **Coroners, Medical Examiners, or Funeral Directors:**

For the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law.

9. **Organ or Tissue Donation:**

If you are an organ or tissue donor, for purposes related to that donation.

10. **Specified Government Functions:**

For military, national security and intelligence activities, protective services, and correctional institutions and inmates.

11. **Workers' Compensation:**

As necessary to comply with Workers' Compensation or other similar programs.

12. **Distribution of Health Related Benefits and Services:**

To provide information to you on health-related benefits and services that may be of interest to you.

Use and Disclosure of Your Health Information by the Plan that Does Require Your Authorization: Other than as listed above, the Plan will not use or disclose without your written authorization. You may revoke your authorization in writing at any time, and the Plan will no longer be able to use or disclose the health information. However, the Plan will not be able to take back any disclosures already made in accordance with the Authorization prior to its revocation.

Your Rights with Respect to Your Health Information: You have the following rights under the Plan's policies and procedures, and as required by HIPAA's privacy rule:

Right to Request Restrictions on Uses and Disclosures: You may request the Plan to restrict uses and disclosures of your health information. The Plan will accommodate reasonable requests; however, it is not required to agree to the request. If you wish to request a restriction, please send it in writing to HIPAA Privacy Officer, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221.

Right to Inspect and Copy Your Health Information: You may inspect and obtain a copy of your health information the Plan maintains. The requested information will be provided within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. If you request a copy of your health information, the Plan may charge a reasonable fee for copying, assembling costs, and postage, if applicable, associated with your request.

Right to Amend Your Health Information: You may request the Plan to amend your health information if you feel that it is incorrect or incomplete. The Plan has 60 days after the request is made to make the amendment. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School

A request for an accounting form must be used to make the request and can be obtained by contacting your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. The accounting will be provided within 60 days from your submission of the request form. An additional 30 days is allowed if this deadline cannot be met.

Right to Receive Confidential Communications: You may request that the Plan communicate with you about your health information in a certain way or at a certain location if you feel the disclosure could endanger you. You must provide the request in writing to your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. The Plan will attempt to honor all reasonable requests.

Right to a Paper Copy of This Notice: You may request a paper copy of this Notice at any time, even if you have agreed to receive this Notice electronically. Please contact your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI, 715.359.4221 to make this request.

The Plan's Duties: The Plan is required by law to maintain the privacy of your health information as related in this Notice and to provide this Notice to you of its duties and privacy practices. The Plan is required to abide by the terms of this Notice, which may be amended from time to time. The Plan reserves the right to change the terms of this Notice and to make the new Notice provisions effective for all health information that it maintains.

Complaints and Contact Person: If you wish to exercise your rights under this Notice, communicate with the Plan about its privacy policies and procedures, or file a complaint with the Plan, please contact the HIPAA Contact Person, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. You may also file a complaint with the

District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. Your request may be denied in whole or in part, and, if so, the Plan will provide you with a written explanation of the denial.

Right to an Accounting of Disclosures: You may request a list of disclosures made by the Plan of your health information during the six years prior to your request (or for a specified shorter period of time), however, the list will not include disclosures made: (1) to carry out treatment, payment, or health care options; (2) disclosures made prior to April 14th, 2004; (3) to individuals about their own health information; and (4) disclosures for which you provided a valid authorization.

Secretary of Health and Human Services if you believe your privacy rights have been violated.

Any questions/concerns should be directed to the HIPAA Privacy Officer, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221

General Employment Practices and Expectations

Professional Expectations

Employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care, as well as an overall professional environment. Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally. See *Policies 3216 and 4216* at <https://go.neola.com/dcea-wi>.
- Staying current in your work assignment by actively engaging in professional development activities in and/or out of the District.
- Representing the District in a positive fashion in community venues.

Teachers' professional conduct also includes:

- Attending/participating in scheduled meetings as requested (examples include but are not limited to IEP meetings and faculty meetings).
- Attending/participating in scheduled school/District events as requested (examples include, but are not limited to parent/teacher conferences, parent open houses, student back-to-school orientations, extra-curricular activities, and graduation ceremonies).

Employee Facility Use Outside Instructional Day

All district employees are expected to utilize district facilities in accordance with *Policies 7440 and 7510* when accessing district property outside of the regular instructional day. In addition, when accessing district facilities/property outside of the regular instructional day, it is the responsibility of the employee to ensure all district safety protocols are followed. This includes but is not limited to ensuring the use is only for approved school-related business, closing and locking classroom doors upon leaving, and securing entrances.

It is recognized that professionalism is a mutually beneficial relationship. Hence, employees can expect to be consulted regarding matters affecting their daily work and treated with respect and dignity by administration.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board Policies, work rules, job descriptions, terms of this *Employee Handbook* and legal obligations.

Job Postings

When the District deems it necessary to post a vacancy within the District, a notice will be emailed to staff, as well as advertised as needed. See *Policies 3132 and 4132* at <https://go.neola.com/dcea-wi>.

Hiring

Applications for all open positions will be submitted online via the District's application system. The Director of Talent & Culture shall ensure that an appropriate team will screen and interview applicants selected for the interview process. Only application materials submitted in the online application will be accepted (application materials sent outside of the application will not be considered part of the application). While the online application system is strongly preferred for Custodial and School Nutrition applications, paper applications are also accepted.

Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of their age. Minors will be employed only in accordance with state and federal laws and District policies. Minors under the age of sixteen (16) will not be employed without a valid work permit.

Qualifications

Candidates must have the necessary training and skills as required to successfully carry out the requirements of the assignment.

Duties

The duties and responsibilities of all employees will be in their written job description. Each employee shall discuss with their immediate supervisor the exact assignment and performance expected. Copies of all job descriptions shall be on file in the Talent & Culture Department and shall be revised from time to time as deemed necessary. See *Policies 1400, 3120.01, and 4120.01* at <https://go.neola.com/dcea-wi>.

Attendance

Regular attendance is required of every employee. The District expects employees to make every effort to be present for work and on time. It is the employee's responsibility to be ready to begin work on time each day and to return on time from scheduled breaks and lunch. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has an approved absence. Meal periods may only be taken during times designated by the employee's supervisor. Employees are expected to adhere to their assigned schedule. Any deviation from assigned hours must have prior approval from the employee's supervisor.

Employees who are unable to report to work shall follow the applicable procedures in **Skyward™** for reporting their absence. Any time spent not working during an employee's scheduled day must be accounted for using the appropriate reasons. The District will monitor attendance, tardiness, and absence patterns. Inaccurate reporting of time worked, theft of time, and/or improper modification of time worked will be investigated and may result in disciplinary action, up to and including termination.

Tardiness is defined as failing to report to work at the scheduled start time of an employee's workday, including failing to report back to work on time after a scheduled lunch or break period, without having pre-approval to report late from their supervisor. Employees who fail to provide adequate notice of tardiness using the appropriate procedures, and incur instances of unexcused tardiness as a result, may be subject to disciplinary action, up to and including termination.

Although there are justifiable reasons to be absent from work, excessive absenteeism and/or excessive tardiness may lead to disciplinary action, up to and including termination. The District reserves the right to waive enforcement of these rules in very limited circumstances and/or as may be necessary to provide a reasonable accommodation for a qualified individual with a disability under the Americans with Disabilities Act.

Staff Bulletin Boards

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with Board Policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by the applicable collective bargaining agreement. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students, or board members and shall not be in contravention of any Board Policy or law. The Building Administrator will be provided a copy of all posted material at the time of the posting. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

Annual Staff Training

All employees are required to complete several training videos online in the Vector Training system each school year. Employees will be notified via email of the trainings and the deadline for completion.

Anonymous Reporting Hotline

The District has contracted with Lighthouse Services, Inc. for an anonymous reporting hotline.

The purpose of the hotline is for reporting fraud, unlawful, unethical and other types of improper behavior. The hotline is NOT a substitute for routine communications within our organization between associates and their supervisors and managers, particularly as to workplace duties. Likewise, it does not replace communications with Talent & Culture staff about benefit issues or other job-related issues. This hotline is an additional communication tool for specific types of situations, and it is provided because we believe that it is a good business practice to do so. Regular business matters that do not require anonymity should be directed to the employee's supervisor or the Talent & Culture Department and should not be submitted using this service.

Additional information is on the [DCE Staff Intranet](#).

Video Surveillance and Electronic Monitoring

See Policy 7440.04 at <https://go.neola.com/dcea-wi>

Communication

District employees are expected to abide by the following rules when using information technology and communication resources. See Policy 7540.04 at <https://go.neola.com/dcea-wi> and the Staff Acceptable Use Agreement for Technology Resource.

A. *Electronic Communications:*

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including the use of email, text-messages and other forms of digital communications, e.g. voicemail, X™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. External electronic storage devices are subject to monitoring if used with District resources.

B. *User Responsibilities:* The following standards will apply to all users (students and employees) of the network/internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Board Policy.
3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, Board Policy, and administrative regulations.
4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing inappropriate material. The user must then notify the network administrator and/or immediate supervisor of the website address that should be blocked by the filtering software.
5. A user may not disable internet-tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.

C. *Electronic Communications with Students:* Employees are prohibited from communicating through electronic media with students who are enrolled in the District, except as set forth in Section D. An employee is not subject to this prohibition if the employee has a pre-existing social or family relationship with the student. For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a

student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for purposes of this section on Electronic Communication with Students:

"Authorized Personnel" includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the Superintendent or a building principal.

"Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

"Electronic media" includes all forms of media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video sharing websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, Myspace™, X™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

- D. *Limited Electronic Communication with Students*: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or District-sponsored extra-curricular activities).
2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or District-sponsored extra-curricular activities), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
3. The employee is prohibited from communicating with students through a personal social network page, unless the employee has a pre-existing social or family relationship with the student as listed in C above.
4. The employee must create a separate social network page ("professional page") for communicating with students through a social network. The employee must enable administration and parents to access the employee's professional page.

~~5. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.~~

~~6-5.~~ Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with students.

- E. *Retention of Electronic Communications and other Electronic Media*: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.
- F. *Electronic Recording*: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict

electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.

- G. **Compliance with Federal, State and Local Law:** For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. Confidentiality of student records. See *Policy 8330* at <https://go.neola.com/dcea-wi>.
 2. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses. See *Policy 8320* at <https://go.neola.com/dcea-wi>.
 3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
 5. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- H. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- I. **Personal Web Pages:** Employees may not misrepresent the District by creating or posting any content to any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- J. **Disclaimer:** The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.
- K. **District Property:** The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment.

Drug-, Alcohol-, and Tobacco-Free Workplace

See *Policies 3122.01, 4122.01, 3215, 4215, 7434* at <https://go.neola.com/dcea-wi>.

See *Administrative Guidelines 3122.01 and 4122.01* at <https://go.neola.com/dcea-wi>.

The District seeks to provide a safe drug-free workplace for all its employees.

- A. **Drugs and Alcohol:** The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. The District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises or while

responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

- B. **Tobacco Products:** Employees shall not use tobacco or nicotine products (with the exception of tobacco cessation products) on District premises, in District vehicles, or in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.
- C. **Reasonable Suspicion Testing:** All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. Two supervisors must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- D. **Consequence for Violation:** Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies 41 U.S.C. 702(a)(1) (A)]. Compliance with the District's policies and rules is mandatory and is a condition of employment.
- E. **Notification of Conviction:** As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a)(1)(D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)]
- F. **Employee Assistance Program:** The Employee Assistance Program (EAP) is a voluntary work-site program to assist employees affected by behavioral, medical, or productivity concerns or problems. EAP helps in the prevention, identification, and resolution of work-related or personal problems. Additional information is on the [DCE Staff Intranet](#).

Physical Examination

See Policies 1460, 3160, and 4160 at <https://go.neola.com/dcea-wi>.

Employee Identification Badges

The School Board recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers, and visitors to wear a District or school-issued identification badge. Identification badges should be displayed in plain view by all employees while carrying out regular employment duties.

Issuing Identification Badges

The District will provide the initial badge and clip or lanyard to employees upon hire.

Additional or Replacement Badges

Identification badges will be replaced at no cost to the employee if lost, stolen, broken, or when there is a change in employment status.

Lost or stolen identification badges are to be immediately reported by submitting a ticket to the Technology Help Desk (preferred) or by calling extension 1352 for access security reasons. If lost or stolen, the identification badge will be de-activated.

Visitors/Volunteers

All visitors/volunteers in school buildings are required to check in to the main office to obtain a Visitor's Identification Badge. Volunteers must also follow volunteer guidelines as indicated in the Volunteer Handbook, available on the website: <https://www.dce.k12.wi.us/community/dce-evergreen-volunteers>.

Employee Name Changes

An employee that legally changes their name with the Social Security Administration must present their new Social Security Card to the Talent & Culture Department before their name will be changed in the District's systems.

Licensure/Certification

Each employee who is required to be licensed or certified by law must provide Talent & Culture with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification. See Policy 3120 at <https://go.neola.com/dcea-wi>.

Payroll

Payroll Cycle

Employees will be paid bi-weekly by direct deposit.

Direct Deposit Payment Method

All employees are required to receive their payroll check via direct deposit. Check history is available in **Skyward™**. Direct deposit account changes may be made after giving thirty (30) calendar days' notice in writing to the Payroll department.

Overtime

Non-exempt employees will be paid at time and one-half the regular rate of pay for all hours worked in excess of 40 hours in the workweek.

Timesheets or other Form of Electronic Tracking of Hours Worked

Timesheets or an electronic timesheet system shall be used by all non-exempt employees. Employees will clock in only at such time as they are fully prepared to begin work. Employees are responsible for their own timesheets and shall not clock in or out for any other employee. If an employee leaves the premises for any personal reason, the electronic system is to be used to clock in and out.

Mileage Reimbursement

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available electronically and updated by the Business Office when rates change.

Reduction in Force

The Board may reduce staff based on the best interest of the District when necessary. Employees in affected areas will receive notice in accordance with applicable statutory requirements. The District will consider the

following factors, including, but not limited to qualifications, job performance, experience, certification, and professionalism.

Liability Insurance

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

Workers Compensation

Supervisor Responsibilities

- When employee is injured, follow the most current Workers Compensation Workplace Injury Procedure.
- Assist the Operations Department with determining work availability and/or modifications needed for temporary modified duty work.
- Prepare for an injured employee's work modifications by identifying job tasks.
- Assist in monitoring the progress of injured employees during recovery period.

Employee Responsibilities

- Report all injuries, illnesses, and incidents immediately to your supervisor.
- Work with supervisor to report the incident to the insurance company.
- Cooperate with the workers' compensation insurance claims staff, the school District, and treating providers regarding appropriate medical treatment and recovery progress.
- Be available for any transitional duty job assignment appropriate for your abilities during recovery.
- Upon returning to work, provide the Operations Department with your medical provider's medical release and any information regarding your recovery process.
- Comply with work restrictions during your recovery process.

Operations Department Responsibilities

- Help supervisors and employees fully understand their role and function within our Return-To-Work program and how each will be expected to perform when needed.
- Work with the injured worker's supervisor to find a suitable temporary assignment within his or her recovering functional capabilities and limitations.
- Work closely with the Workers Compensation insurance company.
- Investigate all on-the-job incidents.

Return-To-Work Program

The District has implemented a Return-To-Work program to help ensure that our employees receive the best care on their way to full recovery from work-related injuries. All employees and supervisors are expected to fully participate in all components of the program. Any questions, comments, or concerns about this program or related procedures can be directed to the Operations Department.

The District believes that the best approach to controlling incidents and costs is to keep injuries and illnesses from occurring. We are committed to utilizing our resources to provide a safe work environment for everyone. Our employees are our greatest assets, and we are committed to providing prompt, high-quality medical care and returning injured workers to productive employment as soon as medically possible.

When incidents do occur, it is in everyone's best interest that injuries are properly managed. We will make every effort to provide a modified transitional work position until the employee is able to resume normal duties. All our modified work is temporary and intended to facilitate a "return to regular work duties" when medically feasible. These positions may be offered at any location or any department or shift that the District can accommodate.

Any employee who is off because of an excused Workers Compensation situation will be paid from their accumulated paid time off, then sick leave balance for hours not worked during time of injury and recovery, up to the time the accumulated sick leave balance is exhausted. During this same period, any monies reimbursed

to the District by the Workers Compensation carrier will be deposited by the District into the appropriate salary account. The dollar amount of the check will then be divided by the employee's current hourly rate, to arrive at the amount of paid time off, then sick leave hours to be credited back to the employee's paid time off, then sick leave accumulated balance. Upon exhaustion of the employee's accumulated paid time off, then sick leave balance, the employee will only be paid directly by the Workers Compensation carrier, and payment from the District will cease, until the employee resumes work.

TTWA (Temporary Transitional Work Assignments) Guidelines

- The District will determine appropriate work hours, shifts, and locations of all Temporary Transitional Work Assignments (TTWA). The District reserves the right to determine the availability and appropriateness of all jobs.
- TTWAs will be reviewed regularly and extended or ended at the discretion of the school District based on workflow needs.
- District supervisors will monitor the employee's recovery progress through regular contact or meetings to reassess when and how often duties may be changed. Upon receipt of increased physical capacities, the supervisor will assess the ability to adjust the TTWA accordingly. All changes to TTWAs will be made after receiving concurrence from the employee's attending physician.
- If the employee is later determined to have a permanent disability, which restricts his/her ability to return to their job at time of injury, the TTWA may end.
- The District will determine whether the worker's physical restrictions require substantial modification to job tasks and whether such modifications are possible.
- To the extent possible, the District will consider work site modifications to allow the injured employee to continue employment.

Conflict Resolution

Problems, misunderstandings and frustrations may arise in the workplace. It is the District's intent to be responsive to its employees and their concerns.

Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee's supervisor, the employee should schedule a meeting with the next level supervisor or the Talent and Culture Department to discuss the problem.

If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, the employee should schedule a meeting with the next level supervisor or the Talent and Culture Department.

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.

The District reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No District employee will be subject to retaliation for filing a complaint under this policy.

Grievance Procedure

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety.

See Policies 3340 and 4340 at <https://go.neola.com/dcea-wi>.

Employee Leave

Sick Leave

Employees may accrue a Sick Leave bank which can be maintained up to a maximum of 120 days. If an employee currently has more than 120 days of Sick Leave, all previously earned days will remain in the employee's Sick Leave bank, but the employee will not be able to roll any additional days over until they are below the maximum. Each new fiscal year, employees must use all* of their allocated PTO days in total before utilizing Sick Leave from their Sick Leave bank with two exceptions:

- Employees with approved FMLA leaves may reserve two (2) PTO days to use in the same year as indicated in the Paid Time Off section below. In this case, employees will have access to their Sick Leave bank prior to using the reserved PTO day(s).
- Employees with approved Workers Compensation claims may use Sick Leave instead of PTO in cases where the employee seeks medical attention or is off work. Employees must contact Talent and Culture if they want to use their Sick Leave.

After PTO is exhausted, Sick Leave may be used for illness or medical reasons for self, medical/dental appointments for self, medical/dental appointments for a family member, and to care for an ill family member. Sick Leave application for family members is exclusively reserved for a spouse, parents, and children under the age of 18. Sick Leave cannot be used for childcare reasons except for employees on approved FMLA for birth or adoption. Sick Leave may only be used for a child over the age of 18 if the employee is on approved FMLA.

Sick Leave must be taken in one-hour increments. The only exception would be employees whose full day is a partial hour (ex. 5.5 hours), then they will be required to use 5.5 hours when requesting an entire day off.

The District may require a certification by a medical provider after an employee has been absent for an illness or any other use of Sick Leave. All medical certifications must be kept in the employee's medical file. The District may question or investigate the use of Sick Leave. Any employee obtaining Sick Leave benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action.

~~*Employees with approved FMLA leaves may reserve two (2) PTO days to use in the same year as indicated in the Paid Time Off section below. In this case, employees will have access to their Sick Leave bank prior to using the reserved PTO day(s).~~

Sick Leave Donation Bank

From time to time, employees face serious "out of the ordinary" medical situations. If an employee has exhausted all paid time off (PTO, Sick Leave, and Vacation Leave), they may request a donation from the district Sick Leave Donation Bank.

The employee should submit their request to the Talent & Culture department and indicate the "out of the ordinary", serious medical situation. The request will be reviewed, and the approval or denial will be communicated to the employee.

"Out of the ordinary" is defined as a serious, non-routine medical condition or situation that results in a significant disruption to an employee's or their immediate family member's health and requires the employee's absence from work due to their own or their child or spouse's critical health needs. This includes, but is not limited to, a cancer diagnosis that requires treatment or surgery, a life-threatening illness or injury, unexpected or sudden medical emergency, etc. Examples that would generally *not* qualify may include common illnesses and surgical procedures, routine medical procedures, short-term recovery from a minor injury or illness, etc.

Employees are eligible for the following:

- Up to 10 days for their own serious "out of the ordinary" medical situation.
 - If an employee has been previously given 10 days out of the donation bank and they have a new serious "out of the ordinary" medical situation, they are eligible for an additional 5 days.
- Up to 10 days for their child's "out of the ordinary" medical situation.
 - Child must be under the age of 18.
- Up to 105 days for their spouse's "out of the ordinary" medical situation.

The Superintendent or designee may approve additional days on an individual basis.

The number of days listed above is the maximum number of days an employee is eligible for in ~~each donation period~~ a three-year rolling period based on the dates the Sick Leave Donation time off is used. A donation period starts when the bank is replenished with donations and ends when the District decides to open the bank again for additional donations. The current donation period started with the 2020-2021 school year.

Paid Time Off (PTO)

Benefit Description

PTO provides a bank of leave time for employees to use at their discretion when requesting time away from work. PTO is designed to increase flexibility and choice by empowering employees to prioritize elements of their flexible compensation and positively influence their work-life balance. Employees in the following categories receive the stated number of PTO days at the start of each school year:

52 Week Administrators 52 Week Salary 52 Week Hourly Buildings & Grounds	Extended SY Administrators Extended SY Salary Extended SY Hourly	Teachers School Year Hourly School Nutrition
15	13	11

Employees that are not full-time (8 hours per day), will receive the same number of days, however, the hourly equivalency will be based on the number of hours per day they are scheduled to work (ex. 6 hours per day equals 6 hours per PTO day for a total of 66 hours for the school year).

Returning employees and new certified employees who start on the first day of the work year will receive the annual allocation of PTO days to use immediately.

New non-certified employees will be allocated two (2) days of PTO for use in their first 60 calendar days of employment. The employee's remaining PTO allocation will be allocated after the 60-day probationary period.

New employees hired after the first day of the work year will receive a prorated number of PTO days based on the number of remaining workdays. For example, if the employee will work 138 days out of the 184 scheduled days for their position, the prorate would be calculated as $138/184 \times 11 = 8.25$ days (then converted to hours, rounded up to the nearest hour).

New employees hired less than two weeks prior to the last scheduled workday of the year for their position will not receive a PTO allocation until the start of the following year.

Guidelines

A reason is not required when requesting pre-planned PTO. PTO requests will be approved/denied by the employee's supervisor in the order received without detriment to the learning or work environment. The supervisor will determine if the request is approved or denied based on the needs of each building and department at the time of the request. The operational needs of the building or department will be taken into consideration prior to approving or denying a request for PTO.

PTO requests that are less than a full workday in duration may only be taken in increments of one hour. For PTO requests that are a full workday in duration, employees will use the number of hours they are scheduled to work (ex. 5.5 hours). Employees requesting between 3-5 days of pre-planned PTO are advised to submit their request in Skyward as soon as possible, preferably two weeks or more notice.

It is recommended that absence requests for PTO be entered into Skyward and Frontline/Aesop (if a substitute is needed) at least 72 hours prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request. See below sections for department-specific guidelines.

In the case of illness or emergency, employees are required to contact their supervisor immediately and if possible, at least two (2) hours before the start of the workday. The time off request must be entered into Skyward and Frontline (if a substitute is needed) prior to the start of the workday.

Employees may request a maximum of five (5) consecutive days of pre-planned PTO. PTO used before and after a break (Thanksgiving Break, Winter Break, Spring Break) is considered consecutive and may not exceed five (5) days total.

Employees may exceed the maximum 5 consecutive days of PTO if it is for a sick- or medical-related reason. The employee may be required to apply for FMLA and/or provide medical certification if using more than 5 consecutive days of PTO.

As with Sick Leave, the District may require a certification by a medical provider after an employee has been absent for an illness or another medical reason. All medical certifications must be kept in the employee's medical file. The District may question or investigate the use of sick-related PTO. Any employee obtaining Paid Time Off benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action.

If pre-planned PTO absences deplete an employee's total balance for the year and prior to those pre-planned absences an employee needs to use an unplanned PTO day (examples: employee becomes ill, has an

emergency, sick family member, etc.) a PTO day must be canceled and applied to the unplanned day. For example, an employee pre-plans and schedules their total allocation of PTO days in advance to go on a vacation in February. In November, the employee calls in sick. A PTO day will be taken from the pre-planned absences and will be applied to the sick day. Therefore, the day that was canceled will be a leave without pay day if the employee still wants time off. As mentioned above, employees cannot access their Sick Leave bank until all PTO has been exhausted.

For FMLA-related absences that are the same or longer than the employee's remaining PTO balance, employees will be allowed to reserve up to two (2) days of their PTO for future use (after their FMLA absence(s)) within the same school year. The reserved PTO day(s) will no longer hold a cash value and cannot be paid out if unused. The employees that use this option will have access to their Sick Leave bank prior to using the reserved PTO day(s) since the days no longer hold a cash value. If the reserved PTO day(s) are not used by the end of the fiscal year, they will automatically roll into their Sick Leave bank (unless their bank is at the maximum number of days, then in this case the day(s) will be forfeited).

Technology Department Guidelines:

It is recommended that absence requests for PTO be entered into Skyward and at least ten (10) days prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request. If the request is submitted less than five (5) days in advance the approval will be subject to the ability to provide coverage.

In reference to pre-planned absences, no more than the following # per work area can take PTO on the same day. At the discretion of the supervisor, the daily PTO limit may be exceeded due to extenuating circumstances. This can be modified at the discretion of the supervisor when students are not present (extended breaks, summer).

Building Technicians	Networking Team	Data Team
2	1	2

Buildings & Grounds Department Guidelines:

It is recommended that absence requests for PTO be entered into Skyward and at least ten (10) days prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request. If the request is submitted less than five (5) days in advance the approval will be subject to substitute availability.

In reference to pre-planned absences, no more than the following # per building and per the department district-wide can take PTO on the same day. At the discretion of the supervisor, the daily PTO limit may be exceeded due to extenuating circumstances.

Days All Buildings When Students are Present	Days District-wide When Students are Present	Nights All Buildings When Students are Present	Nights District-wide When Students are Present
1	2	1	4

School Nutrition Department Guidelines:

It is recommended that absence requests for PTO be entered into Skyward and at least 5 days prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request. If the request is submitted less than 5 days in advance the approval will be subject to substitute availability.

In reference to pre-planned absences, no more than the following # per building and per the department district-wide can take PTO on the same day. At the discretion of the supervisor, the daily PTO limit may be exceeded due to extenuating circumstances.

All Buildings	District-wide
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1	3
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Building Guidelines (Teachers & Support Staff):

In reference to pre-planned absences, no more than the following # per building can take PTO on the same day. At the discretion of the supervisor, the daily PTO limit may be exceeded due to extenuating circumstances.

Building	Maximum Per Day
Elementary Schools (besides HA, ODY)	2 teachers and 2 support staff
Hatley Elementary	1 teacher and 1 support staff
Odyssey Elementary	1
Middle School	3 <u>teachers and 3 support staff</u>
Junior High School	3 teachers and 3 support staff
Senior High School	4 teachers & 5 support staff*
Idea School	1

*Requests may be denied if there are multiple requests from the same department (example, SPED, front office, etc.) even if the daily maximum has not been reached for the building.

Payout/Conversion of PTO

Each PTO day has a cash value of \$20.00 per hour (value is subject to change based on district budget allocations). At the end of the work year, employees may request any unused PTO days be paid out or rolled into their Sick Leave bank, subject to the maximum. PTO days will not roll over as PTO days to the next work year. 52 Week Hourly, 52 Week Salary, Buildings and Grounds, Extended School Year Administrators, Extended School Year Hourly, Extended School Year Salary, School Nutrition, School Year Hourly, and Teachers are eligible for a PTO payout. All employees are eligible to roll unused PTO days into their Sick Leave bank.

Employees will be provided with an electronic form near the end of the school year to allocate any remaining cash value or convert unused time to their sick leave bank. Cash value will be paid on a payroll date in June or July. The date will be determined annually, and the Talent & Culture department will notify all employees.

If an employee does not make a decision regarding unused PTO, the days will automatically roll over to the employee's individual Sick Leave bank. If the employee's individual Sick Leave bank has reached the cap, the employee will receive a pay out of the unused PTO days if they are eligible. If the employee is not eligible for a payout, the unused PTO will not roll (carry over) into the next work year and will be forfeited.

Since employees are given the option/discretion to convert unused PTO to cash, the payment is not WRS reportable earnings. In cases of resignation, retirement, or layoff, unused PTO days will be paid out on the employee's last paycheck and will not be WRS reportable earnings.

Each PTO day has a cash value and is only valid during the year they were earned. If PTO days are converted into Sick Leave (rolled into employee's Sick Leave bank), they do not retain their cash value.

Upon Termination of Employment

In cases of resignation (in addition to giving a two-week notice), retirement, or layoff, PTO days not used prior to the last date of employment (subject to prorate below) will be paid out on the employee's last paycheck at the PTO cash value rate. In cases of termination or non-renewal, a payout of unused PTO days will not occur.

Employees cannot extend their last day of employment by using PTO and/or Vacation Leave after their last day worked. Extenuating circumstances may be approved by Talent & Culture.

If an employee does not work the entire year for which the PTO was allotted, the PTO the employee is entitled to may be prorated. Any PTO from the prorate that the employee did not use will be paid out at the PTO cash value

rate on the employee's last check. If an employee used more PTO than the prorate, the employee may be required to reimburse the District.

PTO may be prorated based on how many days of the work year for their position that the employee worked. For example, if the employee worked 138 days out of the 184 scheduled days for their position and they received 11 days of PTO at the start of the year, the prorate would be calculated as $138/184 \times 11 = 8.25$ days (then converted to hours, rounded up to the nearest hour).

Vacation Leave

52 Week Hourly, 52 Week Salary, and Buildings & Grounds employees are eligible for Vacation Leave. 52 Week Administrators should review their individual Administrator Contract.

Upon Hire: Fifteen (15) days (prorated from the date of hire through June 30th)

The Start of the Second Year in the District: Fifteen (15) days

The Start of the Tenth Year in the District: Twenty (20) days

The Start of the Twentieth Year in the District: Twenty-five (25) days

Years in the District is based on regular employment and does not include time in seasonal, occasional, or non-benefit eligible positions (ex. substitutes).

Employees that are not full-time (8 hours per day), will receive the same number of days, however, the hourly equivalency will be based on the number of hours per day they are scheduled to work.

Employees who start on the first day of the work year will receive the annual allocation of Vacation Leave to use immediately. New employees hired after the first day of the work year will receive a prorated number of Vacation Leave hours based on the number of remaining workdays. New employees hired less than two weeks prior to June 30th will not receive a Vacation Leave allocation until the start of the following year.

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. Unused vacation will not roll (carry over) into the next work year. Unused days will be forfeited.

Special Note: Any employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the District afford them additional vacation based upon the above schedule.

All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid earned, but unused vacation (subject to proration). If an employee is terminated, they are not entitled to a vacation pay out.

Employees cannot extend their last day of employment by using PTO and/or Vacation Leave after their last day worked. Extenuating circumstances may be approved by Talent & Culture. If an employee does not work the entire year for which the vacation was allotted, the vacation the employee is entitled to may be prorated. Any vacation from the prorate that the employee did not use will be paid out at the employee's current per diem rate on the employee's last check. If an employee used more vacation than the prorate, the employee may be required to reimburse the District.

Proration Schedule:

Vacation may be prorated based on how many days of the work year for their position that the employee worked. For example, if the employee worked 195 days out of the 260 scheduled days for their position and they received 20 days of Vacation Leave at the start of the year, the prorate would be calculated as $195/260 \times 20 = 15$ days (then converted to hours, rounded up to the nearest hour).

Buildings & Grounds Employees only:

Vacation days may be used:

- During the months of June, July, August, or when teachers are not working.
- During the school year when students are not present.
- During the school year on days with scheduled student/staff breaks.
- During teacher grading days.
- During teacher professional development days.
- Two student contact days, more than two would require pre-approval from supervisor

Vacation days must be entered into Skyward by August 30 for the upcoming school year. Once vacation days are entered into Skyward, occasional changes may be made with supervisor approval.

The District may, at its discretion, allow more than one custodian per building be on vacation at the same time. Vacation scheduled any other time shall be by mutual agreement between the District and the employee.

Paid Holidays

Employees that are eligible for paid holidays are not required to work and will be paid their normal day's pay for the holidays indicated below. If the holiday falls on a Saturday or Sunday, the District will determine the day the holiday will be allowed. Employees on unpaid non-FMLA leave will not be eligible for paid holidays.

52 Week Administrators, 52 Week Salary, 52 Week Hourly, and Buildings & Grounds

July 4	Friday after Thanksgiving	New Year's Eve Day
Labor Day	Christmas Eve	New Year's Day
Thanksgiving Day	Christmas Day	Memorial Day

For Buildings & Grounds employees only, double time will be paid for any work performed on holidays.

School Year Hourly, Extended School Year Hourly, and School Nutrition

Labor Day	Christmas Day
Thanksgiving Day	Memorial Day
Day after Thanksgiving	

Teachers

Labor Day
Thanksgiving
Memorial Day

Leaves of Absence

See Policies 3430 and 4430 at <https://go.neola.com/dcea-wi>.

A leave of absence without compensation and benefits for a period of up to one (1) semester or one (1) school year may be considered provided a suitable replacement can be obtained. Request for leave of absence shall be made to the Director of Talent and Culture by March 1 of the year preceding the year that the leave commences.

Leave Without Pay

Should a situation arise where all PTO, Vacation Leave, and any remaining Sick Leave has been depleted, or the absence does not qualify for use of Sick Leave, the employee should contact their supervisor and the Director of Talent and Culture. Depending on the unique circumstances, additional time off may be granted and would be unpaid. The employee will then enter their unpaid time off in Skyward.

Leave Without Pay cannot be used before PTO and/or Sick Leave is exhausted (if absence reason is eligible for Sick Leave usage) unless employee is on approved Wisconsin FMLA. Leave Without Pay cannot be used before Vacation Leave is exhausted unless employee is on approved Wisconsin and/or Federal FMLA.

If an employee is absent for a sick-related reason and has exhausted all their PTO, Vacation Leave, and any remaining Sick Leave from their individual Sick Leave bank, approval is not required via the above process. The employee will need to notify their supervisor and enter their unpaid time off in Skyward. As with Sick Leave, the District may require a certification by a medical provider after an employee has been absent for an illness or another medical reason. All medical certifications must be kept in the employee's medical file. The District may question or investigate the use of sick-related Leave Without Pay.

Employees with excessive absences may be subject to disciplinary action (refer to the Attendance section of the Handbook).

Inclement Weather Day Guidelines

School year and Extended School Year hourly employees are not required to work on inclement weather days and are not paid if they do not work. However, these employees have the option of working their normal daily hours or partial hours if they wish to do so. Employees electing this option should contact their supervisor to be assigned work. These employees also have the option to submit a PTO request if they would like to be paid for the inclement weather day.

Year-round hourly and year-round salaried employees are required to work on inclement weather days and will need to use PTO or Vacation Leave if they are unable to work part or all the inclement weather day.

Teachers and Extended School Year salaried employees are paid for inclement weather days (non-virtual learning days) and PTO is not required to be used. If the inclement weather day is a virtual learning day and the teacher or Extended School Year salaried employee is unable to work part or all the virtual learning day, they will need to use PTO (or other time off if applicable).

Unrequested Leaves of Absence/Fitness for Duty

See Policies 1461, 3161, and 4161 at <https://go.neola.com/dcea-wi>.

Jury Duty Leave

Employees of the District who are selected for jury duty are required to serve according to Wisconsin State Statutes. Employees who are selected for jury duty shall notify their supervisor as soon as possible each time that they are called for possible service.

Staff members who are not placed on the jury shall notify their supervisor and return to their assignment immediately. If a staff member is actually seated on the jury, he or she shall also notify their supervisor. When released from jury duty, employees shall immediately notify their supervisor, return to their work assignment and complete the scheduled workday unless there is less than one (1) hour before the end of their workday. In all cases, the supervisor shall notify the Director of Talent & Culture. Second and third shift employees only need to report to work after being released from jury duty if they are short of 8 hours for the day (i.e., if their Jury Duty service is 6 hours, they need to work 2 hours of their regular shift).

Compensation arrangements: employees called for jury duty shall be paid their regular earnings. Staff members must submit a check for the amount of jury duty fees (not including travel allowance) to the Business Office within one week after they have been paid by the County, or the amount will be deducted from their subsequent check.

See Policies 3431 and 4431 at <https://go.neola.com/dcea-wi> for the fillable Jury Duty – Payment of Fees form.

Bereavement Leave

See Policies 3431 and 4431 at <https://go.neola.com/dcea-wi>.

In case of death in the immediate family of the employee (spouse, child, parent) employees will be granted a maximum of five (5) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor to attend services and manage details the week of or after the death.

In case of death in the family of parent-in-law, sibling, sibling-in-law, grandparent, grandchild, or a relative with whom the employee lives, employees will be granted a maximum of three (3) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor to attend services and manage details the week of or after the death.

Funeral leave of one (1) day with pay shall be granted to attend the funeral services of the employee's uncle, aunt, niece, nephew, great grandparent, and grandparent-in-law. This provision shall not be applicable if the funeral is on the weekend.

Other relatives of the employee or relatives of the employee's spouse, other than those listed above, do not qualify for bereavement leave. An employee may request to use their PTO if they would like to attend the funeral services.

This provision shall not be applicable if an employee is on leave-of-absence (FMLA or non-FMLA), paid sick leave, PTO, or vacation.

Upon advance written approval of the Director of Talent & Culture, an employee shall be granted reasonable time off with pay up to a maximum of eight (8) hours for pallbearer duties.

The Superintendent may approve additional time off on an individual basis.

Bereavement Leave Table

Current Relationship to Employee (Biological/Adoptive/Step)	Days of Leave
Spouse	5
Child	5
Parent	5
Parent-in-Law	3
Sibling	3
Sibling-in-Law	3
Grandparent	3
Grandchild	3
Relative with Whom Employee Lives	3
Grandparent-in-Law	1
Great Grandparent	1
Aunt/Uncle	1
Niece/Nephew	1

Organ Donor Leave

See Policies 3431 and 4431 at <https://go.neola.com/dcea-wi>.

The Bone Marrow and Organ Donation Leave Act requires all employers with 50 or more permanent employees must allow employees up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, if the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure.

The law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Please contact Talent & Culture for further details.

Family Medical Leave

See Policies 1630.01, 3430.01, and 4430.01 at <https://go.neola.com/dcea-wi>.

A copy of the policy shall be available to employees upon request.

To request Family and Medical Leave, employees will log in to the District web site at <http://personnel.dce.k12.wi.us/> and go to the Family Medical Leave Act (FMLA) Time Off Request link. Directions for submitting a request for FMLA leave are located there.

Legal citations: Wis. Stat. 103.10(14), 29 U.S.C. 2601, 29 C.F.R. 825

Other Employee Leaves

See Policies 3431 and 4431 at <https://go.neola.com/dcea-wi> for the following:

Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver
Leave for Voting
Election Official Leave
Leave to Testify

Benefits Applicable to Regular Employees

Only regular employees are eligible for the following benefits. However, other employees may be eligible for Wisconsin Retirement System, Life Insurance, and Health Insurance if they meet federal and/or state eligibility requirements. All employees are eligible to contribute to 403(b) and 457 plans.

Benefit eligibility and benefit FTE are calculated based on scheduled hours for the employee's primary regular position. Additional hours from other assignments (i.e., coaching, co-curricular advising, summer programming, etc.) are not included when determining benefit eligibility and benefit FTE.

Insurance Coverage

Contact the Talent & Culture Department for more specific coverage information. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Accident Insurance

The Board offers regular employees whose primary position is scheduled to work 600 hours or more per year the opportunity to purchase Accident Insurance. The plan provides benefit payments to covered individuals who seek medical care following an accident or injury. Benefits under Accident Insurance will be governed by the plan document. Accident Insurance coverage is 100% employee funded with monthly premiums varying by coverage election amount.

Dental Insurance

The Board offers dental insurance to regular employees whose primary position is scheduled to work 30 hours or more per week. If both husband and wife are employed by the District, only one employee (the subscriber) will be allowed to carry a family dental plan and cover the spouse under their plan. The spouse that is not the subscriber will not be allowed to carry a single plan. Employees working less than 30 hours per week that are currently enrolled in the plan will be allowed to remain on the plan.

Flexible Spending Account – Dependent Care

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to eligible employees to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- Dependent care flex plan costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.
- Employees are eligible to participate in a Dependent Care FSA on their date of hire. There is no hourly requirement for the Dependent Care FSA.

Health Insurance

The Board offers health insurance to regular employees that are scheduled to work 30 hours or more per week. If both husband and wife are employed by the District, only one employee (the subscriber) will be allowed to carry a family health plan. If both husband and wife qualify for insurance and there are no dependents, each employee has the option to take a single health plan. Premiums are calculated based on FTE. Employees who waive health insurance coverage are eligible* for cash-in-lieu, which will be prorated for employees less than 1.0 FTE. Health Savings Account (HSA) deductions require enrollment in the District's health plan.

*Beginning January 1, 2027, employees receiving the cash-in-lieu benefit while covered by the District's health plan as a spouse or dependent will have the benefit reduced to 50% of the benefit amount (prorated based on FTE). Beginning January 1, 2028, employees who are covered by the District's health plan as a spouse or dependent will no longer be eligible to receive the cash-in-lieu benefit.-

Life Insurance

The Board offers Basic life insurance to eligible employees that are scheduled to work over 880 hours a year. The life insurance policy allows employees to choose to purchase Supplemental, Additional, and/or Spouse/Dependent coverage. If any employee becomes eligible for the Wisconsin Retirement System as required by state statute, the employee will also be offered the life insurance.

Long-Term Disability

The Board offers long-term disability insurance to regular employees whose primary position is scheduled to work 600 hours or more per year. This plan provides income protection in the event that the employee is ill or injured and unable to work longer than 90 calendar days. The District will pay 10% of the long-term disability premium.

Short-Term Disability

The Board offers regular employees whose primary position is scheduled to work 600 hours or more per year an opportunity to purchase Short-Term Disability insurance. This plan provides income protection in the event that the employee is ill or injured and unable to work for a short-term period of time. Benefits under Short-Term Disability will be governed by the plan document. Short-Term Disability coverage is 100% employee funded with monthly premiums varying by coverage election amounts.

Tax Sheltered Annuity (TSA)/Deferred Compensation

The District provides any employee the opportunity to participate in a 403(b) Tax-Sheltered Annuity Plan and/or the Wisconsin Deferred Compensation Plan (457). Plan highlights can be found on the [DCE Staff Intranet](#).

Vision Insurance

The Board offers regular employees whose primary position is scheduled to work 600 hours or more per year an opportunity to purchase vision insurance. The plan provides benefits for exams, glasses, and contacts. Coverage is available for dependent children until the end of the month in which they reach age twenty-six. This insurance is 100% employee funded.

Wisconsin Retirement System

The Board agrees to contribute the employer's share for eligible employees as required by state statute. The employee shall pay the employee's required WRS contribution as required by state statute. Eligibility is determined by state statute; eligible regular employees and non-regular employees that meet eligibility while employed, will be enrolled automatically.

Post-Employment Retirement Benefit

Regular employees are eligible for a post-employment HRA benefit. There are two benefit structures, and eligibility is based on most recent hire date in a regular position. Administrators should review their Administrator Contract for vesting and contribution amounts.

If an employee provides attestation of lifetime coverage of health insurance through military (or other means), the post-retirement benefit will be provided in the form of a 403(b).

Employees Hired Before July 1, 2014

Employees hired before July 1, 2014, that meet vesting criteria as outlined in the table below will receive a lump sum contribution to a Health Reimbursement Arrangement (HRA) upon retirement.

Group (on date of retirement)	Age Eligibility (on date of retirement)	Years of Service	District Contribution
Teachers	55	15	\$60,000
At-Will Salaried	55	15	\$60,000
Hourly (Support Staff)	57	25	\$30,000
		30	\$40,000
		35	\$50,000

Years of Service will be based on the fiscal school year. Employees will receive one full year of service for the first year they were employed by the District if they started on or before November 1st. Employees hired after November 1st will receive one-half year of service. Years of service do not need to be consecutive.

~~Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this section.~~

Talent & Culture will notify the employees that have met the vesting criteria at the beginning of each school year. Irrevocable requests for participation in the voluntary retirement plan for contracted employees that have

met the vesting requirements for the post-employment HRA benefit must be filed with the Director of Talent & Culture no later than March 10th of the year in which the employee wishes to retire in order to qualify for the post-employment HRA benefit in that year. This policy shall not apply to any teacher who is discharged or non-renewed. Non-contracted employees must notify the Director of Talent & Culture no later than 90 days prior to the date in which the employee wishes to retire in order to receive the post-employment HRA benefit.

Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this section.

Employees who retire and receive an HRA benefit are not eligible for an additional HRA benefit if rehired after retirement.

Employees Hired On or After July 1, 2014

Starting with the 2025-2026 school year, employees hired on or after July 1, 2014, in a regular position will receive an annual defined contribution to a Health Reimbursement Arrangement (HRA). Eligible employees hired on or after July 1, 2014, ~~will also receive~~ a retroactive contribution based on past service since their most recent hire date. This one-time “catch-up” contribution ~~was will be~~ distributed at the end of the 2025-2026 school year.

Group (on date of retirement)	Age Eligibility (on date of retirement)	Years of Service	Annual Contribution	Maximum District Contribution
Teachers	55	15	\$1,000/year	\$60,000
At-Will Salaried	55	15	\$1,000/year	\$60,000
Hourly (Support Staff)	57	25	\$500/year	\$30,000

Eligibility Guidelines:

- Non-contracted employees must be eligible for health insurance to be eligible for an annual contribution and must remain eligible for health insurance or any previous contributions will be forfeited.
- Employees in limited term positions are not eligible for an annual contribution. However, the years in a limited term position will count towards the years of service vesting requirement if the employee is later eligible for the annual contribution.
- Employees who take a leave of absence (one-semester or longer) will not be eligible for an annual contribution that year. Previous contributions will not be forfeited as long as the employee returns to regular employment after the leave of absence.
- Employees who retire and receive an HRA benefit are not eligible for an additional HRA benefit if rehired after retirement.

Contribution Guidelines:

- Contributions will be made annually at the end of the fiscal year.
- Employees hired after November 1st will not receive an annual contribution for the first fiscal year of their employment.
- Employees who change HRA eligibility groups will receive the contribution amount of the HRA group of employment at the end of the year when the annual contribution is made and are subject to the maximum contribution of the HRA group.
- The HRA is non-portable; funds remain with the District if the employees leaves employment or transfers to a non-eligible position before meeting vesting criteria.
- Employees will receive annual statements showing their HRA balance.

Years of Service Guidelines:

- Years of ~~s~~Service will be based on the fiscal school year (July 1 – June 30).
 - Employees who begin employment **on or before November 1** will receive **one full year of service credit** for that school year. Employees who begin employment **after November 1** will receive one-half year of service credit for that school year.
 - Non-contracted employees who begin employment **after November 1** will meet vesting eligibility on their anniversary date.
 - Employees with intermittent service from regular employment will have years of service calculated based on their individual employment history.
- Years of service do not need to be consecutive.
- The Superintendent or designee retains discretion to grant exceptions on an individual basis.

Vesting Guidelines:

- Total years of service to the district and the HRA group at the time of retirement will be used to determine eligibility for vesting.
- For employees with intermittent service, only the HRA account funded during the employee's most recent period of employment will be available for use upon retirement.

~~Employees will receive one full year of service for the first year they were employed by the District if they started on or before November 1st. Employees hired after November 1st will receive one-half year of service. Years of service do not need to be consecutive.~~

~~Employees hired after November 1st will not receive an annual contribution for the first fiscal year of their employment.~~

Talent & Culture will notify the employees that have met the vesting criteria at the beginning of each school year. Irrevocable requests for participation in the voluntary retirement plan for contracted employees that have met the vesting requirements for the post-employment HRA benefit must be filed with the Director of Talent & Culture no later than March 10th of the year in which the employee wishes to retire in order to qualify for the post-employment HRA benefit in that year. This policy shall not apply to any teacher who is discharged or non-renewed. Non-contracted employees must notify the Director of Talent & Culture no later than 90 days prior to the date in which the employee wishes to retire in order to receive the post-employment HRA benefit.

Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this section.

~~Talent & Culture will notify the employees that have met the vesting criteria at the beginning of each school year.~~

Additional Notes:

~~Contributions will be made annually at the end of the fiscal year.~~

~~HRA is non-portable; funds remain with the District if the employee leaves before meeting vesting criteria.~~

~~Employees will receive annual statements showing their HRA balance.~~

~~Total years of service to the district with the employee group at the time of retirement will be used to determine eligibility for vesting. However, only the HRA account funded during the employee's most recent period of employment will be available for use upon retirement.~~

~~Employees who change employee groups will receive the contribution amount of the group of employment at the end of the year and are subject to the maximum contribution of the group of employment.~~

Voluntary Retirement Incentive

Employees who have met the vesting requirements for the post-employment HRA benefit are eligible to receive an incentive if they submit their retirement notice by the deadlines indicated below.

Teachers

~~Irrevocable requests for participation in the voluntary retirement plan for teachers that have met the vesting requirements for the post-employment HRA benefit must be filed with the Director of Talent & Culture no later than March 10th of the year in which the teacher wishes to retire in order to qualify for the post-employment HRA benefit in that year. This policy shall not apply to any teacher who is discharged or non-renewed.~~

Teachers who complete and submit the irrevocable retirement form to the Director of Talent & Culture by December 31st prior to the year of retirement will receive a \$1000 incentive. This incentive payment will be added to a payroll check in late January or early February.

Teachers who complete and submit the irrevocable retirement form to the Director of Talent & Culture by March 10th of the year in which the teacher wishes to retire will receive a \$500 incentive. This incentive payment will be added to a payroll check in late March or early April.

If December 31st and/or March 10th fall on a weekend or non-work day, the deadline will be extended to the next work day.

At-Will Salary and Non-Exempt (Hourly) Employees

~~Employees who have met the vesting requirements for the post-employment HRA benefit are eligible to receive an incentive if they submit their retirement notice 90 or more days prior to their retirement date.~~

- ~~For employees~~Employees who submit their retirement notice to the Talent and Culture Department 180 days or more prior to their retirement date will receive a \$500 incentive. This incentive payment will be added to ~~a payroll check within 30 days of receipt of the notice~~the employee's final paycheck.
- ~~For employees~~Employees who submit their retirement notice to the Talent and Culture Department between 90 days and 179 days prior to their retirement date will receive a \$250 incentive. This incentive payment will be added to ~~a payroll check within 30 days of receipt of the notice~~the employee's final paycheck.

General Provisions for Employees

Wage of New Employees

The wage for a new employee shall be determined on the basis of qualifications, skills, training, and experience and will follow the Board approved Compensation Plan, which is available on the Staff Intranet.

Work Schedule

The number of days per year, hours per day, and workweek schedule for each employee will be determined by the District and communicated to the employee prior to the start of each school year.

School Year Hourly, Extended School Year Hourly, and school year School Nutrition employees scheduled to work more than six (6) or more hours will be required to take a one-half (1/2) hour unpaid lunch break unless determined by supervisor and schedule.

The District will comply with state and federal laws relating to the employment of minors and the hours they may work, including the scheduling of duty-free meal breaks as required.

Overtime

See Policy 6700 at <https://go.neola.com/dcea-wi>.

Mandatory Overtime

The District may require non-exempt (hourly) employees to work extended hours. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for disciplinary action, up to and including termination.

Consequences of Unauthorized Overtime

Full time non-exempt (hourly) employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action, up to and including termination.

Non-Exempt (Hourly) Employees Use of Electronic Communications Outside

Work Hours

The purpose of this guideline is to instruct nonexempt employees concerning use of electronic communications devices when not scheduled for work duty.

Employees may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellphones, text messaging devices, computers, and handheld computers such as personal digital assistants (PDA).

As with other types of authorized work, all time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked; the time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by management. This includes all types of work-related communication.

Non-exempt employees should not check for, read, send, or respond to work-related e-mails outside their normal work schedules unless specifically authorized based on job duties or direction by administration to do so.

Non-exempt employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline, up to and including termination for violating this guideline. Supervisors requiring non-exempt employees to use electronic communications for work-related correspondence at unauthorized times are also subject to discipline up to and including termination.

Reasonable Assurance

The District shall inform less than twelve months employees in writing by June 1st of each year whether the employee can be reasonable assured of continuing employment for the following year.

Performance Reviews

Employees will be evaluated by their supervisor minimally once every three years. Generally, employees will be reviewed during their first two years of employment and then every three years. Supervisors may evaluate an employee on a more frequent basis as needed.

Documentation of performance will be as follows:

- Administrators will be reviewed every year and documented using a narrative-based format.
- Teachers will be evaluated following Educator Effectiveness guidelines and documentation as required by DPI.
- Certified staff evaluations that do not follow Educator Effectiveness will be documented using a narrative-based format.
- Support staff will be evaluated using the District review forms.

Provisions for School Nutrition Employees

Free Meals

Employees will be furnished a daily meal at no charge. The meal must be consumed on the premises. The supervisor will identify what constitutes a meal.

Educational Improvement

Any employee who pursues a course of study approved in advance by the supervisor will receive reimbursement for registration costs. New employees will be required to complete a course in food handling and sanitation as deemed necessary by the supervisor. The District will pay the cost of tuition and compensate the employee their normal rate of pay for scheduled classroom time. The supervisor may require any employee to attend a food handling and sanitation course at any time after initial attendance.

Any employee desiring to become a member of the School Nutrition Association of Wisconsin will have their cost of membership paid for by the District.

Provisions for Teachers

Normal Hours of Work

Regular building hours for teachers shall be eight (8) per day including a duty-free lunch period of at least thirty (30) minutes. The starting and dismissal times, which may vary from school to school, shall be determined by the District. Altered work schedules may be approved by the building principal.

It is understood that the current practice of scheduling parent/teacher conferences, District, and faculty meetings will still be followed.

Teachers will have preparation time built into their daily schedule when at all possible.

Assignments and Transfers

Assignments

Grade, subject, and activity assignments shall be made by the District taking into consideration the employee's professional training, experience, specific achievements, and service to the District. Notice of such assignments will be given to teachers as soon as possible.

The District recognizes the importance of high-quality teaching. Secondary level assignments will be made after student registration for courses.

Transfers

When making transfers, the District shall take the training, experience, specific achievements, service to the District, wishes, and convenience of the employee into consideration; however, it is understood that the instructional requirements and best interest of the school system and the students are of primary importance in making such decisions.

Elementary Only

When a reduction is needed within a PLC at an elementary building, the District's intent is to move the teacher that will be reduced to another opening in the building or district when at all possible.

Within the PLC where a reduction needs to occur due to a change in number of sections, the teacher with the least district seniority in that PLC will be notified that they will be reduced from the PLC but not necessarily the building. They will be offered the opportunity to move a vacancy in a different PLC within the building. If there is no vacancy within the building, the teacher with the least district seniority in the building will be moved to another open position with the district. The building principal may email the building's teachers to seek volunteers for transfers within the building or to another building if there are openings.

District seniority will be determined by hire date (most recent hire date for rehires with intermittent service) in a certified staff position. If there is more than one teacher with the same lowest district seniority in the PLC, the teacher being reduced from the PLC and/or building will be determined based on licensure and/or the needs of the building and/or district.

If there are no openings within the building or within the district, Policy 3131 Reduction in Staff will apply.

Appendix A

The District is required to notify employees of the following policies on an annual basis. Staff may request a copy of any of these policies at any time.

All District policies and administrative guidelines can be found on the district website: <https://go.neola.com/dcea-wi>. If you need assistance, please contact Ellen Suckow, Executive Assistant to the Superintendent, at 715-359-4221, ext. 1220.

Policy Number	Policy Title/Information
<u>1213,</u> <u>3213, 4213</u>	<u>Student Supervision and Welfare</u> <u>District-Approved PCD Communication Platforms</u> <u>The Superintendent is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.</u> <u>The approved communication platform(s) is/are:</u> <u>A. District email/messaging;</u> <u>B. District-approved social media platform(s), for group public messaging, not individual or direct private messaging;</u> <u>C. Designated athletic and co-curricular communication app.</u>
1422, 3122, 4122	Nondiscrimination and Equal Employment Opportunity The Board does not discriminate in the employment of staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities. District Compliance Officers The Board designates the following individuals to serve as the District's 'Compliance Officers' (also known as 'Civil Rights Coordinators'; hereinafter referred to as the 'COs'). Sarah Trimner Director of Talent and Culture 6100 Alderson Street Weston, WI 54476 715-359-4221 ext. 1225 sttrimner@dce.K12.wi.us Kelley Strike, Assistant Superintendent of Operations 6100 Alderson Street Weston, WI 54476 715-359-4221 ext. 1243 kstrike@dce.K12.wi.us Legal citations: Title II, 28 C.F.R. 35.106

1422.02, 3122.02, 4122.02	Nondiscrimination Based on Genetic Information of the Employee All District requests for health-related information will be accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. District Compliance Officers The Board designates the following individuals to serve as the District's 'Compliance Officers' (also known as 'Civil Rights Coordinators'; hereinafter referred to as the 'COs'). Sarah Trimner Director of Talent and Culture 6100 Alderson Street Weston, WI 54476 715-359-4221 ext. 1225 strimner@dce.K12.wi.us Kelley Strike, Assistant Superintendent of Operations 6100 Alderson Street Weston, WI 54476 715-359-4221 ext. 1243 kstrike@dce.K12.wi.us Legal citations: 42 U.S.C. 2000ff, 29 C.F.R. Part 1635
1630.01, 3430.01, 4430.01	Family & Medical Leave of Absence ("FMLA") Legal citations: Wis. Stat. 103.10(14), 29 U.S.C. 2601, 29 C.F.R. 825
1662, 3362, 4362	Employee Anti-Harassment
2266	Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX) NOTICE IS HEREBY GIVEN Title IX-Nondiscrimination on the Basis of Sex in Education Programs or Activities The D.C. Everest Area School District is Committed to providing equal educational and employment opportunities. The District does not discriminate on the basis of sex, including gender or gender identity, in any of its programs or activities, applications for admission, or employment, as required by Title IX and its regulations. Any complaint of sexual harassment or other sex-based discrimination will be taken seriously, treated fairly, and promptly and thoroughly investigated in accordance with Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. Upon receipt of a complaint of sex discrimination, the District will investigate the complaint, undertake an objective evaluation of all relevant evidence, and make a determination of responsibility within 90 days. Any inquiries regarding filing a complaint, the applicability of Title IX, or the Title IX grievance procedures may be communicated to the District's Title IX Coordinators, the Assistant Secretary of the U.S. Department of Education's Office for Civil Rights, or both. The Following individuals are designated as the District's Title IX Coordinators. TITLE IX COORDINATORS Gina Lehman Director of Student Services 6100 Alderson Street Weston, WI 54476

	715-359-4221, ext. 1351 gilehman@dce.k12.wi.us Sarah Trimner Director of Talent & Culture 6100 Alderson Street Weston, WI 54476 715-359-4221, ext. 1225 strimner@dce.k12.wi.us Any person may contact the Title IX Coordinator via phone, email, or in person to file a complaint for sexual harassment or sex-based discrimination. For more information regarding the District's Title IX complaint and grievance procedures, please refer to Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. Legal citations: Title IX, 34 C.F.R. 106.9
2260, 2260.01	Nondiscrimination and Access to Equal Educational Opportunity Section 504/ADA Prohibition Against Discrimination Based on Disability NOTICE IS HEREBY GIVEN Pupil Non-Discrimination It is the policy of the D.C. Everest Area School District that no person be denied admission to any public school, denied participation in or the benefits of any curricular, extracurricular, pupil services, recreation or other program or activity, or otherwise be discriminated against on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes). The Superintendent or designee shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. Any person who believes that a student has been the subject of prohibited discrimination or harassment shall report the matter to a District Compliance Officer for further processing. COMPLIANCE OFFICERS Gina Lehman Director of Student Services 6100 Alderson Street Weston, WI 54476 715-359-4221, ext. 1351 gilehman@dce.k12.wi.us Sarah Trimner Director of Talent & Culture 6100 Alderson Street Weston, WI 54476 715-359-4221, ext. 1225 strimner@dce.k12.wi.us

	The District's Board policies and grievance procedures relating to pupil nondiscrimination can be located under Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity and Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability. All reports regarding discrimination or harassment are taken seriously, treated fairly, and promptly and thoroughly investigated, in accordance with the District's grievance procedures. Legal citations: Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106, PI 9.05
3217, 4217, 5772, 7217	Weapons on School Grounds or at School Events Legal citations: Wis. Stats. 120.13, 948.605, 948.61
5350, ag5350	Student Suicide Prevention, Intervention, and Postvention Teachers must annually be informed of the resources available from the DPI. These are found at: https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/2025 - 26 Suicide Prevention Annual Model Notice.pdf
5330	Administration of Medication/Emergency Care
5517	Student Anti-Harassment
5517.01	Bullying The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips/athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.
6700	Fair Labor Standards Act (FLSA) Legal citations: Wis. Stat. 104.1, 29 U.S.C. 201, 29 C.F.R. Part 541
8315, ag8315	Information Management The Board recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the "Records Retention Schedule" in Policy 8310 – Public Records. In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI, and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in Policy 8310. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form under the requirements of Policy 8310. Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination. Legal citation: F.R.C.P. 34, 37(f)

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.
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DC Everest School Board

Thank you so much for the beautiful plant and thoughtful card you sent in memory of my mother. Your kindness, support, and sympathy means so much to my family during this difficult time. We truly appreciate your compassion and are grateful for your thoughtfulness.

Sincerely
Jody Hartig
&
Duncan Family

Thank You

*During a time like this we realize how much our
friends and family really mean to us.*

*Words cannot express how grateful we are for
your kind words and sympathy.*

Your love and compassion are appreciated.

THE FAMILY OF
SHIRLEY E. DUNCAN

Dear School Board -

Thank you for the beautiful plant. We are so touched by your thoughtfulness. Dad loved DC Everest - loved being a part of the school board and loved cheering us all on from 1972-2026. We truly appreciate your support and kindness.

Ann Geier +
family

Your kind expression
of sympathy and friendship
will always remain
in our memories.

Thank you
for your
thoughtfulness.

The Family of
John "Jack" E. Bobinski