



– A G E N D A –

Upon request to the administrative 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 to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. Approval of Agenda**
- V. Hearing of Delegations**
- VI. Consent Agenda**
  - A. Approval of Minutes
    - 1. Regular Board Meeting of May 25, 2016 3
    - 2. Executive Session of May 25, 2016 6
  - B. Recommended Employment/Resignations/Contract Adjustments 7
  - C. Treasurer's Report - General/Other Fund Bills 9
  - D. Balance Sheet 23
  - E. Budget Transfers 31
  - F. Grant Application(s)/Budget(s) Approval
  - G. Fund Raising Requests
    - 1. Football 47
  - H. Gift/Bequests
- VII. Reports/Considerations**
  - A. WASB Legislative Network Member
  - B. CESA Representative
  - C. Student Representative
- VIII. Superintendent**
- IX. Unfinished Business**
  - A. Board Goals
    - 1. Technology Update: Student Summer iPad Use and Let's Go Wisconsin  
Presenter: Director of Technology Emmett McBride

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

**X. New Business**

**A. Action Items**

- 1. DPI Food Service Contract & Meal Pricing 48
- 2. Food Service Administrator Contract Adjustment 80
- 3. Ten Year Capital Plan 81
- 4. Lamer's Lease 92
- 5. Idea Contract 93
- 6. First Reading Virtual School Policy 112

**B. Review Policy 9130 115**

**C. Review Board Bylaws 122**

**D. Informational Items**

**XI. Petitions and Communications**

- A. Jeff and Melody Ryan Thank You for Retirement Recognition
- B. Bruce and Jan Krueger Thank You for Retirement Recognition
- C. Debra Conway Thank You for Retirement Recognition
- D. Robin Gettelman Thank You for 35 Year Recognition
- E. Ariana Thao Thank You for Time with School Board and Gift

**XII. Future Meeting Dates**

**A. Next Regular Board Meeting**

- 1. Wednesday, July 27, 2016, 6:30 p.m.  
DCE Administration Building
- 2. Wednesday, August 28, 2016, 6:30 p.m.  
DCE Administration Building

**XIII. Adjourn**

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**-MINUTES-**

**I. Call to Order**

President Jablonski called the meeting to order at 6:30 p.m.

**II. Roll Call**

Members present were Schaefer, Ackermann, Dickerson, Kasten, Stroik, and Jablonski. Xiong joined the meeting at 7:15 p.m. Also present were Superintendent Kristine Gilmore, Assistant Superintendent Lechner, and Assistant Superintendent Stoskopf.

**III. Pledge of Allegiance**

Following the pledge, Jablonski announced the Board will consider adjournment to closed session following the open meeting pursuant to W.S.S. 19.85(1)(a) and (c) to consider the expulsion of a Junior High student, discussion of personnel matters including personnel assignment decisions and the superintendent's contract.

**IV. Approval of Agenda**

Motion by Kasten, second by Stroik to approve the agenda for the meeting. With a voice vote, all yes, motion carried.

**V. Hearing of Delegations**

Luke Coenen, R21561 Willow Lane, Hatley, Wisconsin, 54440 addressed the Board regarding the process of evaluating coaches.

**VI. Consent Agenda**

Motion by Schaefer, second by Ackermann to approve the consent agenda as submitted. Motion amended by Schaefer and seconded by Ackermann to remove items B and G and approve the remaining consent agenda. With a roll call vote, Schaefer, Ackermann, Kasten, Stroik, Dickerson, and Jablonski, all yes. Motion carried.

**A. Approval of Minutes**

1. Regular Meeting of April 26, 2016
2. Closed Session of April 26, 2016

**B. Recommended Employment/Resignations/Contract Adjustments**

Motion by Schaefer, second by Kasten to accept the Recommended Employment / Resignations / Contract Adjustments. With a roll call vote, Schaefer, Ackermann, Kasten, Stroik, and Jablonski, all yes. Dickerson abstained. Motion carried.

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

**D. Balance Sheet**

**E. Budget Transfers**

**F. Bus Accident Reports**

**G. Field Trips**

1. Idea School trip to Mall of America

Motion by Kasten, second by Schaefer to approve the Idea School trip to Mall of America. With a roll call vote, Schaefer, Ackermann, Kasten, Stroik, Dickerson, and Jablonski, all yes. Motion carried.

**H. Gifts and Bequests**

**I. Budget Revision**

## **VII. Reports/Considerations**

- A. WASB Legislative Network Member – Xiong absent.
- B. CESA Representative – Ackermann reported shared service renewals are almost all in. CESA job fair was poorly attended by teachers. The CESA #9 Board is going through the Studer Board Development program.
- C. Student Representative –Rowell reported student activities among which were black belts received, state Solo/Ensemble competition, #AntigoStrong campaign by Student Council, FCCLA nationals, Variety Show, DCE Talks by APUSH, physics classes to Six Flags, hygiene drive, and Fun Day.

## **VIII. Superintendent –**

- A. Barb Reger, Senior High Education Assistant, received recognition from the Department of Public Instruction for her service to the EIP Program.
- B. CWSHRM Regarding Mock Interviews with Sixth and Seventh Grade FACE Students
- C. YEA National Finalist
- D. Central WI Metal Manufacturers Alliance Welding Competition
- E. Tommy Awards
- F. Cookies were given to staff for Teacher Appreciation
- G. Title IX Guidance
- H. Administration Letter to the DPI Regarding This Year's Testing
- I. Wisconsin School News Article

## **IX. Unfinished Business**

- A. Board Goals
  - 1. DLC Teacher Presentation -  
Presenters: Anne Marie Jagodzinski, Felecity Treptow
  - 2. Hanover Research Executive Summary – overview given.

## **X. New Business**

- A. Action Items
  - 1. Adopt the "Bylaws and Policies of the D.C. Everest School Board" and Rescind Prior Policies.  
Adoption Resolution: RESOLVED that the bylaws and policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the D.C. Everest School Board” are hereby adopted and that all bylaws and policies heretofore adopted by the D.C. Everest School Board are hereby rescinded, further be it  
RESOLVED, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies and parts of policies shall remain in full effect.  
Motion by Schaefer, second by Xiong, to adopt the Bylaws and Policies of the D.C. Everest School Board as stated in the resolution. With a roll call vote, Schaefer, Ackermann, Dickerson, Stroik, Kasten, Xiong, and Jablonski, all yes. Motion carried.
  - 2. Insurance Summary for 2016-2017  
Motion by Kasten, second by Schaefer, to accept the Insurance Summary for 2016-2017. With a voice vote, all yes. Motion carried.
  - 3. Virtual School Handbook  
Motion by Xiong, second by Stroik to approve the Virtual School Handbook as submitted. With a voice vote, all yes. Motion carried.

#### 4. WIAA Conference Realignment Proposal

Heard an update by Johansen and Kitchell regarding a change to the WIAA position this week. Motion by Jablonski give permission for Administration to work with WIAA to find a solution to the conference realignment issue. Motion by Kasten, second by Stroik. With a voice vote, all yes. Motion carried.

#### 5. Student Athletic Handbook Revisions

Motion by Xiong, second by Schaefer to approve the revisions to the Student Athletic Handbook. With a voice vote, all yes. Motion carried.

#### B. Informational Items –

Dr. Gilmore shared an inquiry regarding Harney & Heeren property which is not for sale.

### XI. Petitions and Communications

#### A. Recognition Thank You

1. Cindy Skadahh (Retiree)
2. Lynn Lawson (Retiree)
3. Bonnie Goertz (Retiree)
4. Jane Reid (Retiree)
5. Julie Kliner (30 Years)

### XII. Future Meeting Dates

#### A. Next Regular Board Meeting

1. Wednesday, June 22, 2016, 6:30 p.m.  
Board Room, DCE Administration Building
2. Wednesday, July 27, 2016, 6:30 p.m.  
Board Room, DCE Administration Building

### XIII. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(a) and (c) to Consider the Expulsion of a Junior High Student, Discussion of Personnel Matters Including Personnel Assignment Decisions and the Superintendent's Contract.

Motion by Schaefer, second by Xiong, to adjourn to closed session following the open meeting pursuant to W.S.S. 19.85(1)(a) and (c) to consider the expulsion of a Junior High student, discussion of personnel matters including personnel assignment decisions and the Superintendent's contract. With a roll call vote Schaefer, Ackermann, Dickerson, Kasten, Stroik, Xiong, and Jablonski, all yes. Motion carried. Time was 7:51 p.m.

### XIV. Reconvene in Open Session

Meeting reconvened in open session at 9:17 p.m.

### XV. Adjourn

Meeting adjourned at 9:17 p.m.

Respectfully submitted,

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Rita A. Kasten, Clerk

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Ellen Suckow, Secretary to the Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the June 22, 2016, meeting of the school board.

# Confidential



Regular School Board Meeting  
Closed Session  
Wednesday, November 18, 2015  
DCE Administration Building  
6300 Alderson St., Weston, WI 54476

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## - M I N U T E S -

1. **Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(a) and (c) to Consider the Expulsion of a Junior High Student, Discussion of Personnel Matters Including Personnel Assignment Decisions and the Superintendent's Contract.**

Motion by Schaefer, second by Xiong, to adjourn to closed session following the open meeting pursuant to W.S.S. 19.85(1)(a) and (c) to consider the expulsion of a Junior High student, discussion of personnel matters including personnel assignment decisions and the Superintendent's contract. With a roll call vote Schaefer, Ackermann, Dickerson, Kasten, Stroik, Xiong, and Jablonski, all yes. Motion carried. Time was 7:51 p.m.

Present were Schaefer, Ackermann, Dickerson, Xiong, Kasten, Jablonski, and Stroik. Also present were Gilmore, Stoskopf, and Lechner and Attorney Dean Dietrich.

2. Motion by Kasten second by Schaefer, to expel student Frenchesca Chidsey per the order of the expulsion hearing officer, Robert Knaack. With a voice vote, all yes. Motion carried.
3. Terms of the Superintendent's contract were decided upon.
4. Attorney Dean Dietrich presented information to the Board regarding personnel assignments. No decision was made at this meeting.
5. **Reconvene in Open Session**  
Motion by Xiong, second by Schaefer, to reconvene to reconvene to open session at 9:17 p.m. With a voice vote, all yes. Motion carried.

Respectfully submitted,

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Rita A. Kasten, Clerk

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Ellen Suckow, Secretary to the Board

**PLEASE NOTE:** These minutes are not the official minutes of the School Board until they are approved at the June 22, 2016, meeting of the school board.

# Recommended Employment/Resignations/Contract Adjustments

## Recommended Employment

### **Certified Staff**

<i>Name</i>	<i>Position</i>	<i>Salary</i>	<i>%</i>	<i>Start</i>
Kristi Patterson-Hawk	Science Teacher – MS	\$63,200	100	8/24/2016
Hilary Byrum	English/Reading – JH/MS	\$40,000	100	8/24/2016
Amy Snyder-Heitman	Elementary Teacher – WE	\$40,000	100	8/24/2016
Trena Loomans	Assistant Principal – MS	\$94,000	100	7/1/2016
Kristen Rexford	Occupational Therapist-District	\$40,000	60	8/18/2016
LeeAnn Kitchell	LD Teacher – JH	\$75,067	100	8/29/2016
Roxanne Brecke	Guidance Counselor – RI	\$47,000	100	8/24/2016

At-Will Staff for 2016-17 as attached

### **Support Staff**

<i>Name</i>	<i>Position/Bldg.</i>	<i>Wage/hr</i>	<i>Start</i>	<i>Type</i>
Heather Kessler	Server/Deposit Cashier – WE	\$10.93/\$11.97	8/22/2016	Food
Jill Rick	Server – EV	\$10.93	8/22/2016	Food
Michael Waksmonski	Driver – District	\$18.56	6/13/2016	Cust

### **Summer School Certified Staff**

Summer School as attached and any additional and/or revised agreements as approved by Administration.

## Resignation(s)/Retirement(s)

### **Certified Staff**

<i>Name</i>	<i>Position</i>	<i>Effective Date</i>	<i>Type</i>
Jason Lammert	Elementary Teacher – EV	June 9, 2016	Resignation
Lexi Morgan	Elementary Teacher – EV	June 9, 2016	Resignation
Philip Beck	Social Studies Teacher – MS	June 9, 2016	Resignation
Lindsey Schultz	Early Childhood Teacher – District	June 9, 2016	Resignation
Emily Bouche	Elementary Teacher – EV	June 9, 2016	Resignation
Deborah Foster	Special Education Teacher – JH	June 14, 2016	Resignation
Jaycie Stremkowski	Guidance Counselor – JH	June 14, 2016	Resignation
Tatum Schultz	Elementary Teacher – RO	June 15, 2016	Resignation

### **Support Staff**

<i>Name</i>	<i>Position</i>	<i>Effective Date</i>	<i>Type</i>
Pang Yang	Bilingual Assistant – RO	June 8, 2016	Resignation
Mark Graefe	Lead Custodian – SH	June 24, 2016	Resignation
Peter Xiong	Systems Support Technician – MS	June 24, 2016	Resignation

## Contract Adjustments

### **Certified Staff**

<i>Name</i>	<i>Position/Bldg.</i>	<i>To</i>	<i>From</i>	<i>Effective Date</i>	<i>Type</i>
Joshua Ulrich	Music Teacher – JH	.79	.60	8/29/2016	Increase

There are no extracurricular contracts for this meeting.

At Will Staff	Position
Mlodik, Tami	Psychologist
Teske, Stefanie	Psychologist
Low, Andy	Psychologist
Paul Aleckson	Curriculum Coordinator
Kenitzer, Roxanne R	District Nurse
Busha, Jeffery W	Webmaster
Lukasko, Tiffany	Physical Therapist
Baier, Terese Ann	4K Coordinator
Yauo Yang	Hmong Liaison
Demuth, John	Network Manager
Jakubek, Jacque Larayne	Before/After Care Coordinator
Pavlovich, Jenny	District Nurse
Poindexter, Bradley	Integration Specialist
Konkol-Kintop, Rebecca	Special Education Supervisor
Parkin, Kelsey	Psychologist

**Summer School**

Roxanne Kenitzer      Nurse      4hrs/day      June 27-July 8, 2016

D.C. EVEREST AREA SCHOOL DISTRICT  
6300 ALDERSON STREET, WESTON, WI 54476

TREASURER'S REPORT

JUNE 15, 2016

CASH BALANCE AS OF MAY 18, 2016	(\$7,333.61)	
INVESTMENT ACCOUNT TRANSFERS		\$3,562,303.47
RECEIPTS CR#22234 - CR#22384	\$6,410,063.81	
CHECKS FOR APPROVAL #216723 - # 216959 ACH: #151602361- # 151602558		\$963,239.66
<u>VOIDS:</u>		
#215981, #216806, #216907	\$15,642.15	
CASH BALANCE AS OF JUNE 15, 2016		\$1,892,829.22
	\$6,418,372.35	\$6,418,372.35

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REPORT (05/18/2016-06/15/2016)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
216723	LAMERS BUS LINES, INC.	485301	5/20/2016	800.00
216724	MADISON NATL LIFE INS CO	Jun-16	5/20/2016	10,539.20
216725	REDEEMER EVANG LUTH CHURCH	redeemer51716	5/20/2016	350.00
216726	ANDERSON, CHARLES	CA, PR, 5/3	5/20/2016	40.00
216727	ANDERSON, JENNIFER	JA, PR, 5/3	5/20/2016	40.00
216728	BODETTE, TIM	TB, PR, 5/13	5/20/2016	40.00
216729	BRANDT, LAVERN	LB, PR 5/3	5/20/2016	55.00
216730	COMPLETE OFFICE OF WISCONSIN	572109	5/20/2016	13.28
216731	CRESCENT ELECTRIC SUPPLY	S501870622.001	5/20/2016	204.31
216732	EAI EDUCATION	INV0769216	5/20/2016	31.90
216733	ENTERPRISE	9374771	5/20/2016	134.34
216734	FABICK RENTS	438044	5/20/2016	246.50
216735	FEDEX, INC.	5-413-05085	5/20/2016	25.00
216736	HABECK, MIKE	MH, PR, 5/3	5/20/2016	55.00
216737	HELLER, LUKE	5182016	5/20/2016	100.00
216738	HOLZEM, LEANNA	LH, PR, 5/3	5/20/2016	55.00
216739	JANKE BOOK STORE	4812	5/20/2016	92.73
216740	KENITZER, DICK	DK, PR, 5/12	5/20/2016	75.00
216741	LAKESHORE LEARNING MAT	2264670516	5/20/2016	58.18
216741	LAKESHORE LEARNING MAT	2185620416	5/20/2016	67.88
216742	LANGBEHN, DALE	DL, PR, 5/3	5/20/2016	115.00
216743	LEIDER, DAN	5182016	5/20/2016	100.00
216744	NC WI WORKFORCE DEV BOARD	191	5/20/2016	225.00
216745	PATTY'S MUSIC	4192016	5/20/2016	40.10
216746	PETERSON, GARY	5182016	5/20/2016	100.00
216747	RED CROSS STORE	7713-SRCS	5/20/2016	180.96
216748	REISSMANN, GARY OR ERICA	JAN/FEB/MAR2016	5/20/2016	209.01
216749	SADDLEBACK EDUCATIONAL, INC.	0651813-in	5/20/2016	261.07
216750	SALA, SARAH	SS, PR, 5/3	5/20/2016	55.00
216751	SCHABER, MONICA	MS, PR, 5/3	5/20/2016	40.00
216752	SCHMITZ, KURT	KS, PR, 5/3	5/20/2016	115.00
216753	SCHOOL INFO APP, LLC	2729	5/20/2016	1,000.00
216754	TEACHER DIRECT	P462057200012	5/20/2016	118.29
216755	TEUKE, PATTI	PT, PR, 5/3	5/20/2016	40.00
216756	THE LANGUAGE BANC	DCE1001	5/20/2016	40.00
216757	THOMPSON, MELINDA	MT, PR, 5/3	5/20/2016	40.00
216758	THOMPSON, MIKE	MT, PR, 5/3	5/20/2016	55.00
216759	TRAIN 4 YOUR BEST	1704	5/20/2016	300.00
216759	TRAIN 4 YOUR BEST	1605	5/20/2016	157.50
216759	TRAIN 4 YOUR BEST	1504	5/20/2016	400.00
216759	TRAIN 4 YOUR BEST	1505	5/20/2016	400.00
216760	UW COLLEGES-BURSAR'S OFFICE	0500478-051716	5/20/2016	4,941.40
216761	WODALSKI, ED	EW, PR, 5/3	5/20/2016	40.00
216762	ZURAKOWSKI, AUSTIN	6.80804E+18	5/20/2016	25.00
216763	ALLIANCE COLLECTION AGENCY	5/27/2016A	5/27/2016	96.38

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REPORT (05/18/2016-06/15/2016)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
216764	MARK HARRING STANDING CHAPTER 1	05/27/2016A	5/27/2016	1,294.62
216765	UNITED WAY OF MARATHON CNTY	20160527ADUWAY	5/27/2016	704.40
216766	DC EVEREST SENIOR HIGH SCHOOL	05/19/16 OFFICIALS	5/27/2016	1,500.00
216767	LEWIEN, ED	350210	5/27/2016	118.63
216768	LOR, MAICHAO	52616	5/27/2016	200.00
216769	SCHOEN, NANCY	JHDCE52016	5/27/2016	150.00
216770	TEAM SPORTING GOODS INC	AAH068498	5/27/2016	750.00
216771	WAUSAU SCHOOL DISTRICT	05/23/2016 Welder	5/27/2016	300.00
216772	ACKERMANN, HELEN	May-16	5/27/2016	48.60
216773	COMPLETE OFFICE OF WISCONSIN	119830	5/27/2016	116.00
216774	CTL COMPANY INC	S2045792.001	5/27/2016	71.16
216775	EVOLUTIONS IN DESIGN	44648	5/27/2016	109.00
216776	FANDREY, STEPHANIE	fandrey51716	5/27/2016	13.25
216777	FEDEX, INC.	5-420-77645	5/27/2016	73.70
216778	GRAND THEATER	9450	5/27/2016	679.00
216779	GRANTSBURG SCHOOL DISTRICT	May-16	5/27/2016	6,639.00
216780	HIORNS PIANO SERVICE	51816	5/27/2016	45.00
216781	HSU GREENHOUSE & LANDSCAPE	24446	5/27/2016	180.00
216782	JAGLINSKI, BRYCE	BJ, PR, 5/10	5/27/2016	40.00
216783	JOHNSON CONTROLS INC	1-34178769014	5/27/2016	188.33
216784	JOSTENS OF NORTHERN WI	606	5/27/2016	170.00
216785	KING & SONS EXCAVATING, MITCH	2840	5/27/2016	810.00
216786	MADELINE ISLAND FERRY LINE	4816	5/27/2016	237.25
216787	MALBRIT MECHANICAL INC	175134	5/27/2016	238.00
216787	MALBRIT MECHANICAL INC	175154	5/27/2016	2,445.00
216788	MARA CTY PUBLIC HEALTH	138MSCH-9HQQ25	5/27/2016	36.00
216788	MARA CTY PUBLIC HEALTH	Jun-16	5/27/2016	220.00
216788	MARA CTY PUBLIC HEALTH	JUN2016A	5/27/2016	713.00
216788	MARA CTY PUBLIC HEALTH	2015-2016HEALTH	5/27/2016	2,418.00
216789	MARA CTY TREASURER	I00016823	5/27/2016	1,600.00
216790	MI-TECH SERVICES, INC.	32024633	5/27/2016	1,242.00
216791	NASSP/NASC	900076671	5/27/2016	95.00
216792	NASSP/NHS	9000787879	5/27/2016	385.00
216793	NEFF COMPANY, INC.	2450134	5/27/2016	143.33
216794	NEOLA, INC	65623	5/27/2016	117.21
216795	RAPTOR EDUC GROUP INC	031-16	5/27/2016	1,746.00
216796	REI ENGINEERING, INC	30127	5/27/2016	5,325.00
216797	REMI'S ACADEMY OF DEFENSE	2	5/27/2016	227.00
216798	RHINELANDER HIGH SCHOOL	5232016	5/27/2016	300.00
216799	ROMA, BRENDA	Roma52316	5/27/2016	19.50
216800	SANDS, WILLIAM	May-16	5/27/2016	80.00
216801	SCHAEFER, CYNTHIA	schaefer52016	5/27/2016	90.75
216802	SHRED-IT USA	9410750695	5/27/2016	67.02
216803	SUPERIOR TAXIDERMY	142016	5/27/2016	80.00
216804	TRAIN 4 YOUR BEST	1705	5/27/2016	300.00

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REPORT (05/18/2016-06/15/2016)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
216804	TRAIN 4 YOUR BEST	1506	5/27/2016	400.00
216804	TRAIN 4 YOUR BEST	1606	5/27/2016	90.00
216805	WDSPS- INDUSTRY SERVICES INVOICIN(	407358	5/27/2016	50.00
216805	WDSPS- INDUSTRY SERVICES INVOICIN(	407089	5/27/2016	50.00
216806	WESTON MUNICIPAL UTILITIES	11/10/15-02/08/16	5/27/2016	13,638.45
216806	WESTON MUNICIPAL UTILITIES	2749-00-GFH	5/27/2016	1,933.00
216807	WI MATHEMATICS COUNCIL	7088	5/27/2016	110.00
216807	WI MATHEMATICS COUNCIL	5191	5/27/2016	110.00
216807	WI MATHEMATICS COUNCIL	5180	5/27/2016	110.00
216807	WI MATHEMATICS COUNCIL	7139	5/27/2016	110.00
216808	WISCONSIN VIRTUAL ACADEMY	May-16	5/27/2016	4,868.16
216809	WITTENBERG-BIRNAMWOOD SD	1516019	5/27/2016	6,639.00
216810	WESTON MUNICIPAL UTILITIES	11/10/15-02/08/16	5/27/2016	13,638.85
216810	WESTON MUNICIPAL UTILITIES	2749-00-GFH	5/27/2016	1,933.00
216811	POSTMASTER WAUSAU/DISTRIBUTION	MAYNEWSLTR16	5/27/2016	180.89
216812	ABT WATER TREATMENT INC	16363	6/3/2016	371.24
216813	APPLE COMPUTER INC	4387119915	6/3/2016	190,800.00
216813	APPLE COMPUTER INC	4387063997	6/3/2016	31,004.00
216814	CARTER, TONIA	carter52516	6/3/2016	107.81
216815	CELLCOM - WAUSAU	956121	6/3/2016	636.13
216816	CHOPP, BRUCE	May-16	6/3/2016	520.00
216817	COMPLETE OFFICE OF WISCONSIN	569601	6/3/2016	1,580.74
216818	COMPLETE OFFICE OF WISCONSIN	119501	6/3/2016	5,964.12
216819	EAI EDUCATION	INV0770298	6/3/2016	13.95
216820	ENTERPRISE RENT-A-CAR CO WI	9409326	6/3/2016	106.89
216821	FEDEX, INC.	5-428-38044	6/3/2016	22.48
216822	FULL COMPASS SYSTEMS LTD	INCoo17063D	6/3/2016	2,812.96
216823	JOHNSON, ROBERT	May-16	6/3/2016	470.00
216824	LIGHTSAIL INC.	1606	6/3/2016	7,000.00
216825	MAJERLE, JUDY	May-16	6/3/2016	220.00
216826	MAJERLE, PAUL	May-16	6/3/2016	560.00
216827	MARA CTY PUBLIC HEALTH	138 HSAT-7QXDKW	6/3/2016	602.00
216828	MILLER, DAVID	MAU2016	6/3/2016	350.00
216829	MUELLER, DENNIS	May-16	6/3/2016	300.00
216830	SCHOOL DUDE, INC.	R-53756	6/3/2016	4,685.00
216831	SIGN HERE INTERPRETING LLC	DCE160524	6/3/2016	100.00
216832	TEACHER DIRECT	P462056300011	6/3/2016	247.11
216832	TEACHER DIRECT	P462228900011	6/3/2016	247.11
216833	TRAIN 4 YOUR BEST	1607	6/3/2016	195.00
216833	TRAIN 4 YOUR BEST	1507	6/3/2016	400.00
216834	WESTON MUNICIPAL UTILITIES	02/11/16-05/23/2016	6/3/2016	55.30
216835	WI DEPT OF NATURAL RESOURCE	WU62717	6/3/2016	125.00
216836	ANDERSON, CHARLES	CA, PR, 5/26	6/7/2016	40.00
216837	ANDERSON, JENNIFER	JA, PR, 5/26	6/7/2016	40.00
216838	BODETTE, TIM	TB, PR, 5/19	6/7/2016	120.00

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216839	BRANDT, LAVERN	LB, PR, 5/26	6/7/2016	55.00
216840	COENEN, JACOB	JC, PR, 5/26	6/7/2016	40.00
216841	HABECK, MIKE	MH, PR, 5/17	6/7/2016	225.00
216842	HOLZEM, LEANNA	LH, PR, 5/26	6/7/2016	55.00
216843	LANGBEHN, DALE	DL, PR, 5/17	6/7/2016	115.00
216844	NIELSEN, JOSH	JN, PR, 5/20	6/7/2016	115.00
216845	PAGEL, MAKAYLA	MP, PR, 5/20	6/7/2016	40.00
216846	SALA, SARAH	SG, PR, 5/26	6/7/2016	55.00
216847	SCHABER, MONICA	MS, PR, 5/26	6/7/2016	40.00
216848	SCHAUB, ED	ES, PR, 5/26	6/7/2016	75.00
216849	SCHMITZ, KURT	KS, PR, 5/17	6/7/2016	190.00
216850	STERLING WATER INC	34205194900	6/7/2016	1,637.75
216851	THE SCOPE SHOPPE, INC.	16-088	6/7/2016	10,005.00
216852	THOMPSON, MELINDA	MT, PR, 5/26	6/7/2016	40.00
216853	THOMPSON, MIKE	MT, PR, 5/26	6/7/2016	55.00
216854	WODALSKI, ED	EW, PR, 5/17	6/7/2016	190.00
216855	LEWENS, MARCY	May-16	6/7/2016	450.00
216856	APPLEGATE, ANN	0	6/10/2016	75.00
216857	BECKMAN, MARA	0	6/10/2016	175.00
216858	BENNETT HARDWOODS INC	10539	6/10/2016	200.00
216859	COLLINS, HEATHER	May-16	6/10/2016	57.99
216860	DALE'S WESTON LANES, INC	0509-AS	6/10/2016	1,179.82
216861	EDUCLIMBER-MARYN SOLUTIONS, LLC	261	6/10/2016	1,000.00
216862	FEDEX, INC.	5-435-55406	6/10/2016	25.00
216863	MCMILLAN-HEHIR, HEATHER	May-16	6/10/2016	64.10
216864	NORTHLAND LUTHERAN HS	2016	6/10/2016	227.00
216865	PATTY'S MUSIC	0	6/10/2016	242.60
216866	RICS SEWER SERVICE LLC	5202016	6/10/2016	340.00
216867	ST PETER LUTHERAN SCHOOL	2016	6/10/2016	260.00
216868	SUPERIOR TAXIDERMY	4252016	6/10/2016	300.00
216868	SUPERIOR TAXIDERMY	622016	6/10/2016	1,275.00
216869	TRAIN 4 YOUR BEST	1706	6/10/2016	300.00
216870	WCBVI	SCH-069	6/10/2016	15,617.00
216871	COLLEGE BOARD PUBL INC	APExams2016	6/10/2016	60,767.00
216872	LAMERS BUS LINES, INC.	490975	6/10/2016	300.00
216873	MARRIOTT MARQUIS & MARINA	2016PETERSONFCCLA	6/10/2016	895.52
216874	THE WESTIN PEACHTREE PLAZA	DCEFBLA5255310	6/10/2016	4,784.00
216875	2510 RESTAURANT	May-16	6/10/2016	399.96
216876	ABREGO, PABLO	16010	6/10/2016	7.05
216877	ALLAIN-BURDETT, HOLLY	16732	6/10/2016	10.00
216878	ALLIANT UTILITIES/WP&L	9269310000 MAY2016	6/10/2016	895.16
216879	ARMSTRONG, SANDY	16669	6/10/2016	29.65
216880	ASPIRUS WAUSAU HOSPITAL	KJ73 & KJ74	6/10/2016	4,982.24
216881	BEHNKE, TAMMY	16622	6/10/2016	22.55
216882	BEILKE, CONNIE	16306	6/10/2016	35.50

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216883	BERG, MARSHA	16361	6/10/2016	14.30
216884	BOERST, BRENDA	16729	6/10/2016	35.65
216885	BUTTKE, RENEA	16629	6/10/2016	6.40
216886	CAPODICE, MATTHEW	16630	6/10/2016	82.75
216887	CHILDCARING, INC.	childcaring6216	6/10/2016	220.00
216888	COLE, HEATHER	16292	6/10/2016	5.95
216889	CTL COMPANY INC	S2045792.002	6/10/2016	135.30
216890	DEVINE, ASHLEY	PBIS\$50-2	6/10/2016	50.00
216891	DICKINSON, CONNOR	16694	6/10/2016	5.35
216892	DOMBROWSKI, RODNEY	16315	6/10/2016	43.65
216893	DZURKA, JEFF	16055	6/10/2016	62.20
216894	EBERHARDY, CARLA	16231	6/10/2016	13.89
216895	ENTERPRISE	9583069	6/10/2016	61.24
216896	ERMELING, BRYAN	15396	6/10/2016	68.91
216897	EVERS, TODD	16105	6/10/2016	26.61
216898	FIEREK, KEITH	16216	6/10/2016	51.30
216899	FISCHER, ALEJANDRA	16091	6/10/2016	6.40
216900	FONTANA, ALLISON	16316	6/10/2016	27.76
216901	GAGAS, LISA	16268	6/10/2016	19.35
216902	GEBERT, ROBERT	16220	6/10/2016	17.19
216903	GEIGER, KIARA	16639	6/10/2016	7.00
216904	GILLES, JIM	16221	6/10/2016	5.00
216905	GRAWEY, LOUISE	16213	6/10/2016	5.55
216906	GRAY, ROBERT	16040	6/10/2016	99.10
216907	HABECK, STACY	16276	6/10/2016	30.70
216908	HOFFMANN, KIM	16003	6/10/2016	9.45
216909	HOWARD, EMILY	16453	6/10/2016	29.45
216910	HRUSKA, RONALD	16412	6/10/2016	22.80
216911	HUSNICK, GERALD	16323	6/10/2016	8.25
216912	JENSEN, JOHN	16851	6/10/2016	6.03
216913	JOHNSON, SCOTT	16259	6/10/2016	27.55
216914	JONES, DENISE	16416	6/10/2016	15.45
216915	JOSTENS, INC.	18939290	6/10/2016	32.05
216916	KILGAS, REBECCA	15230	6/10/2016	50.00
216917	KYLES CONSULTING LLC	May-16	6/10/2016	200.00
216918	LACALAMITA, VINCENT	16233	6/10/2016	5.31
216919	LAFORCE INC	936446RI	6/10/2016	4,076.47
216920	LEMMER, CHAD	16908	6/10/2016	13.45
216921	MAILFINANCE	N5964217	6/10/2016	411.42
216922	MARCINIAK, ANA	15789	6/10/2016	65.00
216923	MATTHIAE, LYLE	15395	6/10/2016	9.05
216924	MUELLER, SAMANTHA	Jun-16	6/10/2016	100.00
216925	MUZYNOSKI, MICHELE	16355	6/10/2016	17.20
216926	NANOTEK DEVICE REPAIR LLC	91	6/10/2016	2,300.00
216927	NEUMANN, CAROL	15151	6/10/2016	10.73

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216928	OLSON, ERIC	15788	6/10/2016	65.00
216929	PAGEL, ADRIA	Jun-16	6/10/2016	50.00
216930	PALARSKI, VALERIE	16118	6/10/2016	8.58
216931	PAOLI, MICHELE	16274	6/10/2016	22.60
216932	PLUMMER, GREGORY	16332	6/10/2016	66.30
216933	PORTER, JULIANA	16113	6/10/2016	8.98
216934	RAJEK, JULIE	16038	6/10/2016	19.25
216935	RICHARDS, DEBORAH	16016	6/10/2016	25.60
216936	RICS SEWER SERVICE LLC	7062016	6/10/2016	263.75
216937	ROBLE, KELLY	roble6416	6/10/2016	133.75
216938	ROCKY RIDGE CONSTRUCTION	958979	6/10/2016	910.00
216939	SCHAEL, DENISE	15210	6/10/2016	12.45
216940	SCHUESSLER, NICKI	16336	6/10/2016	54.75
216941	SIEGERS, RANDY	16864	6/10/2016	6.60
216942	SPERL, JOHN	16339	6/10/2016	20.25
216943	STAPLES ADVANTAGE	3303999936	6/10/2016	22.80
216943	STAPLES ADVANTAGE	3303999946	6/10/2016	33.19
216943	STAPLES ADVANTAGE	3303999960	6/10/2016	15.10
216943	STAPLES ADVANTAGE	3303999964	6/10/2016	142.94
216943	STAPLES ADVANTAGE	3303999969	6/10/2016	54.08
216943	STAPLES ADVANTAGE	3303999971	6/10/2016	25.76
216943	STAPLES ADVANTAGE	3303999972	6/10/2016	57.38
216943	STAPLES ADVANTAGE	3304000001	6/10/2016	36.95
216943	STAPLES ADVANTAGE	3303999979	6/10/2016	116.49
216943	STAPLES ADVANTAGE	3303999987	6/10/2016	10.62
216943	STAPLES ADVANTAGE	3303999991	6/10/2016	4.48
216943	STAPLES ADVANTAGE	3303999998	6/10/2016	71.95
216943	STAPLES ADVANTAGE	3304000007	6/10/2016	24.26
216943	STAPLES ADVANTAGE		6/10/2016	0.00
216944	STOVIK, BRENDA	16007	6/10/2016	11.65
216945	TRAIN 4 YOUR BEST	tofferi6516	6/10/2016	165.00
216945	TRAIN 4 YOUR BEST	1508	6/10/2016	400.00
216946	UPWARD, SUSAN	16755	6/10/2016	47.85
216947	VANG, MAI NHIA	16371	6/10/2016	5.05
216948	WARNKE, PAM	15046	6/10/2016	100.00
216949	WASNIEWSKI, CHRISTINE	15150	6/10/2016	5.90
216950	WEIR, STEPHANIE	16252	6/10/2016	5.30
216951	WELTON, JOHN	16344	6/10/2016	8.85
216952	WENZEL, JOANN	16507	6/10/2016	11.15
216953	WHITMAN, MICHAEL	16255	6/10/2016	7.45
216954	WILLIAMS, CORRINE	16517	6/10/2016	8.99
216955	WILLIAMS, EMMA	PBIS\$50-1	6/10/2016	50.00
216956	WIMMER, GINA	Jun-16	6/10/2016	50.00
216957	MARK HARRING STANDING CHAPTER 1	06/10/2016A	6/10/2016	1,294.62
216958	UNITED WAY OF MARATHON CNTY	20160610ADUWAY	6/10/2016	692.50

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216959	HARBERT, MICHAEL	MH, PR, 1/7	6/15/2016	40.00
151602361	ABLE DISTRIBUTING CO INC	S010861797.001	5/20/2016	843.99
151602361	ABLE DISTRIBUTING CO INC	S010874298.001	5/20/2016	35.20
151602362	ADVANCED DISPOSAL	D2061308 APR2016	5/20/2016	5,389.94
151602363	AMERICAN WELDING & GAS INC	4014271	5/20/2016	3.87
151602364	ATKINSON, SCOTT	APR-MAY2016	5/20/2016	252.37
151602364	ATKINSON, SCOTT	May-16	5/20/2016	89.64
151602365	BAILEY, JOANNA	Apr-16	5/20/2016	51.03
151602366	BOBS ELECTRIC, INC	38523	5/20/2016	263.50
151602366	BOBS ELECTRIC, INC	38522	5/20/2016	139.50
151602366	BOBS ELECTRIC, INC	38528	5/20/2016	386.14
151602367	DAIGLE, STACEY	May-16	5/20/2016	35.03
151602368	DU VAIR, JACQUES	16-May	5/20/2016	28.82
151602369	EISENBARTH STRING INSTRUMENT REP	454312	5/20/2016	117.81
151602370	FIRST STUDENT INC	11217354	5/20/2016	329.12
151602370	FIRST STUDENT INC	11209368	5/20/2016	189.12
151602371	FRANCE PROPANE SERVICE	215138	5/20/2016	86.85
151602372	FRONTLINE PLACEMENT TECHNOLOGIE	INVUS51617	5/20/2016	10,634.80
151602373	GILMORE, KRISTINE	May-16	5/20/2016	25.00
151602374	GLYNN, JOHN	JAN/FEB/MAR/APR2016	5/20/2016	355.23
151602375	HEEREN, CAROL	Apr-16	5/20/2016	80.78
151602376	HELLER, CHRISTOPHER	Apr-16	5/20/2016	160.92
151602377	HOSTVEDT, JAMES	APR2016.	5/20/2016	65.23
151602378	JERRYS MUSIC INC	93412	5/20/2016	931.00
151602379	KRUG BUS SERVICE, INC.	9356	5/20/2016	790.00
151602380	LECHNER, MARY	Apr-16	5/20/2016	243.68
151602381	LIGHTING DESIGN SOLUTIONS LLC	11271	5/20/2016	415.00
151602381	LIGHTING DESIGN SOLUTIONS LLC	11283	5/20/2016	775.00
151602382	MARTIN, JEAN	May-16	5/20/2016	17.94
151602383	MLODIK, TAMI	Apr-16	5/20/2016	65.00
151602384	MMG EMPLOYER SOLUTIONS, INC.	114900	5/20/2016	527.00
151602384	MMG EMPLOYER SOLUTIONS, INC.	114809	5/20/2016	206.00
151602384	MMG EMPLOYER SOLUTIONS, INC.	113918	5/20/2016	1,562.00
151602384	MMG EMPLOYER SOLUTIONS, INC.	113918a	5/20/2016	742.00
151602384	MMG EMPLOYER SOLUTIONS, INC.	114809a	5/20/2016	76.00
151602384	MMG EMPLOYER SOLUTIONS, INC.	114900a	5/20/2016	152.00
151602385	NASCO INC - EDUCATION	945793	5/20/2016	117.00
151602386	NATL ELEVATOR INSPECTION SVC, INC.	231499	5/20/2016	113.30
151602387	NYE, CASEY	Mar-16	5/20/2016	60.37
151602387	NYE, CASEY	Apr-16	5/20/2016	60.80
151602388	OMNI GLASS & PAINT INC	0117621-IN	5/20/2016	125.00
151602388	OMNI GLASS & PAINT INC	0117617-IN	5/20/2016	150.00
151602389	OOSTERHUIS, JENNY	May-16	5/20/2016	78.00
151602389	OOSTERHUIS, JENNY	MAY2016A	5/20/2016	40.01
151602389	OOSTERHUIS, JENNY	MAY2016B	5/20/2016	78.00

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151602390	OVERGAARD, JACK	JO, PR, 5/3	5/20/2016	55.00
151602391	PARKIN, KELSEY	May-16	5/20/2016	18.00
151602392	PAXTON PATTERSON	324057	5/20/2016	53.82
151602393	PER MAR SECURITY SERVICES, INC.	1524282	5/20/2016	248.61
151602393	PER MAR SECURITY SERVICES, INC.	1524229	5/20/2016	2,275.20
151602394	REALLY GOOD STUFF, INC.	5509029	5/20/2016	162.94
151602394	REALLY GOOD STUFF, INC.	5511372	5/20/2016	176.60
151602394	REALLY GOOD STUFF, INC.	5508461	5/20/2016	199.60
151602395	REISER, ALLISON	reiser5516	5/20/2016	161.25
151602396	RETTINGER, FERLYN	rettinger51616	5/20/2016	103.50
151602397	ROCHESTER, TIMOTHY	Apr-16	5/20/2016	50.54
151602398	RUPPERT, ELISSA	May-16	5/20/2016	31.75
151602399	SCHILLING, BRYAN	Apr-16	5/20/2016	50.54
151602400	SCHMIDT, PETER	May-16	5/20/2016	14.68
151602400	SCHMIDT, PETER	Apr-16	5/20/2016	49.99
151602401	SCHOOL SPECIALTY	3.08102E+11	5/20/2016	122.99
151602401	SCHOOL SPECIALTY	3.08102E+11	5/20/2016	507.80
151602401	SCHOOL SPECIALTY	2.08116E+11	5/20/2016	14.33
151602401	SCHOOL SPECIALTY	2.08116E+11	5/20/2016	554.55
151602401	SCHOOL SPECIALTY	2.08116E+11	5/20/2016	112.78
151602402	SHAR PRODUCTS CO	P156348601018 - 2	5/20/2016	1,326.00
151602403	TEUKE, MICHAEL	MT, PR, 5/3	5/20/2016	55.00
151602404	THE COSTUMER, INC	51116	5/20/2016	23.94
151602405	VAN ERT ELECTRIC COMPANY INC.	94858	5/20/2016	448.87
151602406	WEGGE, KAREN	MAR-APR2016	5/20/2016	244.08
151602406	WEGGE, KAREN	MAR/APR2016	5/20/2016	103.11
151602407	YIRKOVSKY, DEIDRE	May-16	5/20/2016	92.28
151602408	ABLE DISTRIBUTING CO INC	SO10816541.001	5/27/2016	59.27
151602408	ABLE DISTRIBUTING CO INC	SO10874734.001	5/27/2016	35.64
151602408	ABLE DISTRIBUTING CO INC	SO10893358.001	5/27/2016	20.29
151602408	ABLE DISTRIBUTING CO INC	SO10893492.001	5/27/2016	2.84
151602409	AMERICAN WELDING & GAS INC	4051228	5/27/2016	269.95
151602410	APFELBECK (ROBERT) TRUCKING	May-16	5/27/2016	3,860.00
151602410	APFELBECK (ROBERT) TRUCKING	MAY2016A	5/27/2016	1,954.00
151602411	ARCHIQUETTE, JEANNE	May-16	5/27/2016	89.10
151602412	AURICO	263748	5/27/2016	407.55
151602412	AURICO	252640-GFH	5/27/2016	28.95
151602413	BARWICK, MELISSA	May-16	5/27/2016	24.21
151602414	BORESON, LYNN	DCEAM16	5/27/2016	2,400.00
151602415	CHRISTIANSO, VICKIE	christianson52416	5/27/2016	382.50
151602416	ELLENBECKER CONST, S D, INC.	10703	5/27/2016	1,255.00
151602417	FAMILY SERVICE MADISON, INC.	11136	5/27/2016	2,456.12
151602418	FIRST STUDENT INC	11211471	5/27/2016	811.30
151602418	FIRST STUDENT INC	11224476-2	5/27/2016	31.04
151602418	FIRST STUDENT INC	11199081	5/27/2016	162.73

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151602418	FIRST STUDENT INC	11227036	5/27/2016	155.79
151602418	FIRST STUDENT INC	11226971	5/27/2016	3,839.37
151602418	FIRST STUDENT INC	11227012	5/27/2016	59.57
151602418	FIRST STUDENT INC	11226976	5/27/2016	160.88
151602418	FIRST STUDENT INC	11227124	5/27/2016	1,105.91
151602418	FIRST STUDENT INC	11227129	5/27/2016	327.21
151602418	FIRST STUDENT INC	11227114	5/27/2016	730.21
151602418	FIRST STUDENT INC	11226961	5/27/2016	960.14
151602418	FIRST STUDENT INC	11227102	5/27/2016	1,059.49
151602418	FIRST STUDENT INC	11224399	5/27/2016	684.68
151602418	FIRST STUDENT INC	11224420	5/27/2016	31.04
151602418	FIRST STUDENT INC		5/27/2016	0.00
151602419	FOLLETT SCHOOL SOLUTIONS, INC	327325F-0	5/27/2016	622.08
151602419	FOLLETT SCHOOL SOLUTIONS, INC	384202-3	5/27/2016	2,510.19
151602419	FOLLETT SCHOOL SOLUTIONS, INC	384202F-2	5/27/2016	623.47
151602419	FOLLETT SCHOOL SOLUTIONS, INC	384202W-4	5/27/2016	72.14
151602420	GEBERT, SAMANTHA	Apr-16	5/27/2016	48.92
151602421	GENERAL PARTS OF WISCONSIN	5731043	5/27/2016	446.63
151602422	GOETSCH, DIANE	Apr-16	5/27/2016	33.48
151602422	GOETSCH, DIANE	APR2016A	5/27/2016	57.94
151602423	HEINEMANN PUBL, GREENWOOD	6616278	5/27/2016	7,443.07
151602424	HOBART SALES AND SERVICE INC	ZB67906	5/27/2016	159.21
151602425	HUDDLESTON, DUDLEY	5022016	5/27/2016	88.77
151602425	HUDDLESTON, DUDLEY	Apr-16	5/27/2016	8.05
151602425	HUDDLESTON, DUDLEY	MAY2016A	5/27/2016	41.82
151602426	ISLAND BAY PRINTING	4129	5/27/2016	594.00
151602427	JOHNSON, EO, INC.	SDIN37449	5/27/2016	167.78
151602428	KLINNER, JULIE	May-16	5/27/2016	24.45
151602429	KLUEVER, JACKIE	May-16	5/27/2016	56.00
151602430	KNAACK, ROBERT	May-16	5/27/2016	60.00
151602431	LIGHTING DESIGN SOLUTIONS LLC	11168	5/27/2016	8,705.00
151602431	LIGHTING DESIGN SOLUTIONS LLC	11307	5/27/2016	1,605.00
151602432	LUEDKE, ERNEST	May-16	5/27/2016	18.99
151602433	MATTHIAE, ROSALIE	May-16	5/27/2016	239.40
151602434	MAYO, PATRICIA	May-16	5/27/2016	79.60
151602435	MID WISCONSIN BEVERAGE	320022	5/27/2016	156.16
151602435	MID WISCONSIN BEVERAGE	3202021	5/27/2016	88.14
151602436	NEGRI, NANETTE	Mar 31 2016	5/27/2016	3,185.00
151602437	NORTHSTAR ENVIRONMENTAL	150565	5/27/2016	1,375.00
151602438	OLSON, JULIE	Apr-16	5/27/2016	287.28
151602439	OOSTERHUIS, JENNY	MAY2016C	5/27/2016	164.87
151602440	PAVLOVICH, JENNIFER	APR-MAY2016	5/27/2016	71.60
151602441	PAXTON PATTERSON	324239	5/27/2016	67.14
151602441	PAXTON PATTERSON	321921&322636	5/27/2016	301.56
151602442	PERMA BOUND BOOKS	1681762-01	5/27/2016	365.34

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<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
151602443	PETERSON, JODI	Apr-16	5/27/2016	302.46
151602443	PETERSON, JODI	APR2016A	5/27/2016	16.98
151602444	RAINVILLE, SUSAN	May-16	5/27/2016	19.05
151602445	SCHMIDT, PETER	MAY2016A	5/27/2016	32.23
151602446	TIERNEY BROTHERS	103846	5/27/2016	1,759.00
151602447	WELLER, JULIE	May-16	5/27/2016	108.29
151602447	WELLER, JULIE	Mar-16	5/27/2016	46.22
151602447	WELLER, JULIE	Apr-16	5/27/2016	59.83
151602448	ABLE DISTRIBUTING CO INC	S010905737.001	6/3/2016	1.53
151602449	BELOTT, JEFFREY	May-16	6/3/2016	267.46
151602450	BERNS, ANN	05252016 BERNS	6/3/2016	500.00
151602451	DERCKS, ALYSSA	05252016 DERCKS	6/3/2016	500.00
151602452	ETCO ELECTRIC SUPPLY INC	3223234	6/3/2016	348.47
151602453	FERGUSON ENTERPRISE INC	3400103	6/3/2016	67.80
151602453	FERGUSON ENTERPRISE INC	3390763	6/3/2016	25.09
151602453	FERGUSON ENTERPRISE INC	3385260	6/3/2016	2,040.75
151602454	FIRST STUDENT INC	11227031	6/3/2016	155.41
151602454	FIRST STUDENT INC	11227024	6/3/2016	90.97
151602454	FIRST STUDENT INC	11224476	6/3/2016	62.08
151602454	FIRST STUDENT INC	11224448	6/3/2016	147.35
151602454	FIRST STUDENT INC	11224486	6/3/2016	182.81
151602454	FIRST STUDENT INC	11227003	6/3/2016	70.89
151602455	FOLLETT SCHOOL SOLUTIONS, INC	377716-5	6/3/2016	2,293.41
151602455	FOLLETT SCHOOL SOLUTIONS, INC	377716F-4	6/3/2016	217.53
151602455	FOLLETT SCHOOL SOLUTIONS, INC	386181F-2	6/3/2016	1,562.02
151602456	FORECAST 5 ANALYTICS, INC.	INV00387	6/3/2016	15,000.00
151602457	GADKE, GARY	May-16	6/3/2016	19.44
151602458	GINGERROOT LLC	1613	6/3/2016	262.50
151602459	GROSSKLAUS, THOMAS	May-16	6/3/2016	2,112.50
151602460	JIRIK, SCOTT	May-16	6/3/2016	39.37
151602461	KAMPMANN, KEVIN	7369/707-6	6/3/2016	40.00
151602462	KNAACK, ROBERT	Jun-16	6/3/2016	60.00
151602463	KOENIG, TAMMY	May-16	6/3/2016	12.32
151602464	KRUEGER, BRUCE	May-16	6/3/2016	22.28
151602465	LB MEDWASTE INC	60009	6/3/2016	90.57
151602466	LEWENS, MARCY	May-16	6/3/2016	450.00
151602466	LEWENS, MARCY	May-16	6/7/2016	-450.00
151602467	MEP SOLUTIONS, LLC	16-063MP	6/3/2016	760.00
151602468	NASCO INC - EDUCATION	942628	6/3/2016	17.85
151602469	NORTHCENTRAL TECH COLLEGE	16	6/3/2016	32.00
151602470	PER MAR SECURITY SERVICES, INC.	1526190	6/3/2016	425.15
151602471	PHELPS, NOEL	Phelps-BookRmb	6/3/2016	234.21
151602472	PRO ED	2548097	6/3/2016	141.57
151602473	RAINVILLE, SUSAN	MAY2016A	6/3/2016	12.75
151602474	RIB MOUNTAIN GLASS INC	50787	6/3/2016	211.13

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<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
151602475	SCHOLASTIC TEACHING RESCOURCES	13034126	6/3/2016	2,002.50
151602476	TEUKE, MICHAEL	May-16	6/3/2016	60.00
151602477	VAN ERT ELECTRIC COMPANY INC.	98302	6/3/2016	8,990.00
151602477	VAN ERT ELECTRIC COMPANY INC.	98337	6/3/2016	1,500.17
151602478	ALECKSON, SARAH	DistForJudge#2	6/7/2016	85.00
151602479	AMERICAN WELDING & GAS INC	4075797	6/7/2016	15.50
151602479	AMERICAN WELDING & GAS INC	4076304	6/7/2016	61.95
151602480	BAIER, TERESE	May-16	6/7/2016	194.40
151602481	BUCHBERGER, STACY	SB, PR, 5/26	6/7/2016	40.00
151602482	FIRST STUDENT INC	11231306	6/7/2016	290,160.34
151602482	FIRST STUDENT INC	11231350	6/7/2016	674.41
151602483	NELSON, JILL	DistForJudge#4	6/7/2016	85.00
151602484	OVERGAARD, JACK	JO, PR, 5/26	6/7/2016	55.00
151602485	RUDER WARE AND MICHLER	213812	6/7/2016	2,550.50
151602486	SCHOOL SPECIALTY	3.08102E+11	6/7/2016	626.37
151602487	WENNING GRINDING SUPPLY INC., J	91837	6/7/2016	88.00
151602488	WHITSETT, DAWN	DistForJudge#1	6/7/2016	85.00
151602489	ARAMARK UNIFORM SERVICES, INC	MAY2016 CUSTODIAL	6/10/2016	2,467.56
151602489	ARAMARK UNIFORM SERVICES, INC	MAY016 FOOD	6/10/2016	541.86
151602490	BORYSIK, MARLENE	May-16	6/10/2016	50.98
151602491	CESA 9, INC.	7354-303-6	6/10/2016	50.00
151602492	DAVIES, ELYSE	May-16	6/10/2016	50.54
151602493	FIRST STUDENT INC	11224431	6/10/2016	93.83
151602493	FIRST STUDENT INC	various	6/10/2016	391.13
151602494	FORMS SPECIALISTS INC	6012016	6/10/2016	711.00
151602495	GARTZKE, DIANA	May-16	6/10/2016	149.15
151602496	GILBERTSON, MOLLIE	May-16	6/10/2016	66.85
151602497	GLYNN, JOHN	Jun-16	6/10/2016	48.63
151602498	GOETSCH, DIANE	May-16	6/10/2016	96.00
151602499	HOSTVEDT, JAMES	May-16	6/10/2016	65.23
151602500	KRUEGER, BRUCE	MAY2016A	6/10/2016	10.00
151602501	KRUG BUS SERVICE, INC.	9462	6/10/2016	1,055.00
151602502	LUKASKO, TIFFANY	May-16	6/10/2016	176.69
151602503	MEHRE, MELISSA	Apr-16	6/10/2016	137.65
151602504	MOSINEE SCHOOL DISTRICT	May-16	6/10/2016	19,917.00
151602505	MULDER, JUSTIN	MOWER BOOTS	6/10/2016	50.00
151602506	MULL, AARON	May-16	6/10/2016	192.63
151602507	OMNI GLASS & PAINT INC	117975	6/10/2016	150.00
151602508	OVER THE TOP ROOFING REPAIR & MN	5506072016	6/10/2016	92.50
151602509	PRAHL, TINA	May-16	6/10/2016	51.41
151602510	RADLOFF, DUSTIN	APR/MAY2016	6/10/2016	180.90
151602511	REIF, JESSA	May-16	6/10/2016	240.30
151602512	SCHILLING, BRYAN	May-16	6/10/2016	53.35
151602513	SCHNEIDER, PATRICIA	MAY20416	6/10/2016	56.38
151602514	STACHOVAK, AMY	05312016 stipend	6/10/2016	500.00

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151602515	STACHOVAK, LUKE	05312016 STIPEND	6/10/2016	500.00
151602516	TAYLOR, JULIANN	May-16	6/10/2016	252.51
151602517	TEAM SPORTING GOODS INC	AAS003514	6/10/2016	2,981.00
151602518	THOMPSON, KELLY	Thompson 2016 credit	6/10/2016	5,440.00
151602518	THOMPSON, KELLY	May-16	6/10/2016	53.19
151602519	TRETTER, TODD	May-16	6/10/2016	58.10
151602520	TRIMNER, SARAH	May-16	6/10/2016	99.85
151602521	WOLFE, MICHAEL	May-16	6/10/2016	22.48
151602522	1ST PLACE TROPHY & ENGRAVING	910	6/10/2016	69.00
151602523	ALPHA BAKING CO., INC.	5312016MS	6/10/2016	1,973.15
151602523	ALPHA BAKING CO., INC.	5312016HS	6/10/2016	869.59
151602523	ALPHA BAKING CO., INC.	5312016JH	6/10/2016	396.75
151602524	AMERICAN WELDING & GAS INC	4093969	6/10/2016	236.05
151602524	AMERICAN WELDING & GAS INC	4075796	6/10/2016	4.77
151602524	AMERICAN WELDING & GAS INC	4075798	6/10/2016	3.99
151602524	AMERICAN WELDING & GAS INC	4075917	6/10/2016	19.09
151602525	BAND INSTRMT REPR SPEC INC	28456	6/10/2016	141.00
151602526	BERNS, ANN	May-16	6/10/2016	8.64
151602526	BERNS, ANN	Jun-16	6/10/2016	3.78
151602527	BOBS ELECTRIC, INC	38710	6/10/2016	177.94
151602528	BOHLMAN, MARK	Jun-16	6/10/2016	50.00
151602529	DAHLGREN, JAMES	Jun-16	6/10/2016	500.00
151602530	DEBOER, JOEL	Jun-16	6/10/2016	50.00
151602531	GERBER LEISURE PRODUCTS, INC.	3163	6/10/2016	783.00
151602532	GRAFF, CHRISTOPHER	Jun-16	6/10/2016	9.18
151602533	GREIL, TRAVIS	Jun-16	6/10/2016	500.00
151602534	HOBART SALES AND SERVICE INC	ZB68079	6/10/2016	123.50
151602535	JOHNSON CONTROLS INC	1-34757120372	6/10/2016	427.50
151602536	KRAEMER, SARAH	16418	6/10/2016	9.90
151602537	LECHNER, MARY	May-16	6/10/2016	109.84
151602537	LECHNER, MARY	Jun-16	6/10/2016	50.00
151602538	LEHRKE, FRITZ	Jun-16	6/10/2016	8.67
151602539	LEU, MARIA	May-16	6/10/2016	13.72
151602540	LIGHTBODY, LLC	bretl6316	6/10/2016	154.75
151602541	LOPEZ, LISA	lopez6616	6/10/2016	89.75
151602542	MARA CTY SPEC ED	DCE 1516-HV1	6/10/2016	17,565.34
151602543	MERKEL, KATHIE	16297	6/10/2016	7.60
151602543	MERKEL, KATHIE	Jun-16	6/10/2016	50.00
151602544	MID WISCONSIN BEVERAGE	612016	6/10/2016	31.68
151602545	MILLER, CRAIG	May-16	6/10/2016	197.96
151602546	MINNIHAN, JOHN	May-16	6/10/2016	82.27
151602547	NORTHWAY COMMUNICATIONS INC	167468	6/10/2016	598.00
151602548	NOVAK, NANCY	Jun-16	6/10/2016	50.00
151602549	POPHAL, STEVEN	May-16	6/10/2016	75.87
151602550	REINHART FOODS INC	785028	6/10/2016	3,483.06

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151602550	REINHART FOODS INC	612016	6/10/2016	1,682.08
151602551	ROTO-GRAPHIC PRINTING INC	2048	6/10/2016	700.00
151602552	SELLE, SUZANNE	May-16	6/10/2016	58.43
151602552	SELLE, SUZANNE	Jun-16	6/10/2016	16.42
151602553	TESKE, STEFANIE	Jun-16	6/10/2016	50.00
151602554	THEISS, HEATHER	Jun-16	6/10/2016	50.00
151602555	TREANKLER, STEVEN	Jun-16	6/10/2016	100.00
151602556	VESPER, WENDY	May-16	6/10/2016	35.64
151602557	VIRLAN, SHARA	Jun-16	6/10/2016	50.00
151602558	XIONG, PETER	May-16	6/10/2016	41.80
				963,239.66

		Beginning		2015-16		2015-16		Ending	
Fd T Loc Obj Func Pri DeptJob	Fd T Loc Obj Func Pri DeptJob	Balance	FYTD Credits	FYTD Debits	Balance				
10 A 000 000 711000 000 000 000	GENERAL FUND/CLAIM ON CASH	-2,451,107.06	112,423,006.37	119,432,656.26	4,558,542.83				
10 A 000 000 711100 000 000 000	GENERAL FUND/PAYROLL CLEARANCE ACCOUNT	0.00	32,927,476.78	32,927,476.78	0.00				
10 A 000 000 711105 000 000 000	GENERAL FUND/A/P ACH Cash Account Intercity	0.00	0.00	0.00	0.00				
10 A 000 000 711200 000 000 000	GENERAL FUND/PETTY CASH	1,430.00	0.00	0.00	1,430.00				
10 A 000 000 712000 000 000 000	GENERAL FUND/INVESTMENTS	14,809,376.53	104,307,359.48	104,476,793.39	14,978,810.44				
10 A 000 000 713100 000 000 000	GENERAL FUND/TAXES RECEIVABLE	6,951,431.55	19,313,241.04	19,528,908.19	7,167,098.70				
10 A 000 000 713200 000 000 000	GENERAL FUND/ACCOUNTS RECEIVABLE	73,475.63	115,273.52	41,797.89	0.00				
10 A 000 000 713207 000 000 000	GENERAL FUND/SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00				
10 A 000 000 713210 000 000 000	GENERAL FUND/TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00				
10 A 000 000 714100 000 000 000	GENERAL FUND/DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00				
10 A 000 000 715500 000 000 000	GENERAL FUND/DUE FROM STATE GOVERNMENT	831,200.10	1,646,024.10	1,510,030.00	695,206.00				
10 A 000 000 715600 000 000 000	GENERAL FUND/DUE FROM FED GOVERNMENT	46,337.17	46,337.17	0.00	0.00				
10 A 000 000 717001 000 000 000	GENERAL FUND/PREPAID EXPENSE - IN TECH	0.00	0.00	0.00	0.00				
10 A 000 000 751000 000 000 000	GENERAL FUND/FIXED ASSETS-SITES	0.00	0.00	0.00	0.00				
10 A 000 000 753000 000 000 000	GENERAL FUND/FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00				
10 A 000 000 754000 000 000 000	GENERAL FUND/FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00				
10 A 000 000 754100 000 000 000	GENERAL FUND/EQUIP MENT ACCUM DEPRECIATION	0.00	0.00	0.00	0.00				
10 L 000 000 000000 000 000 000	GENERAL FUND/N/A	0.00	0.00	0.00	0.00				
10 L 000 000 811100 000 000 000	GENERAL FUND/TEMPORARY NOTES PAYABLE	-5,300,000.00	4,490,499.14	5,300,499.14	-4,490,000.00				
10 L 000 000 811200 000 000 000	GENERAL FUND/ACCOUNTS PAYABLE	-1,137,310.40	18,272,622.29	19,409,932.69	0.00				
10 L 000 000 811555 000 000 000	GENERAL FUND/AP P-CARD	0.00	499.14	499.14	0.00				
10 L 000 000 811558 000 000 000	GENERAL FUND/AP STAPLES	0.00	0.00	0.00	0.00				
10 L 000 000 811610 000 000 000	GENERAL FUND/MEDICARE	-47,718.15	1,161,496.84	1,209,214.99	0.00				
10 L 000 000 811611 000 000 000	GENERAL FUND/FICA	-216,339.68	4,950,774.46	5,167,114.14	0.00				
10 L 000 000 811612 000 000 000	GENERAL FUND/FEDERAL INCOME TAX	0.00	3,781,584.49	3,781,584.49	0.00				
10 L 000 000 811613 000 000 000	GENERAL FUND/STATE INCOME TAX	-59,447.62	2,247,538.38	2,306,986.00	0.00				
10 L 000 000 811620 000 000 000	GENERAL FUND/RETIREMENT DEDUCTION	-627,630.65	5,711,869.83	5,790,519.98	-548,980.50				
10 L 000 000 811622 000 000 000	GENERAL FUND/HDHP - 4K / 8K	0.00	696,396.20	686,285.21	-10,110.99				
10 L 000 000 811624 000 000 000	GENERAL FUND/HDHP-40 EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00				
10 L 000 000 811626 000 000 000	GENERAL FUND/HSA - EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00				
10 L 000 000 811628 000 000 000	GENERAL FUND/HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00				
10 L 000 000 811630 000 000 000	GENERAL FUND/DENTAL-PPO CONTRIBUTION	0.00	486,341.32	467,020.93	-19,320.39				
10 L 000 000 811631 000 000 000	GENERAL FUND/HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00				
10 L 000 000 811632 000 000 000	GENERAL FUND/DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00				
10 L 000 000 811633 000 000 000	GENERAL FUND/DISABILITY INS DEDUCTION	-13,419.32	133,559.28	141,660.15	-5,318.45				
10 L 000 000 811634 000 000 000	GENERAL FUND/SPOUSE/DEP'DT LIFE INSURANCE	-1,729.22	11,166.56	10,649.68	-2,246.10				
10 L 000 000 811635 000 000 000	GENERAL FUND/DEPENDENT CARE - CHPT125	-23,828.81	114,711.81	113,305.60	-25,235.02				
10 L 000 000 811636 000 000 000	GENERAL FUND/DENTAL-PPO CHAPTER 125	0.00	60,066.68	57,640.33	-2,426.35				
10 L 000 000 811637 000 000 000	GENERAL FUND/HEALTH-CHAPTER 125	0.00	0.00	0.00	0.00				
10 L 000 000 811638 000 000 000	GENERAL FUND/DENTAL-CHAPTER 125	0.00	34,811.88	33,432.02	-1,379.86				

Fd T Loc Obj Func		Pri DeptJob		Fd T Loc Obj Func		Pri DeptJob		Beginning	2015-16	2015-16	Ending	
								Balance	FYTD Credits	FYTD Debits	Balance	
10	L	000	000	811639	000	000	000	GENERAL FUND/ADDITIONAL LIFE INSURANCE	-11,541.48	67,203.71	64,313.34	-14,431.85
10	L	000	000	811640	000	000	000	GENERAL FUND/UNITED WAY	0.00	19,601.99	19,601.99	0.00
10	L	000	000	811641	000	000	000	GENERAL FUND/OTHER MEDICAL - CHPT 125	4,930.43	51,973.68	47,043.25	0.00
10	L	000	000	811642	000	000	000	GENERAL FUND/EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00
10	L	000	000	811643	000	000	000	GENERAL FUND/HEALTH INS. - SELF PAY	0.00	226,511.87	196,949.53	-29,562.34
10	L	000	000	811644	000	000	000	GENERAL FUND/DENTAL INS. - SELF PAY	0.00	11,063.15	2.00	-11,061.15
10	L	000	000	811645	000	000	000	GENERAL FUND/LIFE INS - EMPLOYER CONTR	-13,045.68	75,323.34	84,373.04	-3,995.98
10	L	000	000	811647	000	000	000	GENERAL FUND/LIMITED FLEX PLAN-CHAPTER 125	0.00	6,160.93	4,437.82	-1,723.11
10	L	000	000	811648	000	000	000	GENERAL FUND/SUPPLEMENTAL LIFE INSURANCE	-6,776.82	33,877.10	32,515.76	-8,138.16
10	L	000	000	811650	000	000	000	GENERAL FUND/UNION DUES DEDUCTION	0.00	0.00	0.00	0.00
10	L	000	000	811652	000	000	000	GENERAL FUND/GREENHECK FIELDHOUSE MEMBERSHP	0.00	8,125.90	8,125.90	0.00
10	L	000	000	811665	000	000	000	GENERAL FUND/ROTH 403(b)	0.00	46,732.80	46,732.80	0.00
10	L	000	000	811670	000	000	000	GENERAL FUND/TSA'S	0.00	741,837.95	741,837.95	0.00
10	L	000	000	811673	000	000	000	GENERAL FUND/RETIREE HEALTH	0.00	580,302.72	0.00	-580,302.72
10	L	000	000	811674	000	000	000	GENERAL FUND/RETIREE DENTAL	0.00	11,107.69	0.00	-11,107.69
10	L	000	000	811675	000	000	000	GENERAL FUND/RETIREE LIFE	0.00	7,763.69	0.00	-7,763.69
10	L	000	000	811699	000	000	000	GENERAL FUND/MISCELLANEOUS	0.00	113,558.78	113,558.78	0.00
10	L	000	000	811700	000	000	000	GENERAL FUND/INTEREST PAYABLE	-35,814.18	83,388.32	52,411.00	-66,791.50
10	L	000	000	811810	000	000	000	GENERAL FUND/NET PAYROLL PAYABLE	0.00	0.00	0.00	0.00
10	L	000	000	811815	000	000	000	GENERAL FUND/NET EFT PAYABLE	0.00	57,867,757.88	57,867,757.88	0.00
10	L	000	000	811820	000	000	000	GENERAL FUND/VOUCHERS PAYABLE	-3,580,643.80	101,857.10	3,682,500.90	0.00
10	L	000	000	812000	000	000	000	GENERAL FUND/DUE TO OTHER FUNDS	-200,000.00	0.00	200,000.00	0.00
10	L	000	000	815100	000	000	000	GENERAL FUND/SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
10	L	000	000	815901	000	000	000	GENERAL FUND/OPEB 73	0.00	1,090,991.00	1,090,991.00	0.00
10	L	000	000	816000	000	000	000	GENERAL FUND/DEFERRED REVENUES	0.00	0.00	0.00	0.00
10	L	000	000	816910	000	000	000	GENERAL FUND/DEF. REV. - IN TECH	0.00	0.00	0.00	0.00
10	L	000	000	817100	000	000	000	GENERAL FUND/HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
10	L	000	000	817101	000	000	000	GENERAL FUND/SECURITY PREMIUM PAYABLE	-680,937.91	9,580,465.08	10,554,110.95	292,707.96
10	L	000	000	817150	000	000	000	GENERAL FUND/HRA PAYABLE	-418,720.41	1,261,869.97	1,681,084.78	494.40
10	L	000	000	817200	000	000	000	GENERAL FUND/DENTAL-CLAIMS PAYABLE	-145,571.16	818,685.15	893,916.07	-70,340.24
10	L	000	000	819107	000	000	000	GENERAL FUND/CONF ROOM A - ED IMPROVEMENT	0.00	0.00	0.00	0.00
10	L	000	000	842300	000	000	000	GENERAL FUND/LONG-TERM BONDS PAYABLE	0.00	0.00	0.00	0.00
10	L	000	000	842350	000	000	000	GENERAL FUND/38 FUND TAXABLE BONDS	0.00	0.00	0.00	0.00
10	Q	000	000	000000	000	000	000	GENERAL FUND/N/A	0.00	0.00	0.00	0.00
10	Q	000	000	911000	000	000	000	GENERAL FUND/FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00
10	Q	000	000	912000	000	000	000	GENERAL FUND/FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00
10	Q	000	000	914000	000	000	000	GENERAL FUND/FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10	Q	000	000	916000	000	000	000	GENERAL FUND/FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00
10	Q	000	000	931000	000	000	000	GENERAL FUND/FUND BALANCE-RESERVED	0.00	42,121,440.92	40,338,817.90	-1,782,623.02
10	Q	000	000	931700	000	000	000	GENERAL FUND/FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00

Fd T Loc Obj Func		Pri DeptJob		Fd T Loc Obj Func		Pri DeptJob		Beginning	2015-16	2015-16	Ending	
								Balance	FYTD Credits	FYTD Debits	Balance	
10	Q	000	000	932000	000	000	000	GENERAL FUND/FUND BALANCE-CASH FLOW	0.00	0.00	0.00	0.00
10	Q	000	000	936120	000	000	000	GENERAL FUND/Cont Oblig-Restricted Fund Bal	-340,000.00	0.00	0.00	-340,000.00
10	Q	000	000	936320	000	000	000	GENERAL FUND/Debt Service Retirement	0.00	0.00	0.00	0.00
10	Q	000	000	936500	000	000	000	GENERAL FUND/Food Service Fund Balance	0.00	0.00	0.00	0.00
10	Q	000	000	936900	000	000	000	GENERAL FUND/Fund Balance-Restricted Other	0.00	0.00	0.00	0.00
10	Q	000	000	938900	000	000	000	GENERAL FUND/Assigned Fund Balance	0.00	0.00	0.00	0.00
10	Q	000	000	939200	000	000	000	GENERAL FUND/WORKING CAPITAL (CASH FLOW)	0.00	104,149,491.42	84,488,060.20	-19,661,431.22
10	Q	000	000	939900	000	000	000	GENERAL FUND/Unassigned Fund Balance	-7,406,599.06	12,662,583.92	20,069,182.98	0.00
10	-	---	---	-----	---	---	---		0.00	544,672,332.82	544,672,332.82	0.00

Fd T Loc Obj Func		Pri DeptJob		Fd T Loc Obj Func		Pri DeptJob		Beginning	2015-16		2015-16		Ending
								Balance	FYTD Credits	FYTD Debits			Balance
27	A	000	000	711000	000	000	000	SPECIAL EDUCATION FUND/CLAIM ON CASH	700,365.40	8,118,573.57	3,126,913.28		-4,291,294.89
27	A	000	000	711100	000	000	000	SPECIAL EDUCATION FUND/PAYROLL CLEARANCE ACCOUNT	0.00	7,870,478.90	7,870,478.90		0.00
27	A	000	000	711105	000	000	000	SPECIAL EDUCATION FUND/A/P ACH Cash Account Intercity	0.00	0.00	0.00		0.00
27	A	000	000	712000	000	000	000	SPECIAL EDUCATION FUND/INVESTMENTS	0.00	2,943,753.85	2,943,753.85		0.00
27	A	000	000	713200	000	000	000	SPECIAL EDUCATION FUND/ACCOUNTS RECEIVABLE	0.00	0.00	0.00		0.00
27	A	000	000	714100	000	000	000	SPECIAL EDUCATION FUND/DUE FROM OTHER FUNDS	0.00	0.00	0.00		0.00
27	A	000	000	715420	000	000	000	SPECIAL EDUCATION FUND/DUE FROM CESA	0.00	0.00	0.00		0.00
27	A	000	000	715600	000	000	000	SPECIAL EDUCATION FUND/DUE FROM FED GOVERNMENT	104,581.11	104,581.11	0.00		0.00
27	L	000	000	000000	000	000	000	SPECIAL EDUCATION FUND/N/A	0.00	0.00	0.00		0.00
27	L	000	000	811200	000	000	000	SPECIAL EDUCATION FUND/ACCOUNTS PAYABLE	-7,959.07	732,889.28	740,848.35		0.00
27	L	000	000	811558	000	000	000	SPECIAL EDUCATION FUND/AP STAPLES	0.00	0.00	0.00		0.00
27	L	000	000	811610	000	000	000	SPECIAL EDUCATION FUND/MEDICARE	-7,997.33	261.20	8,258.53		0.00
27	L	000	000	811611	000	000	000	SPECIAL EDUCATION FUND/FICA	-34,195.05	1,116.83	35,311.88		0.00
27	L	000	000	811620	000	000	000	SPECIAL EDUCATION FUND/RETIREMENT DEDUCTION	-39,206.97	1,273.03	40,480.00		0.00
27	L	000	000	811628	000	000	000	SPECIAL EDUCATION FUND/HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00		0.00
27	L	000	000	811630	000	000	000	SPECIAL EDUCATION FUND/DENTAL-PPO CONTRIBUTION	-7,704.44	195.90	7,900.34		0.00
27	L	000	000	811633	000	000	000	SPECIAL EDUCATION FUND/DISABILITY INS DEDUCTION	-2,015.24	68.84	2,084.08		0.00
27	L	000	000	811645	000	000	000	SPECIAL EDUCATION FUND/LIFE INS - EMPLOYER CONTR	-839.19	43.74	882.93		0.00
27	L	000	000	811815	000	000	000	SPECIAL EDUCATION FUND/NET EFT PAYABLE	0.00	9,894,938.46	9,894,938.46		0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATION FUND/VOUCHERS PAYABLE	-576,528.89	18,721.38	595,250.27		0.00
27	L	000	000	812000	000	000	000	SPECIAL EDUCATION FUND/DUE TO OTHER FUNDS	0.00	0.00	0.00		0.00
27	L	000	000	815100	000	000	000	SPECIAL EDUCATION FUND/SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00		0.00
27	L	000	000	817101	000	000	000	SPECIAL EDUCATION FUND/SECURITY PREMIUM PAYABLE	-124,504.49	4,306.53	128,811.02		0.00
27	L	000	000	817150	000	000	000	SPECIAL EDUCATION FUND/HRA PAYABLE	0.00	0.00	0.00		0.00
27	L	000	000	817200	000	000	000	SPECIAL EDUCATION FUND/DENTAL-CLAIMS PAYABLE	-3,995.84	202.08	4,197.92		0.00
27	Q	000	000	000000	000	000	000	SPECIAL EDUCATION FUND/N/A	0.00	0.00	0.00		0.00
27	Q	000	000	931000	000	000	000	SPECIAL EDUCATION FUND/FUND BALANCE-RESERVED	0.00	6,373,893.80	6,366,197.95		-7,695.85
27	Q	000	000	932000	000	000	000	SPECIAL EDUCATION FUND/FUND BALANCE-CASH FLOW	0.00	0.00	0.00		0.00
27	Q	000	000	936120	000	000	000	SPECIAL EDUCATION FUND/Cont Oblig-Restricted Fund Bal	0.00	0.00	0.00		0.00
27	Q	000	000	936320	000	000	000	SPECIAL EDUCATION FUND/Debt Service Retirement	0.00	0.00	0.00		0.00
27	Q	000	000	936500	000	000	000	SPECIAL EDUCATION FUND/Food Service Fund Balance	0.00	0.00	0.00		0.00
27	Q	000	000	936900	000	000	000	SPECIAL EDUCATION FUND/Fund Balance-Restricted Other	0.00	0.00	0.00		0.00
27	Q	000	000	938900	000	000	000	SPECIAL EDUCATION FUND/Assigned Fund Balance	0.00	0.00	0.00		0.00
27	Q	000	000	939200	000	000	000	SPECIAL EDUCATION FUND/WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00		0.00
27	Q	000	000	939900	000	000	000	SPECIAL EDUCATION FUND/Unassigned Fund Balance	0.00	10,851,438.25	15,150,428.99		4,298,990.74
27	-	---	---	-----	---	---	---		0.00	46,916,736.75	46,916,736.75		0.00

		Beginning		2015-16		2015-16		Ending			
Fd	T	Loc	Obj	Func	Pri	Dept	Job	Balance	Balance		
Fd	T	Loc	Obj	Func	Pri	Dept	Job	FYTD Credits	FYTD Debits		
50	A	000	000	711000	000	000	000	744,048.11	1,992,167.85	2,055,362.76	807,243.02
50	A	000	000	711100	000	000	000	0.00	1,134,856.12	1,134,856.12	0.00
50	A	000	000	711105	000	000	000	0.00	0.00	0.00	0.00
50	A	000	000	711200	000	000	000	200.00	0.00	0.00	200.00
50	A	000	000	712000	000	000	000	0.00	1,084,930.91	1,084,930.91	0.00
50	A	000	000	713200	000	000	000	1,237.30	11,442.76	10,205.46	0.00
50	A	000	000	714100	000	000	000	0.00	0.00	0.00	0.00
50	A	000	000	715600	000	000	000	64,038.72	64,038.72	0.00	0.00
50	L	000	000	000000	000	000	000	0.00	0.00	0.00	0.00
50	L	000	000	811200	000	000	000	-1,708.38	947,558.38	949,266.76	0.00
50	L	000	000	811558	000	000	000	0.00	0.00	0.00	0.00
50	L	000	000	811610	000	000	000	-259.85	2.33	262.18	0.00
50	L	000	000	811611	000	000	000	-1,111.16	9.92	1,121.08	0.00
50	L	000	000	811620	000	000	000	-1,254.85	11.79	1,266.64	0.00
50	L	000	000	811630	000	000	000	-83.88	0.00	83.88	0.00
50	L	000	000	811633	000	000	000	-38.10	0.00	38.10	0.00
50	L	000	000	811645	000	000	000	-56.55	0.00	56.55	0.00
50	L	000	000	811815	000	000	000	0.00	1,264,684.28	1,264,684.28	0.00
50	L	000	000	811820	000	000	000	-18,317.68	173.17	18,490.85	0.00
50	L	000	000	812000	000	000	000	0.00	0.00	0.00	0.00
50	L	000	000	815000	000	000	000	0.00	0.00	0.00	0.00
50	L	000	000	815100	000	000	000	0.00	0.00	0.00	0.00
50	L	000	000	815900	000	000	000	-65,522.28	0.00	0.00	-65,522.28
50	L	000	000	817101	000	000	000	-805.50	0.00	805.50	0.00
50	L	000	000	817150	000	000	000	0.00	0.00	0.00	0.00
50	L	000	000	817200	000	000	000	0.00	0.00	0.00	0.00
50	Q	000	000	000000	000	000	000	0.00	0.00	0.00	0.00
50	Q	000	000	931000	000	000	000	0.00	112,274.99	110,140.99	-2,134.00
50	Q	000	000	932000	000	000	000	0.00	0.00	0.00	0.00
50	Q	000	000	936120	000	000	000	0.00	0.00	0.00	0.00
50	Q	000	000	936320	000	000	000	0.00	0.00	0.00	0.00
50	Q	000	000	936500	000	000	000	-720,365.90	2,532,729.00	2,513,308.16	-739,786.74
50	Q	000	000	936900	000	000	000	0.00	0.00	0.00	0.00
50	Q	000	000	938900	000	000	000	0.00	0.00	0.00	0.00
50	Q	000	000	939200	000	000	000	0.00	0.00	0.00	0.00
50	Q	000	000	939900	000	000	000	0.00	0.00	0.00	0.00
50	-	-	-	-	-	-	-	0.00	9,144,880.22	9,144,880.22	0.00

Fd T Loc		Obj Func		Pri DeptJob		Fd T Loc		Obj Func		Pri DeptJob		Beginning	2015-16	2015-16	Ending
												Balance	FYTD Credits	FYTD Debits	Balance
80	A	000	000	711000	000	000	000	000	000	000	000	106,287.29	1,145,998.00	1,150,890.61	111,179.90
COMMUNITY SERVICE FUND/CLAIM ON CASH															
80	A	000	000	711100	000	000	000	000	000	000	000	0.00	629,742.27	629,742.27	0.00
COMMUNITY SERVICE FUND/PAYROLL CLEARANCE ACCOUNT															
80	A	000	000	711105	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/A/P ACH Cash Account Intercity															
80	A	000	000	711200	000	000	000	000	000	000	000	1,000.00	0.00	0.00	1,000.00
COMMUNITY SERVICE FUND/PETTY CASH															
80	A	000	000	711300	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/HOLDING ACCOUNT-CASH															
80	A	000	000	712000	000	000	000	000	000	000	000	0.00	2,186.00	2,186.00	0.00
COMMUNITY SERVICE FUND/INVESTMENTS															
80	A	000	000	713100	000	000	000	000	000	000	000	0.00	150,000.00	150,000.00	0.00
COMMUNITY SERVICE FUND/TAXES RECEIVABLE															
80	A	000	000	713200	000	000	000	000	000	000	000	71,011.10	71,011.10	0.00	0.00
COMMUNITY SERVICE FUND/ACCOUNTS RECEIVABLE															
80	A	000	000	714100	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/DUE FROM OTHER FUNDS															
80	L	000	000	000000	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/N/A															
80	L	000	000	811200	000	000	000	000	000	000	000	-40,037.00	367,588.09	407,625.09	0.00
COMMUNITY SERVICE FUND/ACCOUNTS PAYABLE															
80	L	000	000	811225	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/CMTY ED CK ACCT PAYABLE															
80	L	000	000	811558	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/AP STAPLES															
80	L	000	000	811610	000	000	000	000	000	000	000	-124.09	0.00	124.09	0.00
COMMUNITY SERVICE FUND/MEDICARE															
80	L	000	000	811611	000	000	000	000	000	000	000	-2,116.92	0.00	2,116.92	0.00
COMMUNITY SERVICE FUND/FICA															
80	L	000	000	811620	000	000	000	000	000	000	000	-682.13	0.00	682.13	0.00
COMMUNITY SERVICE FUND/RETIREMENT DEDUCTION															
80	L	000	000	811628	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/HSA - EMPLOYER CONTRIBUTIONS															
80	L	000	000	811630	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/DENTAL-PPO CONTRIBUTION															
80	L	000	000	811633	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/DISABILITY INS DEDUCTION															
80	L	000	000	811645	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/LIFE INS - EMPLOYER CONTR															
80	L	000	000	811815	000	000	000	000	000	000	000	0.00	690,352.30	690,352.30	0.00
COMMUNITY SERVICE FUND/NET EFT PAYABLE															
80	L	000	000	811820	000	000	000	000	000	000	000	-29,761.58	0.00	29,761.58	0.00
COMMUNITY SERVICE FUND/VOUCHERS PAYABLE															
80	L	000	000	812000	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/DUE TO OTHER FUNDS															
80	L	000	000	816900	000	000	000	000	000	000	000	-2,625.53	5,163.94	2,625.53	-5,163.94
COMMUNITY SERVICE FUND/DEFER.REV.-SCHL.AGE CARE															
80	L	000	000	816901	000	000	000	000	000	000	000	-27,933.93	28,563.51	27,933.93	-28,563.51
COMMUNITY SERVICE FUND/DEFER.REV.-YOUTH ACTIVITY FEES															
80	L	000	000	816902	000	000	000	000	000	000	000	-1,776.00	40.00	1,776.00	-40.00
COMMUNITY SERVICE FUND/DEFER.REV.-ADULT & FAMILY FEES															
80	L	000	000	816903	000	000	000	000	000	000	000	-14,193.78	10,044.99	14,193.78	-10,044.99
COMMUNITY SERVICE FUND/DEFER.REV.-VARIOUS CAMPS															
80	L	000	000	816904	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/Deferred Revenue Preschool Fee															
80	L	000	000	816905	000	000	000	000	000	000	000	-7,490.00	0.00	7,490.00	0.00
COMMUNITY SERVICE FUND/Deferred Revenue-Other Ice Use															
80	L	000	000	816906	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/DEFERRED REV. - CARE CORNER															
80	L	000	000	816907	000	000	000	000	000	000	000	-660.91	0.00	660.91	0.00
COMMUNITY SERVICE FUND/DEF.REV.-POOL ACTIVITY FEES															
80	L	000	000	816908	000	000	000	000	000	000	000	-1,379.00	800.00	1,379.00	-800.00
COMMUNITY SERVICE FUND/DEF.REV.-GPH BUILDING RENTAL															
80	L	000	000	816909	000	000	000	000	000	000	000	-1,560.00	0.00	1,560.00	0.00
COMMUNITY SERVICE FUND/DEF.REV.-HS HOCKEY															
80	L	000	000	816911	000	000	000	000	000	000	000	-18,260.37	0.00	18,260.37	0.00
COMMUNITY SERVICE FUND/DEF. REVENUE - MEMBERSHIPS															
80	L	000	000	816913	000	000	000	000	000	000	000	-960.15	49.24	960.15	-49.24
COMMUNITY SERVICE FUND/REF. REV.-GHF CONCESSIONS															
80	L	000	000	817101	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/SECURITY PREMIUM PAYABLE															
80	L	000	000	817200	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/DENTAL-CLAIMS PAYABLE															
80	Q	000	000	000000	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/N/A															
80	Q	000	000	931000	000	000	000	000	000	000	000	0.00	67,505.73	67,505.73	0.00
COMMUNITY SERVICE FUND/FUND BALANCE-RESERVED															
80	Q	000	000	931896	000	000	000	000	000	000	000	0.00	0.00	0.00	0.00
COMMUNITY SERVICE FUND/TOURNAMENT ACTIVITY															

		Beginning		2015-16		2015-16		Ending											
		Balance		FYTD Credits		FYTD Debits		Balance											
Fd	T	Loc	Obj	Func	Pri	Dept	Job	Fd	T	Loc	Obj	Func	Pri	Dept	Job				
80	Q	000	000	932000	000	000	000	COMMUNITY SERVICE FUND/FUND BALANCE-CASH FLOW								0.00	0.00	0.00	0.00
80	Q	000	000	936120	000	000	000	COMMUNITY SERVICE FUND/Cont Oblig-Restricted Fund Bal								0.00	0.00	0.00	0.00
80	Q	000	000	936320	000	000	000	COMMUNITY SERVICE FUND/Debt Service Retirement								0.00	0.00	0.00	0.00
80	Q	000	000	936500	000	000	000	COMMUNITY SERVICE FUND/Food Service Fund Balance								0.00	0.00	0.00	0.00
80	Q	000	000	936900	000	000	000	COMMUNITY SERVICE FUND/Fund Balance-Restricted Other								-28,737.00	1,244,569.24	1,205,788.02	-67,518.22
80	Q	000	000	938900	000	000	000	COMMUNITY SERVICE FUND/Assigned Fund Balance								0.00	0.00	0.00	0.00
80	Q	000	000	939200	000	000	000	COMMUNITY SERVICE FUND/WORKING CAPITAL (CASH FLOW)								0.00	0.00	0.00	0.00
80	Q	000	000	939900	000	000	000	COMMUNITY SERVICE FUND/Unassigned Fund Balance								0.00	0.00	0.00	0.00
80	-	---	---	-----	---	---	---									0.00	4,413,614.41	4,413,614.41	0.00

				Beginning	2015-16	2015-16	Ending				
				Balance	FYTD Credits	FYTD Debits	Balance				
Fd	T	Loc	Obj Func	Pri	DeptJob	Fd	T	Loc	Obj Func	Pri	DeptJob
Grand Asset Totals				22,054,912.95	296,102,479.62	298,076,982.67	24,029,416.00				
Grand Liability Totals				-13,559,210.99	128,929,157.31	136,761,150.61	-5,727,217.69				
Grand Equity Totals				-8,495,701.96	180,115,927.27	170,309,430.92	-18,302,198.31				
Grand Totals				0.00	605,147,564.20	605,147,564.20	0.00				

Number of Accounts: 207

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

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REPORT SPECIFICATIONS

DISTRICT: D.C. Everest Area S.D.  
 REPORT TITLE: GENERAL INPUT BUDGET TRANSFERS  
 REQUESTED BY: ggadke                      DATE:                      06/15/16  
 PROGRAM NAME: fin/3amgip01.              TIME:                      11:04:15 AM  
 COPIES:                      1                      LPI:                      6  
 RUN ON SERVER: yes                      CREATE ASCII FILE: NO

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BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	06/15/2016	15-00498	To Cover Medical Exams for New Employees.
	06/15/2016	15-00497	To cover 5th Grade Field Trips
	06/15/2016	15-00496	To cover overages in the School-Age Budget.
	06/15/2016	15-00478	trx to cover food for EOY interview teams
	06/13/2016	15-00495	transfer to cover bus expense for field trips
	06/13/2016	15-00494	To cover over expenditures in Group Fitness I
	06/13/2016	15-00493	Recognition dinner program printing
	06/13/2016	15-00492	Transfer for final costs related to JH Readin
	06/13/2016	15-00491	Employee travel - state track, VFA football m
	06/13/2016	15-00490	Base Tuition Transfer
	06/09/2016	15-00488	Transfer funds in TIG Grant to cover cost of
	06/09/2016	15-00487	Additional funds needed for employee travel.
	06/08/2016	15-00486	Transfer to cover higher than anticipated cro
	06/08/2016	15-00485	Transfer to pay for pupil summer school trave
	06/08/2016	15-00484	Pat on the Back payments
	06/08/2016	15-00483	Carl Perkins Budget Revision - Approved by St
	06/08/2016	15-00482	Canoe Trip Chaperones stipend for 2 non-distr
	06/08/2016	15-00479	Transfer to pay for SH cleaning supplies and
	06/08/2016	15-00476	Transfer to pay for cleaning supplies and pap
	06/07/2016	15-00481	Transfer to cover higher than anticipated cos
	06/07/2016	15-00480	CSF Budget transfers
	06/03/2016	15-00477	EXCESS MONEY FROM TRAVEL BUDGET TO BE USED TO
	06/02/2016	15-00475	Transfer to new account created to pay MCSE f
	06/01/2016	15-00473	Outdoor Education Personal Services transfer
	06/01/2016	15-00472	Transfer to pay for paper supply and cleaning
	06/01/2016	15-00471	Transfer to pay for Ag Students to PetsMart f
	06/01/2016	15-00470	transfer to cover teacher travel to ISN confe
	05/31/2016	15-00469	Tr for sub teacher life insurance
	05/31/2016	15-00468	Tr for sub teacher retirement

BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	05/31/2016	15-00467	Tr to cover bussing to track meet
	05/31/2016	15-00466	Tr to cover shipping charges on gen supply or
	05/31/2016	15-00465	Post Grad Party hypnotist Brian Imbus' 6/8 ho
	05/31/2016	15-00464	Transfer to pay for Conservation field trip f
	05/31/2016	15-00463	Sports Scholarship Night (splitt scholarship
	05/31/2016	15-00462	To cover Restaurant License Fee
	05/31/2016	15-00461	FCCLA Nationals airfare
	05/26/2016	15-00460	Hovart Grant Transfer
	05/26/2016	15-00459	Transfer to cover cost of Restaurant License
	05/25/2016	15-00458	BALANCE ACCOUNTS
	05/25/2016	15-00457	Transfer to Cover Cost of Restaurant License
	05/24/2016	15-00456	Transfer to pay for lifeguard for River Trip
	05/24/2016	15-00455	Transfer to pay for student trip to Atlanta f
	05/24/2016	15-00454	Transfer to pay for paper supplies and cleani
	05/23/2016	15-00453	Transfer to pay for Conservation trip to the
	05/23/2016	15-00452	NEOLA Forms Binders and Administrative Guidel
	05/22/2016	15-00451	Transfer to pay for paper supplies from corre
	05/22/2016	15-00450	Food for Staff
	05/22/2016	15-00449	Transfer of Monies to Negative Accounts
	05/22/2016	15-00448	Transfer to pay for FBLA Students airfare fro
	05/22/2016	15-00447	Transfer to pay for business bucks activity f
	05/18/2016	15-00446	Funds needed to cover travel cost for guidanc
	05/18/2016	15-00445	Transfer to pay for classroom supplies from c
	05/18/2016	15-00444	Transfer of Money to Negative Acct.
	05/18/2016	15-00443	Transfer of Monies to Other Accounts
	05/18/2016	15-00442	To Cover Preschool Church Reimbursement

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00498	To Cover Medical Exams for New Employees.	2015-2016	06/15/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		Excess in Food Account	80 E 862 415 391000 000 391 000	06/15/2016	0.00	126.70		
2		To Cover Medical Exams for New Employees.	80 E 862 940 391000 000 391 000	06/15/2016	126.70	0.00		
					TOTALS	126.70	126.70	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00497	To cover 5th Grade Field Trips	2015-2016	06/15/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		Transfer from unit 2 travel to cover unit 3 travel	10 E 102 341 256770 000 102 000	06/14/2016	0.00	450.00		
2		Transfer from unit 2 travel to cover unit 3 travel	10 E 102 341 256770 000 103 000	06/14/2016	450.00	0.00		
					TOTALS	450.00	450.00	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00496	To cover overages in the School-Age Budget.	2015-2016	06/15/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		Art & Crafts Supplies Less Expensive this Year Then Last Year.	80 E 862 310 391000 000 391 000	06/14/2016	0.00	1,500.00		
2		Kept Food Costs Lower by Purchasing in Bulk and Online.	80 E 862 415 391000 000 391 000	06/14/2016	0.00	1,380.55		
3		To cover Overage.	80 E 862 411 391000 000 391 000	06/14/2016	130.55	0.00		
4		To Cover Purchases of iPads, which were meant to come out of 2014-15 Budget, but were taken out of 2015-16 Budget Instead. Entered Incorrectly at Admin.	80 E 862 413 391000 000 391 000	06/14/2016	2,750.00	0.00		
					TOTALS	2,880.55	2,880.55	
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00478	trx to cover food for EOY interview teams	2015-2016	06/15/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		trx to cover food for EOY interview teams & staff picnic	10 E 200 440 241000 000 241 000	06/15/2016	0.00	272.00		
2		trx to cover food for EOY interview teams & staff picnic	10 E 200 415 221300 000 241 000	06/15/2016	272.00	0.00		
					TOTALS	272.00	272.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>				
15-00495	transfer to cover bus expense for field trips	2015-2016	06/13/2016	Submit Transfer	History				
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>			
1		transfer to cover bus expense for field trips	10 E 101 411 110000 000 101 000	06/13/2016	0.00	60.30			
2		transfer to cover bus expense for field trips	10 E 101 341 256770 000 101 000	06/13/2016	60.30	0.00			
3		transfer to cover bus expense for field trips	10 E 101 411 110000 000 102 000	06/13/2016	0.00	147.75			
4		transfer to cover bus expense for field trips	10 E 101 341 256770 000 102 000	06/13/2016	147.75	0.00			
5		transfer to cover bus expense for field trips	10 E 101 417 110000 000 241 000	06/13/2016	0.00	300.00			
6		transfer to cover bus expense for field trips	10 E 101 341 256770 000 101 000	06/13/2016	100.00	0.00			
7		transfer to cover bus expense for field trips	10 E 101 341 256770 000 102 000	06/13/2016	200.00	0.00			
					TOTALS	508.05	508.05		

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>				
15-00494	To cover over expenditures in Group Fitness I	2015-2016	06/13/2016	Submit Transfer	History				
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>			
1		Travel Expense Account for Conference Did not Attend.	80 E 860 342 310000 000 310 000	06/13/2016	0.00	100.00			
2		Adult Education General Supplies	80 E 860 411 310000 000 310 000	06/13/2016	0.00	150.00			
3		IPad Budgeted but not purchased.	80 E 860 413 310000 000 310 000	06/13/2016	0.00	500.00			
4		Excess Dues and Fees.	80 E 860 940 310000 000 310 000	06/13/2016	0.00	40.00			
5		Class supplies cheaper than Budgeted Amount.	80 E 860 411 392000 000 330 000	06/13/2016	0.00	59.25			
6		Pool Supplies Were Less than Budgeted.	80 E 860 411 393000 000 350 000	06/13/2016	0.00	100.00			
7		Moneys not needed this year.	80 E 860 310 393000 000 350 000	06/13/2016	0.00	75.00			
8		Officials Pay - Had More High School Volunteers this School Year.	80 E 860 310 393000 000 340 000	06/13/2016	0.00	2,589.30			
9		To cover Group Fitness, Sport Trainer, Personal Trainer and Office Workers Pay.	80 E 860 310 310000 000 320 000	06/13/2016	3,613.55	0.00			
					TOTALS	3,613.55	3,613.55		

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
15-00493	Recognition dinner program printing	2015-2016	06/13/2016	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Recognition dinner program printing	10 E 811 351 231100 000 231 000	06/13/2016	0.00	386.00
2		Recognition dinner program printing	10 E 811 354 231100 000 231 000	06/13/2016	386.00	0.00
TOTALS					386.00	386.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
15-00492	Transfer for final costs related to JH Readin	2015-2016	06/13/2016	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer final balance to General Supply account to cover cost of books purchased for JH reading teachers	27 E 809 342 221300 517 809 000	06/10/2016	0.00	82.36
2		Transfer final balance to General Supply account to cover cost of books purchased for JH reading teachers	27 E 809 411 158000 517 809 000	06/10/2016	82.36	0.00
TOTALS					82.36	82.36

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
15-00491	Employee travel - state track, VFA football m	2015-2016	06/13/2016	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Employee travel - state track, VFA football meeting	10 E 400 341 256740 000 160 000	06/10/2016	0.00	200.00
2		Employee travel - state track, VFA football meeting	10 E 400 342 162000 000 160 000	06/10/2016	200.00	0.00
TOTALS					200.00	200.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
15-00490	Base Tuition Transfer	2015-2016	06/13/2016	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Wausau DHH VI Base Tuition	10 E 809 382 431000 000 809 000	06/09/2016	7,821.00	0.00
2		OE Out Expenditure Account	10 E 809 382 435000 000 809 000	06/09/2016	0.00	7,821.00
TOTALS					7,821.00	7,821.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
15-00488	Transfer funds in TIG Grant to cover cost of	2015-2016	06/09/2016	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer funds in TIG Grant to cover cost of Job Development Boot Camp	27 E 809 411 221300 518 809 000	06/09/2016	0.00	748.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00488	Transfer funds in TIG Grant to cover cost of	2015-2016	06/09/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
. . . CONTINUED								
2		Transfer funds in TIG Grant to cover cost of Job Development Boot Camp	27 E 809 940 221300 518 809 000	06/09/2016	748.00	0.00		
					TOTALS	748.00	748.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00487	Additional funds needed for employee travel.	2015-2016	06/09/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		Additional funds needed for employee travel.	10 E 400 341 256770 000 140 000	06/08/2016	0.00	130.00		
2		Additional funds needed for employee travel.	10 E 400 342 143000 000 140 000	06/08/2016	130.00	0.00		
					TOTALS	130.00	130.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00486	Transfer to cover higher than anticipated cro	2015-2016	06/08/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		Transfer to cover higher than anticipated cross-cat travel costs	27 E 809 411 158000 341 809 000	06/07/2016	0.00	12.00		
2		Transfer to cover higher than anticipated cross-cat travel costs	27 E 809 342 158000 341 809 000	06/07/2016	12.00	0.00		
					TOTALS	12.00	12.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00485	Transfer to pay for pupil summer school trave	2015-2016	06/08/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		Transfer to pay for pupil summer school travel from correct account	10 E 826 411 110000 000 826 000	06/07/2016	0.00	800.00		
2		Transfer to pay for pupil summer school travel from correct account	10 E 826 341 256770 000 826 000	06/07/2016	800.00	0.00		
					TOTALS	800.00	800.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00484	Pat on the Back payments	2015-2016	06/08/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		Pat on the Back payments	10 E 811 342 231100 000 231 000	06/07/2016	0.00	282.00		
2		Pat on the Back payments	10 E 811 999 231100 000 231 000	06/07/2016	282.00	0.00		
3		Pat on the Back payments	10 E 811 354 231100 000 231 000	06/07/2016	0.00	300.00		
4		Pat on the Back payments	10 E 811 999 231100 000 231 000	06/07/2016	300.00	0.00		
					TOTALS	582.00	582.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00483	Carl Perkins Budget Revision - Approved by St	2015-2016	06/08/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		End of Year FCCLA & FBLA Conference Costs	10 E 809 342 136000 400 809 000	06/07/2016	2,970.00	0.00
2		Keyboard Purchases	10 E 809 440 136000 400 809 000	06/07/2016	109.00	0.00
3		End of Year Funds Available	10 E 809 310 136000 400 809 000	06/07/2016	0.00	700.00
4		End of Year Funds Available	10 E 809 551 136000 400 809 000	06/07/2016	0.00	2,379.00
TOTALS					3,079.00	3,079.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00482	Canoe Trip Chaperones stipend for 2 non-distr	2015-2016	06/08/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Didn't order as many course selection books, didn't use extra copier maintenance money set aside just in case	10 E 400 354 120000 000 241 000	06/06/2016	0.00	624.00
2		Canoe Trip Chaperones stipend for 2 non-district employees in May	10 E 400 327 254300 000 241 000	06/06/2016	624.00	0.00
TOTALS					624.00	624.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00479	Transfer to pay for SH cleaning supplies and	2015-2016	06/08/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for SH cleaning supplies and paper products from correct account	10 E 400 415 135000 000 135 000	06/07/2016	0.00	100.40
2		Transfer to pay for SH cleaning supplies and paper products from correct account	10 E 400 411 135000 000 135 000	06/07/2016	100.40	0.00
TOTALS					100.40	100.40

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00476	Transfer to pay for cleaning supplies and pap	2015-2016	06/08/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for cleaning supplies and paper products from correct account	10 E 300 415 135000 000 135 000	06/07/2016	0.00	45.05
2		Transfer to pay for cleaning supplies and paper products from correct account	10 E 300 411 135000 000 135 000	06/07/2016	45.05	0.00
TOTALS					45.05	45.05

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00481	Transfer to cover higher than anticipated cos	2015-2016	06/07/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>		<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer from funds for contracted OT services to PT services. Actual cost for OT is lower than anticipated while cost for PT is higher than anticipated.		27 E 809 310 218100 011 809 000		06/06/2016	0.00	757.00
2		Transfer from funds for contracted OT services to PT services. Actual cost for OT is lower than anticipated while cost for PT is higher than anticipated.		27 E 809 310 218200 011 809 000		06/06/2016	757.00	0.00
TOTALS							757.00	757.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00480	CSF Budget transfers	2015-2016	06/07/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>		<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		CSF Budget transfers		10 E 400 411 222200 000 220 000		06/06/2016	0.00	170.66
2		CSF Budget transfers		10 E 400 431 222200 000 220 000		06/06/2016	0.00	1.96
3		CSF Budget transfers		10 E 400 433 222200 000 220 000		06/06/2016	0.00	26.13
4		CSF Budget transfers		10 E 400 439 222200 000 220 000		06/06/2016	0.00	812.58
5		CSF Budget transfers		10 E 400 432 222200 000 220 000		06/06/2016	1,011.33	0.00
TOTALS							1,011.33	1,011.33

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00477	EXCESS MONEY FROM TRAVEL BUDGET TO BE USED TO	2015-2016	06/03/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>		<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		EXCESS MONEY FROM TRAVEL BUDGET TO BE USED TO PURCHASE ADDITIONAL BASEBALL FIELD TARPS & EQUIPMENT		10 E 300 341 256740 000 160 000		06/02/2016	0.00	3,000.00
2		EXCESS MONEY FROM TRAVEL BUDGET TO BE USED TO PURCHASE ADDITIONAL BASEBALL FIELD TARPS & EQUIPMENT		10 E 300 411 162000 000 160 000		06/02/2016	3,000.00	0.00
TOTALS							3,000.00	3,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00475	Transfer to new account created to pay MCSE f	2015-2016	06/02/2016	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>		<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Pay MCSE Hearing & Vision screening bill from correct account (383)		10 E 824 310 214000 000 212 000		06/02/2016	0.00	13,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00475	Transfer to new account created to pay MCSE f	2015-2016	06/02/2016	Submit Transfer	History			
	<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
	. . . CONTINUED							
	2		Pay MCSE Hearing & Vision screening bill from correct account (383)	10 E 824 383 214000 000 212 000	06/02/2016	13,000.00	0.00	
					TOTALS	13,000.00	13,000.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00473	Outdoor Education Personal Services transfer	2015-2016	06/01/2016	Submit Transfer	History			
	<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
	1		This money is available to cover additional busing costs for the GEM Lake Superior trip.	10 E 823 310 126241 000 210 000	06/01/2016	0.00	437.00	
	2		These additional funds will make up the difference that will not be covered by the Middle School this year for the GEM Lake Superior trip.	10 E 823 341 256770 000 210 000	06/01/2016	437.00	0.00	
					TOTALS	437.00	437.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00472	Transfer to pay for paper supply and cleaning	2015-2016	06/01/2016	Submit Transfer	History			
	<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
	1		Transfer to pay for paper supply and cleaning supplies from correct account	10 E 400 415 135000 000 135 000	06/01/2016	0.00	97.49	
	2		Transfer to pay for paper supply and cleaning supplies from correct account	10 E 400 411 135000 000 135 000	06/01/2016	97.49	0.00	
					TOTALS	97.49	97.49	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
15-00471	Transfer to pay for Ag Students to PetsMart f	2015-2016	06/01/2016	Submit Transfer	History			
	<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
	1		Transfer to pay for Ag Students to PetsMart from correct account	10 E 400 440 131000 000 131 000	06/01/2016	0.00	93.83	
	2		Transfer to pay for Ag Students to PetsMart from correct account	10 E 400 341 256770 000 131 000	06/01/2016	93.83	0.00	
					TOTALS	93.83	93.83	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00470	transfer to cover teacher travel to ISN confe	2015-2016	06/01/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		transfer to cover teacher travel to ISN conference on 4/28	10 E 200 411 241000 000 241 000	06/01/2016	0.00	78.03
2		transfer to cover teacher travel to ISN conference on 4/28	10 E 200 342 241000 000 241 000	06/01/2016	78.03	0.00
TOTALS					78.03	78.03
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00469	Tr for sub teacher life insurance	2015-2016	05/31/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Tr for sub teacher life insurance	10 E 108 140 110000 000 809 207	05/27/2016	0.00	0.49
2		Tr for sub teacher life insurance	10 E 108 230 110000 000 809 207	05/27/2016	0.49	0.00
TOTALS					0.49	0.49
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00468	Tr for sub teacher retirement	2015-2016	05/31/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Tr for sub teacher retirement	10 E 108 140 110000 000 809 207	05/27/2016	0.00	25.87
2		Tr for sub teacher retirement	10 E 108 212 110000 000 809 207	05/27/2016	25.87	0.00
TOTALS					25.87	25.87
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00467	Tr to cover bussing to track meet	2015-2016	05/31/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Tr to cover bussing to track meet	10 E 108 353 263000 000 241 000	05/27/2016	0.00	75.00
2		Tr to cover bussing to track meet	10 E 108 341 256770 000 103 000	05/27/2016	75.00	0.00
TOTALS					75.00	75.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00466	Tr to cover shipping charges on gen supply or	2015-2016	05/31/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Tr to cover shipping charges on gen supply order	10 E 108 353 263000 000 241 000	05/27/2016	0.00	21.69
2		Tr to cover shipping charges on gen supply order	10 E 108 411 110000 000 102 000	05/27/2016	21.69	0.00
TOTALS					21.69	21.69

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00465	Post Grad Party hypnotist Brian Imbus' 6/8 ho	2015-2016	05/31/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		short money in post graduation party budget so agreed to pay this	10 E 400 310 221300 000 241 000	05/27/2016	82.00	0.00
2		money left from diploma inserts budget	10 E 400 411 241000 000 241 000	05/27/2016	0.00	82.00
TOTALS					82.00	82.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00464	Transfer to pay for Conservation field trip f	2015-2016	05/31/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for Conservation field trip from correct acccount	10 E 400 411 126000 000 126 000	05/27/2016	0.00	62.08
2		Transfer to pay for Conservation field trip from correct acccount	10 E 400 341 256770 000 126 000	05/27/2016	62.08	0.00
TOTALS					62.08	62.08
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00463	Sports Scholarship Night (splitt scholarship	2015-2016	05/31/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Sports Scholarship Night (splitt scholarship nights Academic & Sports, more expense not budgeted for	10 E 400 415 221300 000 241 000	05/27/2016	886.00	0.00
2		didn't use as much maintenance and repair on miscellaneous as planned for	10 E 400 310 241000 000 241 000	05/27/2016	0.00	375.00
3		didn't buy as many professional references as thought would need	10 E 400 490 241000 000 241 000	05/27/2016	0.00	511.00
TOTALS					886.00	886.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00462	To cover Restaurant License Fee	2015-2016	05/31/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		To cover Restaurant License Fee	80 E 861 324 254490 000 300 000	05/27/2016	0.00	266.94
2		To cover Restaurant License Fee	80 E 861 351 393000 000 300 000	05/27/2016	0.00	122.55
3		To cover Restaurant License Fee	80 E 861 411 393000 000 300 000	05/27/2016	0.00	58.90
4		To cover Restaurant License Fee	80 E 861 416 393000 000 300 000	05/27/2016	0.00	153.61
5		To cover Restaurant License Fee	80 E 861 940 253300 000 300 000	05/27/2016	602.00	0.00
TOTALS					602.00	602.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>				
15-00461	FCCLA Nationals airfare	2015-2016	05/31/2016	Submit Transfer	History				
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>			<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Didn't get as much district tournament funding as needed this year, groups are doing very well		10 E 400 341 256740 000 241 000			05/27/2016	4,800.00	0.00
2		less mailings this year		10 E 400 353 263000 000 241 000			05/27/2016	0.00	1,000.00
3		didn't order as many course selection books, didn't use extra copier maintenance money set aside just in case		10 E 400 354 120000 000 241 000			05/27/2016	0.00	3,800.00
TOTALS								4,800.00	4,800.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>				
15-00460	Hovart Grant Transfer	2015-2016	05/26/2016	Submit Transfer	History				
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>			<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
3		Original budget account set-up did not include a general supply. Purchasing supplies with remaining funds after conferences.		10 E 809 415 124000 940 124 000			05/26/2016	0.00	539.13
4		Original budget account set-up did not include a general supply. Purchasing supplies with remaining funds after conferences.		10 E 809 411 124000 940 124 000			05/26/2016	539.13	0.00
5		Original budget account set-up did not include a general supply. Purchasing supplies with remaining funds after conferences.		10 E 809 940 124000 940 124 000			05/26/2016	0.00	230.00
6		Original budget account set-up did not include a general supply. Purchasing supplies with remaining funds after conferences.		10 E 809 411 124000 940 124 000			05/26/2016	230.00	0.00
TOTALS								769.13	769.13

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>				
15-00459	Transfer to cover cost of Restaurant License	2015-2016	05/26/2016	Submit Transfer	History				
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>		<u>ACCOUNT/REFERENCE</u>			<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to cover cost of Restaurant License		80 E 861 324 254490 000 300 000			05/25/2016	0.00	574.50
2		Transfer to cover cost of Restaurant License		80 E 861 940 253300 000 300 000			05/25/2016	574.50	0.00
TOTALS								574.50	574.50

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00458	BALANCE ACCOUNTS	2015-2016	05/25/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		BALANCE ACCOUNTS	50 E 834 353 257000 000 257 000	05/24/2016	0.00	500.00
2		BALANCE ACCOUNTS	50 E 834 310 257000 000 257 000	05/24/2016	500.00	0.00
TOTALS					500.00	500.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00457	Transfer to Cover Cost of Restaurant License	2015-2016	05/25/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Filters and Parts Account	80 E 861 411 393000 000 300 000	05/24/2016	0.00	602.00
2		Concession Stand License Fee	80 E 861 940 253300 000 300 000	05/24/2016	602.00	0.00
TOTALS					602.00	602.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00456	Transfer to pay for lifeguard for River Trip	2015-2016	05/24/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for lifeguard for River Trip from correct account	10 E 300 341 256770 000 126 000	05/24/2016	0.00	100.00
2		Transfer to pay for lifeguard for River Trip from correct account	10 E 300 310 126000 000 126 000	05/24/2016	100.00	0.00
TOTALS					100.00	100.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00455	Transfer to pay for student trip to Atlanta f	2015-2016	05/24/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for student trip to Atlanta from correct account	10 E 400 435 132000 000 132 000	05/24/2016	0.00	1,265.00
2		Transfer to pay for student trip to Atlanta from correct account	10 E 400 341 256770 000 132 000	05/24/2016	1,265.00	0.00
TOTALS					1,265.00	1,265.00
<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00454	Transfer to pay for paper supplies and cleani	2015-2016	05/24/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for paper supplies and cleaning supplies from correct account	10 E 300 415 135000 000 135 000	05/24/2016	0.00	25.24
2		Transfer to pay for paper supplies and cleaning supplies from correct account	10 E 300 411 135000 000 135 000	05/24/2016	25.24	0.00
TOTALS					25.24	25.24

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00453	Transfer to pay for Conservation trip to the	2015-2016	05/23/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for Conservation trip to the Waste Facility from correct account	10 E 400 411 126000 000 126 000	05/23/2016	0.00	147.35
2		Transfer to pay for Conservation trip to the Waste Facility from correct account	10 E 400 341 256770 000 126 000	05/23/2016	147.35	0.00
TOTALS					147.35	147.35

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00452	NEOLA Forms Binders and Administrative Guidel	2015-2016	05/23/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		NEOLA Forms Binders and Administrative Guidelines Copies	10 E 811 999 231100 000 231 000	05/23/2016	0.00	675.00
2		NEOLA Forms Binders and Administrative Guidelines Copies	10 E 811 310 231100 000 231 000	05/23/2016	675.00	0.00
TOTALS					675.00	675.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00451	Transfer to pay for paper supplies from corre	2015-2016	05/22/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for paper supplies from correct account	10 E 400 415 135000 000 135 000	05/20/2016	0.00	45.00
2		Transfer to pay for paper supplies from correct account	10 E 400 411 135000 000 135 000	05/20/2016	45.00	0.00
TOTALS					45.00	45.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00450	Food for Staff	2015-2016	05/22/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer for short account	10 E 106 411 110000 000 101 000	05/19/2016	0.00	200.00
2		Transfer for short account	10 E 106 415 241000 000 241 000	05/19/2016	200.00	0.00
TOTALS					200.00	200.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00449	Transfer of Monies to Negative Accounts	2015-2016	05/22/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer of Monies to Negative Accounts	10 E 301 940 241000 000 241 000	05/19/2016	0.00	33.73
2		Transfer of Monies to Negative Accounts	10 E 301 353 263000 000 301 000	05/19/2016	33.73	0.00
TOTALS					33.73	33.73

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00448	Transfer to pay for FBLA Students airfare fro	2015-2016	05/22/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for FBLA Students airfare from correct account	10 E 400 411 132000 000 132 000	05/19/2016	0.00	1,855.20
2		Transfer to pay for FBLA Students airfare from correct account	10 E 400 341 256770 000 132 000	05/19/2016	1,855.20	0.00
TOTALS					1,855.20	1,855.20

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00447	Transfer to pay for business bucks activity f	2015-2016	05/22/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for business bucks activity from correct account	10 E 300 440 132000 000 132 000	05/19/2016	0.00	161.37
2		Transfer to pay for business bucks activity from correct account	10 E 300 411 132000 000 132 000	05/19/2016	161.37	0.00
TOTALS					161.37	161.37

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00446	Funds needed to cover travel cost for guidanc	2015-2016	05/18/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Funds needed to cover travel cost for guidance travel	10 E 400 415 213000 000 213 000	05/18/2016	0.00	200.00
2		Funds needed to cover travel cost for guidance travel	10 E 400 342 213000 000 213 000	05/18/2016	200.00	0.00
TOTALS					200.00	200.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>	
15-00445	Transfer to pay for classroom supplies from c	2015-2016	05/18/2016	Submit Transfer	History	
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for classroom supplies from correct account	10 E 300 415 135000 000 135 000	05/18/2016	0.00	33.34
2		Transfer to pay for classroom supplies from correct account	10 E 300 411 135000 000 135 000	05/18/2016	33.34	0.00
TOTALS					33.34	33.34

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00444	Transfer of Money to Negative Acct.	2015-2016	05/18/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer of Money to Negative Account	10 E 301 432 129000 000 301 000	05/17/2016	0.00	47.01
2		Transfer of Money to Negative Account	10 E 301 411 129000 000 301 000	05/17/2016	47.01	0.00
TOTALS					47.01	47.01

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00443	Transfer of Monies to Other Accounts	2015-2016	05/18/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer of Money	10 E 301 432 129000 000 301 000	05/17/2016	0.00	15.24
2		Transfer From Books to Cover End of Year Supplies	10 E 301 411 129000 000 301 000	05/17/2016	15.24	0.00
TOTALS					15.24	15.24

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00442	To Cover Preschool Church Reimbursement	2015-2016	05/18/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds are available because we went electronic on our brochure, thus saving printing costs.	80 E 860 354 258000 000 300 000	05/17/2016	0.00	100.00
2		Preschool Church Reimbursement for space and use.	80 E 860 940 392000 000 330 000	05/17/2016	100.00	0.00
TOTALS					100.00	100.00

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

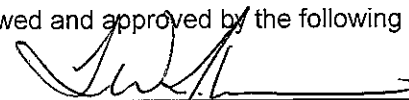
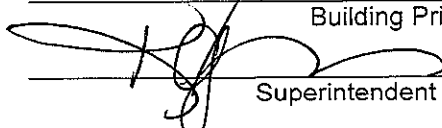
FUND-RAISING APPLICATION FORM

(This form is to be completed for each fund-raising activity being considered.)

- 1. Name of organization(s) making application D.C. Everest Football
- 2. Person completing this form: Name Luke Coenen  
Address R21561 willow Ln. Hatley WI  
Phone No. 715-571-5108
- 3. How much money does your organization plan to raise with this fund-raising activity? \$20,000
- 4. How do you plan to raise the money? Selling DCE Football Discount Cards
- 5. Can you ensure the administration that no direct solicitation of students/teachers at school will be used to raise this money? Yes
- 6. Do you plan to use either the implied or actual name of a school district organization or the school district in general in raising money? Yes  
If so, in What context? On the discount card It will say D.C. Everest Footbal
- 7. Will your fund-raising activity include direct solicitation of businesses, service clubs, or other organizations in our community? No  
If so, which ones? Not to purchase the cards, we will solict businesses to be on the discout card, however lots of times they ask us.
- 8. Do you plan to advertise the activity in the newspaper, radio, or in other means? No  
If so, how? \_\_\_\_\_
- 9. Will alcoholic beverages be served or sold during the fund-raising activity? No
- 10. Where does your organization plan to deposit the money that is raised? SAAB and/or Everest Gridiron Club
- 11. What are the names of the school personnel with whom you plan to deal in making financial gifts to the school?  
Luke Coenen
- 12. During what period of time (days, weeks, months) do you plan to conduct this fund-raiser?  
August 4, 2015 – August 15 2016

This Fund-Raising Application Form has been reviewed and approved by the following people:

5-31-16  
Date  
6/6/16  
Date  
Date

  
\_\_\_\_\_  
Building Principal  
  
\_\_\_\_\_  
Superintendent of Schools  
Board of Education

When a copy of this form has been returned to the person making the application, the fund-raising activity will be placed on the school calendar. Local businesses being solicited may request to see a copy of this approved form.

Exhibit Approved: 9-13-83  
Exhibit Revised: 10-28-97  
RWD:lk

BOARD OF EDUCATION  
D.C. Everest Area School District  
6300 Alderson Street  
Schofield, Wisconsin 54476

# Memorandum

**To:** Jack Stoskopf, Asst. Superintendent-Business/Personnel

**From:** Christine Welsh, Supervisor of Food Services

**Date:** 6/13/16

**Re:** DPI Food Service Contract & Meal Pricing

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I have included the 2016-2017 Permanent Agreement/Policy Statement for School Nutrition Programs for review as well as the Summer Food Service Program Contract.

I am proposing the following meal prices for 2016-2017:

	<u>Lunch Prices</u>	<u>Breakfast Prices</u>
Elementary	\$1.65	\$1.25
Middle School	\$1.80	\$1.25
Junior High	\$1.85	\$1.25
Senior High	\$2.00	\$1.25
Reduced	\$ .40	No Charge
Adult	\$3.15	\$1.65
Milk	\$ .40	\$ .40

These prices represent an increase of 10 cents for all schools. Milk, breakfast and adult meal prices will remain the same. These prices are reflected in the contract that has been submitted online to the DPI. The accountability and meal pricing can be changed at any time.

I am requesting approval of these meal and milk prices for the 2016-2017 SY.



**Summer Food Service Program (2016) Application**  
**General Information**

**374970 - D.C. Everest School District**

*To apply for participation in the Summer Food Service Program (SFSP) complete the application along with site(s) information and submit it to DPI. Collection of this information is a requirement of the SFSP.*

<b>Agency Name:</b>	D.C. Everest School District	<b>Sponsor Type:</b>	Public
<b>FEIN Number:</b>	396007952	<b>County:</b>	Marathon
<b>Sponsor Status:</b>	Nonprofit School Food Authority		

<b>Agency Street Address</b>			
<b>Street Address:</b>	6300 Alderson Street		
<b>City:</b>	Schofield	<b>State:</b>	Wisconsin
		<b>Zip:</b>	54476
<b>Mailing Address (Enter even if it is the same as the street address listed above)</b>			
<b>Street/P.O. Box:</b>	6300 Alderson Street		
<b>City:</b>	Schofield	<b>State:</b>	Wisconsin
		<b>Zip:</b>	54476

<b>Authorized representative</b>			
<b>First Name:</b>	Jack	<b>Last Name:</b>	Stoskopf, Jr.
<b>Title:</b>	Asst. Supt. of Bus. Services	<b>Phone Number:</b>	7153594221
		<b>Extension:</b>	1243
<b>Email Address:</b>	jstoskopf@dce.k12.wi.us		
<b>Person Signing:</b>	Christine Welsh		

<b>Secondary Contact</b>			
<b>First Name:</b>	Chris	<b>Last Name:</b>	Welsh
<b>Title:</b>	Supervisor Food Services	<b>Phone Number:</b>	7152419700
		<b>Extension:</b>	2408
<b>Email Address:</b>	cwelsh@dce.k12.wi.us		

<b>Intended Dates of Food Service Program Operation and Meal Preparation Information</b>			
<b>Program Start Date:</b>	06/13/2016 [MM/DD/YYYY]	<b>Program End Date:</b>	07/08/2016 [MM/DD/YYYY]
<b>Total Days of Operation:</b>	19		
<b>Meal Preparation:</b>	Self-prep		
<b>Meal Provider Type:</b>			
<b>Provider Name:</b>			

**Check all that apply to your Agency**

Applicant is requesting USDA commodities	Yes	Delivery Option is: Delivery
Applicant is requesting advance payment for administrative costs	No	
Applicant is requesting advance payment for operational costs	No	
Applicant provides year-round services to the area or community served by the Summer Food Service Program such as neighborhood recreation services, program for elderly, social services for families, etc.	Yes	
Applicant/organization or any person working for the agency/organization has been terminated or has been seriously deficient in the operation of the Summer Food Service Program or any Child Nutrition Program	No	
Applicant expended \$750,000 or more in total Federal awards during the prior Federal Fiscal Year.	No	
Applicant plans to submit 2-4 weeks of planned menus to DPI to review. (New Sponsor must select this option.)	No	
Applicant will be using the media release prototype provided by DPI to notify the public of the agency's operation of the SFSP. (If using another format, please submit to DPI for approval.)	Yes	
Applicant participated in the Summer Food Service Program in prior year.	Yes	

Prior Agency Code: 374970 Prior State: WI Prior Year: 2015

**Check all the USDA program in which agency/organization participates**

None	No
Child and Adult Care Food Program	No
National School Lunch Program	Yes
School Breakfast Program	Yes
Food Distribution Program	Yes
Special Milk Program	No

**Description of the method used to secure corrective action if problems are observed at a site, including plans for follow-up and explanation of when a site would be closed.**

Supervisor of Food Service will re-train staff and do on-site supervision and observation to determine that the issues are resolved. If a staff person was further found to be deficient, they would be replaced with a different staff member that was able to do the job properly. The site would close if there were a health or safety risk to children.



**Summer Food Service Program (2016) Application  
Sponsor Administrative Personnel Information**

374970 - D.C. Everest School District

**Administrative Personnel**

Review and update personnel information for those who will be responsible for administering the Summer Food Service Program (SFSP).

Administrative Person First Name	Administrative Person Last Name	Title of Administrative Position (i.e., Director, Bookkeeper, Monitor, Clerical)	Total Hours Devoted to SFSP	Salary Per Hour, if volunteer Enter Zero	Total Salary Amount for Program	Does Person Work For Other SFSP Sponsor or FSMC
Christine	Welsh	Supervisor of Food Services	35	\$55.06	\$1,927.10	N
Laticia	Baudhuin	Nutrition Support Specialist	100	\$22.85	\$2,285.00	N



**Summer Food Service Program (2016) Application**  
**Personnel Working for Other Sponsor/FSMC Information**

374970 - D.C. Everest School District

**Administrative Personnel**

Review and Update information of personnel working for other sponsor or food service management companies.

First Name	Last Name	Other Sponsor Name	Other Sponsor/FSMC Address	City	Zip	State	Phone
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**Summer Food Service Program (2016) Application**  
**Income, Operational and Administrative Budget Information**

374970 - D.C. Everest School District

Indicate the expected income from all sources that will be used to help finance the Summer Food Service Program

Income Source	Income Amount (\$)
Net Income Carried Over From PRIOR Summer	\$0.00
Estimated SFSP Reimbursement THIS Summer	\$30,709.94
Donations	\$0.00
Other Income	\$0.00
<b>Total Income</b>	<b>\$30,709.94</b>
Describe Any Restriction on the Use of the Income Source	

**Operational and Administrative Budget**

SFSP Operational Expenditure	Budgeted Operation Costs (\$)
Food	\$14,000.00
Total Labor Salaries	\$6,437.86
Other Operational Labor	\$0.00
Nonfood Supplies	\$2,100.00
Utilities	\$0.00
Kitchen or Truck Rental	\$0.00
Equipment	\$0.00
Transportation Children or Food (Rental)	\$0.00
Transportation Children or Food (Mileage)	\$0.00
Other	\$200.00
<b>Total Budgeted Operation Costs</b>	<b>\$22,737.86</b>

SFSP Administrative Expenditures	Budgeted Administrative Costs (\$)
Total Administrative Salary	\$4,212.10
Office Space Rental	\$0.00
Office Supply	\$100.00
Transportation Admin. and Monitors (Rental)	\$0.00
Transportation Admin. and Monitors (Mileage)	\$350.00
Utilities	\$0.00
Telephone	\$0.00
Postage	\$30.00
Legal Fees	\$0.00
Use Allowances	\$0.00
Other	\$600.00
<b>Total Budgeted Administrative Costs</b>	<b>\$5,292.10</b>

**Explain how excess funds will be used if SFSP income exceeds SFSP expenditures. (1000 or Less Character)**

Any excess funds will be utilized by Fund 50 during the regular school year.



**Summer Food Service Program (2016) Application  
Sponsor Management Responsibility Information**

**374970 - D.C. Everest School District**

Review and Update Information for those who will be responsible for management responsibilities.

Person First Name	Person Last Name	Title of Management Position	Responsibility of Management Position	Other
Christine	Welsh	Supervisor of Food Services	Approving Purchases or Rentals	
Christine	Welsh	Supervisor of Food Services	Approving Regular or Overtime Hours for Employees	
Christine	Welsh	Supervisor of Food Services	Reporting Participation and Cost Data; Preparing Claims	
Laticia	Baudhuin	Nutrition Support Specialist	Coordination of Site Supervisors	
Laticia	Baudhuin	Nutrition Support Specialist	Coordination of Monitoring Requirements	



**Summer Food Service Program (2016) Application  
Sponsor Training Session Information**

374970 - D.C. Everest School District

**Training is Mandatory for all sponsor and site personnel**

<b>Trainer First Name</b>	<b>Trainer Last Name</b>	<b>Training Type</b>	<b>Session Date</b>	<b>Session Topic</b>
Laticia	Baudhuin	Admin	05/23/2016	Administrative Topics for Program Success
Laticia	Baudhuin	Oper	05/23/2016	Comprehensive Operational Training



**Summer Food Service Program (2016) Application  
Civil Rights Pre-Award Compliance Review Information**

374970 - D.C. Everest School District

Provide information in each of the four areas below

<b>1. (A) ESTIMATE the racial make-up of the participants to be served in your Summer Food Service Program.</b>	<b>Total Children (A)</b>
American Indian or Alaskan Native	3
Asian	78
Black or African American	30
Native Hawaiian or Other Pacific Islander	0
White	214
<b>Total Racial Make-Up</b>	<b>325</b>
<b>(B) ESTIMATE ethnic make-up of the participants to be served in your Summer Food Service Program.</b>	<b>Total Children (B)</b>
Hispanic or Latino	13
NonHispanic or NonLatino	312
<b>Total Ethnic Make-Up</b>	<b>325</b>
<b>2. Indicate efforts made to assure that minority populations have an equal opportunity to participate (Check all that apply).</b>	
Have Written nondiscrimination policies	Yes
Publicly post nondiscrimination statement	Yes
Distribute program information to entire service area	Yes
Provide SFSP media release to local media	Yes
Other	
If checked 'Other Please describe: (1000 or less Characters)	
<b>3. Describe efforts made to contact minority and grassroots organization about the opportunity to participate. (1000 or less Characters)</b>	
The SFSP media release will be made available to local media. In addition, printed information will be send home along with posting information on the district website.	
<b>4. List any Federal agency/agencies providing financial support to your agency. (1000 or less Characters)</b>	
USDA	
<b>5. Has your agency ever been found to be in noncompliance by the Federal agency/agencies from whom it receives assistance ?</b>	
No	



WISCONSIN DEPARTMENT OF  
**PUBLIC INSTRUCTION**

**Summer Food Service Program (2016) Application**  
**List of Sites Registered**

**374970 - D.C. Everest School District**

<b>Site No.</b>	<b>Site Name</b>	<b>Type of Site</b>
12861	Weston Elementary School	Open



**Summer Food Service Program (2016) Application  
Site Application**

374970 - D.C. Everest School District  
12861 Weston Elementary School

**General Information**

<b>Site Name:</b>	Weston Elementary School	<b>County:</b>	Marathon
<b>Site Program Start Date:</b>	06/13/2016	<b>Site Program End Date:</b>	07/08/2016
<b>Street Address:</b>	5200 Camp Phillips Road	<b>City:</b>	Weston
		<b>Zip:</b>	54476
		<b>Phone:</b>	7153594181
<b>Name of Site Supervisor (If unknown at this time, provide to DPI prior to beginning of operation)</b>			
<b>First Name:</b>	Suzette	<b>Last Name:</b>	Hafner

**Geographic location and Free/Reduced Information:**

*Site Area Eligibility: Describe geographic area to be served by site. Indicate name of school if using school free/reduced data to determine area eligibility for this site.*

Area eligibility for Weston Elementary School

*Percentage of children to be served by site that meet eligibility requirements for free/reduced price school meals.*

Percentage of Children %: 62                      Month: 10                      Year: 2015

**Check all USDA Program in which this site participates**

None	No
National School Lunch Program	Yes
Child and Adult Care Food Program	No
Special Milk Program	No
School Breakfast Program	Yes
Food Distribution Program (Commodity)	Yes

**Select Type of Site and provide list of supporting eligibility documentation attached**

Type of Site:	Open
1. Public or nonprofit private schools located in the area of the site show that 50 percent or more of the enrolled children are eligible for free or reduced price meal.	Yes
2. Documentation from departments of welfare, education or zoning commissions indicate area is eligible.	No
3. Census tract information indicates area is eligible.	No
4. Household Size-Income Statements will be collected from parents and maintained on file to document the income eligibility for individual children and thus site eligibility (at least 50% of the children enrolled in the site must be determined needy)	No
5. Eligibility documentation for individual children enrolled in site will be collected and maintained on file from the public or private school food authority(s) agreeing to release such information for the purpose of determining SFSP site eligibility. This data will indicate that at least 50 percent or more of the enrolled children are eligible for free or reduced price meals.	No

6. Upward Bound eligibility documentation for individual children enrolled in the program will be collected and maintained on file. This data will indicate that at least 50 percent or more of the enrolled children meet Upward Bound income requirements.	No
7. The site serves predominately children of migrant farm workers.	No
8. Household Size-Income Statements will be collected from parents and maintained on file to document the income eligibility for individual children.	No
9. Eligibility documentation for individual children enrolled in the site will be collected and maintained on file from public or private school food authority(s) agreeing to release such information for the purpose of determining SFSP site eligibility.	No
10. Upward Bound eligibility documentation for the individual children enrolled in the program will be collected and maintained on file.	No
11. Children served at the site are bussed from areas that are eligible using school, census or other approved data.	No
12. NYSP site complies with the Department of Health and Human Services guidelines for income eligibility for children attending this program.	No

**Provide Tentative Visit Date(s), Review Schedule and Monitor Information**

<b>Date of Scheduled Preoperational Visit</b>			
<b>Date of Scheduled First Week Visit</b>	06/15/2016		
<b>Date of Scheduled Review</b>	06/30/2016		
<b>Monitor First Name Completing Visit/Review</b>	Laticia	<b>Last Name</b>	Baudhuin

Check if Sponsor requesting Meal Pattern Exception or Variation for this site. Submit detailed request in writing to DPI  No

**Select Menu Planning System used to plan meals and Offer Vs Serve provision for SFSP Site**

<b>Menu Planning System</b>	
<b>Breakfast</b>	SFSP Meal Pattern
<b>Lunch</b>	SFSP Meal Pattern
<b>Supper</b>	None
<b>Offer Vs Serve</b>	
<b>Breakfast</b>	Yes
<b>Lunch</b>	Yes
<b>Supper</b>	None

**Provide Meal Service Information**

<b>Meal Preparation Method</b>	Self preparation on site
<b>Site Location</b>	Indoor
<b>Meal Prepared/Delivered</b>	
<b>Meal Prepared On Site</b>	Yes
<b>Meal Delivered to this Site</b>	No
<b>How Many Children can eat at this site at one time</b>	400
<b>How will the meal service be supervised</b>	Because many of the students will participate in summer school, the class teacher will supervise their time in the lunchroom. FS staff will also be present once monitoring has taken place

**Select Meal Count Procedure for this site**

Meal Count is taken at the end of the meal service line at the point it has been determined that the child has received a complete meal **Yes**

Meal Count is taken at the beginning of the meal service line. A person is positioned at the end of the line to verify that each child has received a complete meal. **No**

Family Style Meal Service - The meal count is taken after the children have been seated and have received their meal. (Applicable for Camp and Enrolled Sites only) **No**

Other **No**  
If you selected 'Other' as meal count Procedure for the site please describe it

**Provide Meal Adjustment and Facility Information**

**Procedures are in place for the adjustment of meal orders to reflect the number of children participating daily. Yes**

Briefly describe procedure for adjusting meal orders.

Meal numbers will be adjusted daily based on prior day/week meal counts.

**Site has adequate facilities for holding meals at proper temperatures or meals will be served within one hour. Yes**

Briefly describe holding facilities or indicate meals are served within one hour.

This site has school meal holding/serving equipment that will be used to serve meals.

**Site has adequate facilities for storing leftover meals or meals are returned to the meal preparation kitchen Yes**

Briefly describe storage facilities or indicate meals are returned to the meal preparation kitchen.

There is adequate refrigeration and freezer storage space at this facility.

**Check/Select all that apply to the site**

Food service is the part of a regularly scheduled program of activities for children at this site	<b>Yes</b>
This site participated in the Summer Food Service Program in prior years	<b>Yes</b>
Prior Sponsor Name: D.C. Everest School District	<b>Most recent year of Participation: 2015</b>



**Summer Food Service Program (2016) Application**  
**Food Service Personnel Working at Site Information**

374970 - D.C. Everest School District  
12861 Weston Elementary School

**Operational Labor Personnel**

Review and update personnel information for those who will be responsible for working at sites.

<b>Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)</b>	<b>Total Hours Devoted to SFSP</b>	<b>Salary Per Hour, If Volunteer Enter Zero</b>	<b>Total Salary Amount for Program</b>	<b>Specific Food Service Duties</b>	<b>Start Date of Employment for the SFSP</b>	<b>End Date of Employment for the SFSP</b>
Cook I	170	\$15.54	\$2,641.80	Site Manager, cook and serve, clean up	03/11/2016	07/11/2016
Summer-Server/Monitor	66	\$12.68	\$836.88	Sets up lines, monitors meals, supervises students, clean-up	05/23/2016	07/11/2016
Summer-Server/Monitor	66	\$12.68	\$836.88	Sets up lines, monitors meals, supervises students, clean-up	05/23/2016	07/11/2016
Cook II	145	\$14.62	\$2,119.90	Cook, serve, monitor, clean-up	05/23/2016	07/11/2016



**Summer Food Service Program (2016) Application**

**List of Registered Session(s) Information**

**374970 - D.C. Everest School District**

**12861 Weston Elementary School**

<b>Session No:</b>	<b>Session Beginning Date</b>	<b>Session Ending Date</b>
5381	06/13/2016	07/08/2016



**Summer Food Service Program (2016) Application  
Update-Modify Session Information**

374970 - D.C. Everest School District  
12861 Weston Elementary School

Session No: 5381

Session Beginning Date	06/13/2016	Session Ending Date	07/08/2016
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**For this Session, Number of Operating Days In each Month**

May	June	July	August	September
0	14	5	0	0

**Scheduled date(s) Site will be Closed (i.e. July 4th, etc.)**

July 4, 2016

**Operating Days of the Week (Check each day this site will operate on a regular basis)**

Monday	Yes
Tuesday	Yes
Wednesday	Yes
Thursday	Yes
Friday	Yes
Saturday	No
Sunday	No

**Meal Service Information [Enter times of meal service with decimals and not colons]**

Check Type of Meal to be Served	No. Of Children to be Served by Meal Type	No. Of Children eligible for Free Reduced Price Meal	Time Meal Service Begin	Time Meal Service End
Breakfast      Yes	300	300	7:45    AM	8:30    AM
Am Supplement    No	0	0	0:00	0:00
Lunch            Yes	300	300	10:50   AM	12:40   PM
PM Supplement    No	0	0	0:00	0:00
Supper            No	0	0	0:00	0:00

**Permanent Agreement/Policy Statement**  
 Updated April 2016  
  
**School Nutrition Programs-School Agencies**

**General Information**

This is an agreement (Agreement) between the Wisconsin Department of Public Instruction (DPI) [hereafter referred to as the State Agency, (SA)] and the School Food Authority (SFA). The SFA agrees to administer the Child Nutrition Programs approved in its contract in accordance with federal regulations including policy and instructions issued by the United States Department of Agriculture (USDA) and SA.

Program	Federal Regulation	Catalog of Federal Domestic Assistance (CFDA) Number
National School Lunch Program Afterschool Snack Program	7 CFR 210, 245	10.555
School Breakfast Program	7 CFR 220, 245	10.553
Special Milk Program	7 CFR 215, 245	10.556
USDA Food Distribution Program	7 CFR 250	10.550
Child and Adult Care Food Program	7 CFR 226	10.558
Summer Food Service Program	7 CFR 225	10.559

The SFA will be responsible for knowing and following the regulations for each separate Child Nutrition Program that the SFA participates in. By continuing to operate programs under this Agreement, the SFA agrees to comply with any and all new and revised statutes, regulations, policy memoranda, and other directives regarding covered programs. The SFA must terminate this Agreement as outlined in *General Information Letter C* of this Agreement if the SFA will not or cannot comply with new or revised statutes, regulations, policy memoranda, or other directives.

**A. DEFINITIONS**

*Covered Programs* means those Child Nutrition Programs that the SFA has applied for and for which the SFA has received SA approval. Covered programs may be any combination of the following programs:

- National School Lunch Program (NSLP) and Afterschool Snack Program (ASSP),
- School Breakfast Program (SBP),
- Special Milk Program (SMP),

- USDA Food Distribution Program (FDP),
- Child and Adult Care Food Program (CACFP), and
- Summer Food Service Program (SFSP).

*Participant* means children who are eligible to participate in covered programs.

*School Food Authority (SFA)* means, as defined in NSLP regulations 7 Code of Federal Regulations (CFR) 210.2, the governing body which is responsible for the administration of one or more schools; and has the legal authority to operate the program therein or be otherwise approved by the USDA Food and Nutrition Services (FNS) to operate the program.

*School* means: (a) An educational unit of high school grade or under, recognized as part of the educational system in the state and operating under public or nonprofit private ownership in a single building or complex of buildings; (b) any public or nonprofit private classes of preprimary grade when they are conducted in aforementioned schools; or (c) any public or nonprofit private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and if private, is licensed to provide residential child care services under the appropriate licensing code by the state or a subordinate level of government, except for residential summer camps which participate in the SFSP for Children, Job Corps centers funded by the Department of Labor, and private foster homes.

*State Agency (SA)* means the state administering agency of USDA Child Nutrition Programs. In Wisconsin, the SA is the DPI School Nutrition Team.

#### **B. APPROVED PROGRAMS AND TIME PERIODS**

This Agreement applies to the Child Nutrition Program listed in the definition of “covered programs” above, for which the SA has approved the SFA’s participation. This Agreement remains in effect until terminated by either party in accordance with the section titled “*Amendment and Termination of Agreement*”.

#### **C. AMENDMENT AND TERMINATION OF AGREEMENT**

This Agreement may be amended unilaterally by the SA. However, either the SA or the SFA may propose amendments. Amendments by the SA are not subject to approval by the SFA. By continuing to operate the covered programs after an amendment to this Agreement, the SA and the SFA agree to comply with the amendment. If the SFA will not or cannot comply with an amendment, the SFA must terminate the Agreement in accordance with this section.

This Agreement may be terminated in accordance with the program statutes, program regulations, and 7 CFR Part 200 for either public or private organizations.

#### **D. GENERAL CONDITIONS FOR ALL CHILD NUTRITION PROGRAMS**

1. Any SFA listed in the online application and approved by the SA shall be part of this Agreement.
2. The Agreement shall be effective from the date the Agreement and specific program application is approved by the SA. The SA's agreement to reimburse the SFA is contingent upon availability of federal funds appropriated to the federal Child Nutrition Programs. No legal liability on the part of the government for payment of any money shall arise unless and until such appropriations have been approved. Reimbursement is contingent on the required applications, documentation, and reports being submitted to the SA before the stated deadline established for each separate Child Nutrition Program.
3. The Agreement remains in effect until terminated by either party. Terms of the Agreement may be modified or terminated by mutual written consent between the SA and the SFA. SFAs shall be given written notice in advance of the effective date of an amendment. No termination, suspension, or expiration of this Agreement shall affect the obligation of the SFA to maintain records and to make such records available for audit.
4. The SFA has the right to appeal decisions made by the SA that affect participation in the program or claim for reimbursement.
5. The SA, the USDA, and other state or federal officials have the right to make announced or unannounced reviews of SFA operations during the normal hours of SFA operations.
6. The SFA shall cooperate with the USDA officials and the SA and their contractors conducting evaluation or research in programs authorized under the Richard B. Russell National School Lunch Act and the Child Nutrition Act.
7. The SFA will make no discrimination against any child because of his or her eligibility for free or reduced price meals in accordance with 7 CFR 245 and the following Policy Statement for Free and Reduced Price Meals and Free Milk.
8. The SFA will comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); and all USDA regulations regarding nondiscrimination (7 CFR Parts 15, 15a, and 15b) and FNS Instruction 113-1 (which includes annual civil rights training) to the effect that no person shall, on the grounds of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

By accepting this assurance, the SFA agrees to compile data, maintain records, and submit reports, as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA and SA personnel during normal working hours to review such records, books, and accounts as needed to

ascertain compliance with nondiscrimination laws. If there are any violations of this assurance, the USDA, FNS shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the program applicant and its successors, transferees, and assignees, as long as they receive assistance or retain possession of any assistance from the SA.

**E. THE SA AGREES TO:**

1. Reimburse the SFA, to the extent available funding, for meals meeting the nutritional requirements served to children attending the schools participating in the Child Nutrition Programs covered by this Agreement. The amount of reimbursement during any fiscal year shall be paid in accordance with the allowable rates established by the USDA regulations.
2. Allocate USDA Foods (formerly Commodities), to the extent available and allowable, to the SFA for the Child Nutrition Programs covered by this Agreement.
3. Promptly notify the SFA in writing of any change in the nutrition standards, minimum meal pattern requirements, or the assigned rates of reimbursement or USDA Foods.

**F. THE SFA AGREES TO (for all programs):**

1. Comply with the intent and purpose of program statutes and program regulations cited in this Agreement, and memoranda, directives, and other guidance as issued by the SA for covered programs. This Agreement incorporates the statutory and regulatory provisions applicable to covered programs by reference.
2. Provide eligible participants with meals, snacks, or milk, in accordance with nutritional and other requirements specified for each covered program.
3. Provide free and reduced price meals or snacks or free milk (if participating in free milk option of SMP) to participants according to the applicable policy statements for covered programs as listed below.
4. Submit claims for reimbursement, program applications, and other required information as prescribed by the SA.
5. Accept final financial and administrative responsibility for management of an effective food service.
6. Adhere to all federal, state, and local procurement regulations and laws, per 2 CFR Part 200.
7. Operate a nonprofit food service, use program income only for program purposes, and maintain a financial system as prescribed by the SA.
8. Complete corrective actions issued by the SA within timeframes specified by the SA.
9. Public SFAs only: Provide the SA, no later than December 31 of each year with a list of all elementary schools under its jurisdiction in which 50 percent or more of enrolled children have been determined eligible for free or reduced price meals as of the last operating day the preceding October. The SA may designate a month other than October for the collection of this information, in which case the list must be provided to the SA within 60 calendar days following the end of the month designated by the SA. In addition, each SFA shall provide, when available for the schools under its

jurisdiction, and upon the request of the sponsoring organization of day care homes of the CACFP, information on the boundaries of the attendance areas for the elementary schools identified as having 50 percent or more of enrolled children certified eligible for free or reduced price meals.

## **Program Specific Requirements: School Meal and Milk Programs**

### **NSLP, ASSP, SBP, SMP, FDP, CACFP, and SFSP**

#### **NSLP, ASSP, FDP, and SBP**

The SFA and participating schools under its jurisdiction agree to comply with all provisions of 7 CFR Part 210 – *National School Lunch Program*; Part 220 – *School Breakfast Program* (if applicable); Part 245 – *Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools*; Part 250 – *Donation of Foods for Use in the United States, its Territories and Possessions and Areas under its Jurisdiction*.

1. Serve meals and, if applicable, afterschool program snacks that meet minimum program requirements, as prescribed in 7 CFR 210.10 and 220.8. Serve snacks in an afterschool program sponsored or operated by the SFA that provides children with regularly scheduled activities in an organized, structured, and supervised environment and includes educational or enrichment activities.
2. Price the meal and/or snack as a unit.
3. Serve meals and snacks free or at a reduced price to all children who are determined by the local education agency (LEA) to be eligible for such meals or snacks in accordance with 7 CFR 245 and the SFA Policy Statement for Free and Reduced Price Meals of this Agreement.
4. Count the number of free, reduced price, and paid reimbursable meals/snacks served to eligible children at the point of service, or through another counting system if approved by the SA. Maintain accurate production records for all meals/snacks claimed for reimbursement.
5. Observe the requirements for and limitations on any competitive school food service as set forth in 7 CFR 210.11(b) and 220.12.
6. Maintain necessary facilities for storing, preparing and serving food and operate the food service program in compliance with all sanitation and health standards as required by applicable state agency and/or local laws and regulations. Comply with the food safety inspection requirements specified in program regulations as outlined in 7 CFR 210.13 and 220.7.
  - Obtain food for use in the programs from an approved food source, as specified in the Wisconsin Food Code.
  - Maintain compliance with the Wisconsin Food Code guidelines.
  - Obtain a minimum of two food safety inspections per school year conducted by a state or local governmental agency responsible for food safety inspections. Schools participating in more than one Child Nutrition Program shall only be required to obtain a minimum of two food safety inspections per school year if the food

preparation and service for all meal programs take place at the same facility. Schools shall post in a publicly visible location a report of the most recent inspection conducted and provide a copy of the inspection report to a member of the public upon request.

7. Claim reimbursement at the assigned rates only for reimbursable free, reduced price, and paid meals/snacks allowable under the program(s) covered by this Agreement as verified by point of service meal count records only served to eligible children in accordance with 7 CFR Parts 210 and 220.
8. Claim reimbursement at the assigned rates only for snacks served on days that school is in session to children through the age of 18 and children who turn 19 years of age during the school year.
9. Agree that the SFA official signing the claim shall be responsible for reviewing and analyzing meal counts to ensure accuracy as specified in 7 CFR 210.8 governing claims for reimbursement.
10. Submit claims for reimbursement in accordance with 7 CFR 210.8 and 220.11. Claims must be submitted no later than 60 calendar days following the last day of the full month covered by the claim. The SFA is responsible for following internal controls including edit checks and on-site monitoring reviews for agencies with more than one school.
11. The SFA acknowledges that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension, or termination of the program as specified in 7 CFR 210.25 and 220.19. If failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, the penalties specified in 7 CFR 210.26 and 220.6 shall apply.
12. Maintain a nonprofit school food service account and use all income for allowable program purposes, except that such income shall not be used to purchase land, acquire, or construct buildings.
13. Observe the requirements for and limitations on the use of nonprofit school food service revenues set forth in 7 CFR 210.14(a), 220.12(a), and 2 CFR Part 200 as applicable.
14. Limit net cash resources to an amount that does not exceed a three (3) month average of operating expenditures except for such excess amounts that have been approved by the SA, in accordance with 7 CFR 210.19(a) and 220.7(e)(1)(iv).
15. Maintain a financial management system as prescribed under 7 CFR 210.14(c) and 220.7(e)(1).
16. Comply with the requirements of USDA regulations regarding financial management (7 CFR Part 200 and 7 CFR Part 3026, as applicable).
17. Maintain files of currently approved and denied free and reduced price applications, respectively, and the names of children approved for free meals based on documentation certifying that the child is included in a household approved to receive benefits under the Food Share, Food Distribution Program for Households on Indian Reservations (FDPIR) or W-2 cash benefits, or the child has been otherwise certified for free meals by an appropriate authority authorized by the USDA and SA.

18. Retain the individual applications for free and reduced price lunches, breakfasts, and meal supplements submitted by families for a period of three years after submission of the final claim for reimbursement for the fiscal year unless there is an audit finding that has not been resolved. In that case, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.
19. Review each afterschool care snack program two times a year; the first review shall be made during the first four weeks of the snack service each school year, except that an afterschool care snack program operating year round, which shall be reviewed during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter.
20. Every school year, prior to February 1, each SFA with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction as stated in 7 CFR 210.8(a)(1). Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation. If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.
21. Upon request, must make all accounts and records pertaining to its school food service available to the SA and to USDA FNS, for audit or review purposes, at a reasonable time and place. Such records should be retained for three years after the date of the final claim for reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.
22. Enter into this agreement to receive donated foods as required by 7 CFR 250.
23. Agree to follow procedures established by the SA in compliance with the "Policy and Procedures for the Wisconsin USDA Foods Program".
24. Agree to accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the USDA Food Distribution Program in accordance with 7 CFR 250.
25. Agree to request all USDA Foods through SA's internet-based ordering system per frequency and methods indicated by SA procedures, policies, and guidance.
26. If participating in commercial distribution or direct diversion of USDA Foods into end products, the SFA shall enter into an agreement as stipulated by SA.
27. Follow procedures established by the SA in compliance with USDA Foods Hold and Recall Procedures and Wisconsin USDA Foods Hold and Recall Procedures.
28. All income accruing from the use of USDA Foods shall be deposited in the SFA's nonprofit school food service account.
29. Be responsible to the SA for any improper distribution or use of USDA Foods or for any loss of, or damage to, USDA Foods caused by SFA's fault or negligence.
30. Preserve the right to assert claims against other persons or entities to which USDA Foods are delivered for care, handling or distribution on the SFA behalf.

31. Take actions to obtain restitution in connection with claims for improper distribution, use or loss of, or damage to USDA Foods.

### **SMP**

If participating in the SMP, the SFA will comply with all requirements of 7 CFR Part 215 – *Special Milk Program* and if applicable Part 245 – *Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools*.

1. Operate a nonprofit milk service.
2. Claim reimbursement only for milk as defined in 7 CFR 215 and in accordance with the provisions of Sections 215.8 and 215.10.
3. Submit claims for reimbursement in accordance with 7 CFR 210.10 and procedures established by the SA.
4. Maintain a financial management system as prescribed by SA.
5. If electing to serve milk at no charge only to needy children under 7 CFR 215.7(d)(2), the SFA agrees to serve milk free to all eligible children, at times that milk is made available to non-needy children under the SMP.
6. Determine eligibility for free milk for children who are not categorically eligible in accordance with current USDA income eligibility guidelines.
7. Comply with all requirements applicable to offering free milk in 7 CFR 245 - *Determining Eligibility for Free and Reduced Price Meals and Free Milk*. Retain the individual applications for free milk submitted by families for a period of three years after the end of the fiscal year to which they pertain, except that, if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.
8. Adhere to the Policy Statement below when providing free milk as described for the provision of free school meals of this Agreement except for the provision requiring verification of applications.
9. Abide by the hearing procedures set forth in 7 CFR 245.7 and the nondiscrimination practices set forth in 7 CFR 245.8.

### **CACFP**

If participating in the CACFP, SFA will comply with all requirements of 7 CFR 226 - *Child and Adult Care Food Program*.

1. Certify that loan collateral costs will not be charged to the CACFP. The SFA further certifies that advance payment of CACFP funds or sponsored facility reimbursement payments will not be used as the basis (whole or in part) for securing a loan.
2. Ensure that meals are served free or at a reduced price to all participants eligible for free or reduced price meals in accordance with the SA's household size-income statements, and an approved Pricing Program Addendum is on file with the SA, when the institution elects a separate charge for meals.
3. Outside of School Hours Centers and At Risk After School Hours Care Sites: In accordance with USDA guidance, Outside of School Hours Centers and At Risk After School Hours Care Sites participating in the CACFP are not required to be licensed unless

there is a state or local requirement for licensing. As a condition of receiving federal reimbursement under the CACFP, the SFA that:

- a. Outside of School Hours Centers and At Risk After School Hours Care Sites participating in the CACFP under the SFAs' Application/Agreement which are not licensed, are not required to be licensed based on the Department of Children and Families criteria that "No person may for compensation provide care and supervision for four or more children under the age of seven for less than 24 hours a day unless that person obtains a license to operate a day care center from the department, Sec. 48.65(1) Wis. Stats.
  - b. The SFA shall require Outside of School Hours Centers and At Risk After School Hours Care Sites to advise the sponsor of any change in conditions that may require such sites to be licensed and that such requirement shall be part of the site agreement the SFA executes with such site(s).
  - c. Should the SFA receive information or otherwise have knowledge of any change at a site that may affect the site's need to obtain a license, the SFA shall notify immediately the Department of Children and Families in effort to obtain licensure if the site elects to continue participation in the CACFP, or if licensure is required and the site elects not to satisfy the licensure requirement the site shall be immediately terminated from the CACFP. The SFA also agrees to notify immediately the SA of such action(s).
4. The SFA agrees that meals and snacks will not be claimed for any site that is not in compliance with the licensure requirement.
  5. The SFA certifies that neither it nor any of its principals have been declared ineligible to participate in any other publicly funded program by reason of violating that program's requirements.
  6. The SFA certifies that neither it nor any of its principals has been convicted of any activity that occurred in the past seven years and that indicated a lack of business integrity. (A lack of business integrity includes fraud, antitrust violation, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstructing justice or any other activity indicating a lack of business integrity as defined by the SA.)
  7. Institutions and individuals making false certifications will be placed on the National Disqualified List and will be subject to any other applicable civil or criminal penalties.
  8. The SFA further certifies that a screening process is in place to scrutinize any criminal convictions of board members that may disqualify them from performing program administrative functions.
  9. The SFA shall ensure that all sites under its administrative authority will not independently contract with the SA to operate any other USDA Child Nutrition Program(s).
  10. SFA is notified of the right of the SA, the USDA, and other state or federal officials to make announced or unannounced reviews of their operations during the institution's normal hours of program operations and that anyone making such reviews must show photo identification that demonstrates that they are employees of one of these entities.

11. Upon request, make all accounts and records pertaining to the CACFP available to state, federal, or other authorized officials for audit or administrative review, at a reasonable time and place. The records shall be retained for a minimum of three years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.
12. Provide assurance that all participants are served the same meals at no charge and that there is no discrimination in the course of the food service. If there is a substantive change in this Policy Statement below, the SFA must notify the SA and provide a revised Policy Statement at the SA's request.

### **SFSP**

If participating in the SFSP, SFA will comply with all requirements of 7 CFR 225 – *Summer Food Service Program*.

1. Operate a nonprofit food service during the period that SFSP is offered, as follows:
  - From May through September for children on school vacation.
  - At any time of the year, in the case of sponsors administering the program under a continuous school calendar system.
  - During the period from October through April, if the program serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by SA, a similar cause.
2. Offer meals which meet the requirements and provisions set forth in 7 CFR 225.16 during times designated as meal service periods by the sponsor, and offer the same meals to all children.
3. Serve meals without cost to all children.
4. Issue a free meal policy statement in accordance with 7 CFR 225.6(c).
5. Meet the training requirement for its administrative and site personnel, as required under 7 CFR 225.15(d)(1).
6. Claim reimbursement only for the type or types of meals specified in the Agreement and served without charge to children at approved sites during the approved meal service period. No permanent changes may be made in the serving time of any meal unless the changes are approved by SA.
7. Submit claims for reimbursement in accordance with procedures established by SA and those stated in 7 CFR 225.9.
8. Maintain proper sanitation and health standards in the storage, preparation, and service of food in conformance with all applicable state and local laws and regulations.
9. Accept and use, in quantities that may be efficiently utilized in the program, such foods as may be offered as a donation by the USDA.
10. Have access to facilities necessary for storing, preparing, and serving food.
11. Maintain a financial management system as prescribed by SA.
12. Maintain on file documentation of site visits and reviews in accordance with 7 CFR 225.15(d)(2) and (3).

13. Upon request, make all accounts and records pertaining to the SFSP available to state, federal, or other authorized officials for audit or administrative review, at a reasonable time and place. The records shall be retained for a minimum of three years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.
14. Maintain children on site while meals are consumed.
15. Retain final financial and administrative responsibility for its program.
16. Provide assurance that all children are served the same meals at no charge and that there is no discrimination in the course of the food service. If there is a substantive change in this Policy Statement below, the SFA must notify the SA and provide a revised policy statement at the SA's request.

## POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

Not applicable for CEP schools and RCCIs without day students.  
If participating in Provision 2, only applicable for the base year.

The SFA accepts responsibility for providing free and reduced price meals/snacks or free milk to eligible children. It assures the SA that the policy will be uniformly applied and implemented in all participating schools under its jurisdiction for the applicable Child Nutrition Program(s) covered by this Agreement:

In fulfilling these responsibilities the LEA:

- A. Agrees to designate individuals (on the Online Contract) as *Determining Official* to review applications and make determinations of eligibility as named on the Policy Statement Renewal; as *Hearing Official* to hear complaints or appeals on application determination or verification process results and possible discrimination in the operations of the program; as *Verifying Official* to conduct the verification process including the selection of applications, notification of selection for verification, examination of materials submitted, and notification results; and as *Confirming Official* to conduct review of the information on applications selected for verification to determine that the correct determination was initially made. Such officials(s) will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals or free milk.
- B. Agrees to serve meals/snacks free or at a reduced price and free milk, as applicable, to children from households whose income is at or below the family size income scale of the published USDA Income Eligibility Guidelines for the current school year.
- C. Agrees to develop and distribute to each child's parent(s) or guardian a letter on how to apply for school meal benefits, including frequently asked questions. In addition, an application form for free and reduced price meals or free milk shall be distributed with the parent letter at or about the beginning of each school year or whenever there is a change in eligibility criteria. SFAs using an online application need to notify households how to access the online application in order to apply for benefits and explain how to obtain and submit a paper household application if they do not have access to a computer. The letter to parents with the free and reduced price meal application attachment shall have only the income eligibility guidelines for reduced price meals with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals. The letter to parents of half-day students in schools participating in the Special Milk Program shall have only the income eligibility guidelines for free milk.
  1. Interested parents or guardians are responsible for filling out the application and returning it to the school for review. Such applications and documentation of determinations made will be maintained for a period of three years after submission of the final claim for reimbursement for the fiscal year unless there is an audit finding that has not been resolved. In that case, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.

2. Applications must only require the last four digits of the parent's or guardian's Social Security number. Parents and guardians are eligible to apply for benefits even if they do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box labeled "Check if no SSN".
  3. Applications may be filed at any time during the year. Parents or guardians enrolling a child in a school for the first time shall be supplied with appropriate meal or milk application materials regardless of the time of year the child is registered. If a child transfers from one school to another under the jurisdiction of the same SFA, his/her eligibility for free or reduced price meals or free milk will be transferred to and honored by the receiving school.
  4. Parents or guardians will be promptly notified of the acceptance or denial of their application(s).
  5. The SFA agrees to run direct certification no less than three times per year (except in participating in one of the Special Provisions): at or around the beginning of the school year, three months after initial effort, and six months after the initial effort.
  6. Parents of students determined through direct certification to be eligible for free meals shall be notified of free meal benefits using the prototype letter provided by the SA.
  7. Children that are under the legal responsibility of a foster care agency or court are eligible for free meal benefits, regardless of income. Foster children may be certified as eligible through the direct certification process; without a household application or with proper documentation from local or state placement agencies. Households with foster children and non-foster children may include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children. If the foster family is not eligible for free or reduced price meal benefits, this does not prevent a foster child from receiving free meal benefits.
  8. The SFA agrees to communicate with households and assist them with children who are categorically eligible under "Other Source Categorically Eligible" (migrant, homeless, or runaway). This includes providing contact information of the SFA liaison that is responsible for assisting households and making sure they mark the relevant box on the application to indicate their status.
  9. When an application is rejected, parents or guardians will be provided written notification which shall include:
    - a. the reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application;
    - b. notification of the right to appeal;
    - c. instructions on how to appeal;
    - d. a statement reminding parents that they may reapply for free and reduced price benefits at any time during the school year; and
    - e. the reasons for ineligibility shall be properly documented and retained on file at the SFA level.
- D. Agrees to establish a procedure to collect money from children who pay for their meals/snacks or milk and to account for the number of free, reduced price, and full price

meals/snacks and free and full price milk served (as selected on the online contract), all in a way that prevents the overt identification of the children receiving free or reduced price meals or milk.

- E. Agrees to prevent overt identification of the children receiving free or reduced price meals/snacks or free milk if the LEA is selling competitive foods during a meal service.
- F. Agrees to take all actions, as prescribed in 7 CFR 245.6 (f-k), that are necessary to ensure compliance to prevent disclosure of confidential information of children eligible to receive free and reduced price meals or free milk which include:
  - 1. The names of children shall not be published, posted, or announced in any manner.
  - 2. There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means.
  - 3. The children shall not be required to work for their meals or milk.
  - 4. The children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance or consume their meals or milk at a different time.
  - 5. When more than one lunch/snack or breakfast or type of milk is offered which meets the requirements prescribed in 7 CFR 210.10 and 7 CFR 220.8 or the definition of *milk* in 7 CFR 215.2, the children shall have the same choice of meals/snacks or milk that is available to those children who pay the full price for their meal or milk.
- G. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk.
- H. Agrees that, in the operation of school nutrition programs, no child shall be discriminated against because of race, sex, color, national origin, age, or disability(except as permitted through an approved waiver as per USDA Policy Memorandum SP 31-2015, titled *Guidance on Prohibition of Separation by Gender during Child Nutrition Program Meal Service*).
- I. Agrees to prevent overt identification of the children receiving free and reduced price meals/snack or free milk.
- J. Agrees to establish and use a fair hearing procedure as prescribed by the SA.
- K. Agrees to set reduced price charges for lunch, breakfast, and snacks at or below the maximum reduced price allowed by regulations and below the full paid price of the lunch, breakfast, and snack.
- L. Agrees to submit to the SA any alterations to the annual prototype free and reduced priced meal application before implementation, for paper and /or electronic forms. Such changes will be effective only upon SA approval and a copy of the approved document will be kept in a permanent file at the SA.
- M. Agrees to verify eligibility for free and reduced price meals in accordance with program regulations and maintain records as follows:
  - 1. a summary of the verification efforts including the selection process;
  - 2. the total number of applications on file on October 1;
  - 3. the number of applications verified;
  - 4. documentation of each application verified and the results;
  - 5. documentation of verification results on or before November 15; and
  - 6. documentation of submission of results of verification to SA on or before February 1.

Records regarding these requirements will be available for monitoring by SA as part of its supervisory assistance monitoring and verification efforts.

- N. Agrees to submit a public release containing both the free and reduced price eligibility guidelines and all other information outlined in the parent letter, to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.
- O. Agrees to submit accurate data, if applying for participation in either Provision 2 or the Community Eligibility Provision, to be used to establish claiming percentages for each participating school, in a timely fashion.
- P. Agrees to have a system in place to identify language needs of families, and in turn notify the SA to ensure that there are no barriers for participation in the USDA Child Nutrition Programs for Limited English Proficient (LEP) families. LEAs can use the information gained through the Home Language Survey conducted during the school enrollment process to identify the language used by households. LEAs are required to communicate with parents and guardians in a language they can understand throughout the certification and verification processes.
- Q. An annual copy of the following documents (along with applicable translations for Wisconsin) can be found on our website at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications>.
  - 1. Free and Reduced Price School Meal Application
  - 2. Letter to Households
  - 3. Press Release
  - 4. Notice to Households of Approval or Denial of Benefits,
  - 5. Notice to Households of Selection for Verification
  - 6. Notice to Households of Adverse Action
  - 7. Notice of Eligibility Based on Direct Certification

### **Policy Statement for the Summer Food Service Program**

The SFA assures the SA that the policy herein stated will be uniformly applied and implemented for all participating child nutrition sites under its jurisdiction and that all children are served the same meals at no separate charge regardless of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the SA (not all prohibited bases will apply to all programs and/or employment activities); and that there is not discrimination in the course of the food service. (If a charge is made for food service, contact the SA immediately for the proper Policy Statement).

The SFA further assures the SA that for all sites under the SFA's jurisdiction which are using individual enrollment to document areas in which poor economic conditions exist and by camps using individual Household Size-Income Statements to document children's eligibility, the

standard of determining eligibility for participation in the SFSP shall be in conformity with the SA's household size and income standards for free and reduced price school meals or that case numbers are used for children from FoodShare households or W-2 Cash Benefits or for a child participating in the Food Distribution Program on Indian Reservations (FDPIR). Unless an alternate method is approved by the SA, the SFA agrees to use the SFSP Household Size-Income Statement form supplied by the SA to obtain household size and income information or FoodShare, W-2 Cash Benefits or FDPIR case numbers from the household of children enrolled in the SFSP.



**D.C. Everest Area School District**

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

**Jack E. Stoskopf, Jr., Ed.D.**  
Assistant Superintendent  
Business/Personnel Services

**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.

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**TO:** Dr. Kristine Gilmore, Superintendent

**FROM:** Jack E. Stoskopf, Jr., Assistant Superintendent for Business/Personnel Services

**RE:** Food Service Administrator Contract Adjustment

**DATE:** June 9, 2016

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This request is to adjust Chris Welsh’s administrator contract from a 52-week contract to a 44-week contract. As a result, Chris will not have vacation days assigned on July 1 for the 2016-2017 school year. She will work a minimum of 220 days and any additional days as needed to complete her annual responsibilities. This change does not affect her salary amount for 2016-2017.

The reason for the request is due to the fact that her position is non-certified. The Wisconsin Retirement System bases her annual FTE under different hour requirements than certified staff even though she is an administrator. Due to the different formula for non-certified staff, over her career she has not annually received 1.0 FTE working credit – which is correct. However, when all administrators at D.C. Everest went to 52-week employment last year, she was the only one who in the end was negatively affected from a retirement standpoint. Though she was earning about .06 additional years of service, her monthly average income (which is a key factor in calculating the retirement annuity amount) decreased. It is calculated on both the average of your highest three years of earnings and your FTE for each of those years. Having a higher FTE as a result of going to 52-weeks drops the average monthly income and therefore reduces her annuity for the rest of her life.

Without this change, Chris would lose approximately \$41,565 in retirement income.

This change has no effect on the services we receive from Chris, it does not cost the district any additional money, and it is fair and appropriate to move her back to a 44-week contract.

It is recommended that the board approve this change to issue Chris Welsh and addendum to her 2016-2017 contract changing from a 52-week contract to a 44-week contract.



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Assistant Superintendent

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**TO:** Dr. Kristine Gilmore, Superintendent  
**FROM:** Jack E. Stoskopf, Jr., Assistant Superintendent  
**RE:** 10-Year Capital Plan – Required Annual Approval for Fund 46  
**DATE:** June 14, 2016

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With the approval of fund 46 Resolution in 2015 (the savings account for future capital needs), it is required that the board annually approve a 10-year capital projects plan. The plan does not have to be filed with the DPI, but needs to be maintained in-house. It is permissible under Fund 46 rules to make annual modifications to the plan based on district needs and priorities.

We have changed the format of the planning process to more easily see what is being done at each facility from year to year. Much time and effort has gone into the development of this new format and planning method. Input from building administrators was a key part of the development of this plan.

The first three years of the plan are as accurate as can be. The remaining seven are an outline of known needs that are documented.

With the possibility of implementing energy savings projects via ACT 32, this plan could change significantly should we move in that direction. The district will study the positive and negative aspects of moving toward a revenue limit energy exemption resolution during the upcoming school year.

Recommendation: Approve the FY17 10 year capital projects plan per the requirements of having a Fund 46.

**D.C. Everest Capital Projects Review 2016-2017**

Location	Project	Cost	Notes		
District	10 Vacuums	\$4,500.00	10 at \$450 - 1 ea per school		
\$54,196.00	Painting	\$10,000.00		PO #	Notes
	<b>Parking Lot Crack Filling/Striping</b>	<b>\$39,696.00</b>	HS/JH/WE/Charter/MB/MS	8331700036	
		<b>\$54,196.00</b>			
<b>Rothschild</b>	Ceiling Tile Replacement - Annual	\$500.00			
<b>\$134,016.00</b>	Carpet	\$24,362.00	Rooms 31, 32, 33, 39, Lounge - Firm Quote	8331700001	
	Aesbestos of classrooms	\$8,000.00	Rooms 31, 32, 33		
	Ceiling Replacement in LMC	\$7,925.00	Firm Quotes	8331700032	
	Lighting in LMC	\$5,684.00	Firm Quotes	8331700003	
	Electrical in LMC	\$3,785.00	Firm Quotes	8331700004	
	Roof Repair	\$14,172.00	Area A	8331700005	
	LMC Duct Work	\$2,580.00		8331700033	
		<b>\$67,008.00</b>			
<b>Riverside</b>	Carpet	\$18,662.00	IMC and Pit	8331700006	
<b>\$190,327.00</b>	Ceiling Tile Replacement - annual	\$500.00			
	South Wing Carpet	\$26,765.00	6 Rooms and hallway	8331700007	
	Heat Pumps	\$9,400.00	2 per year at \$4700 each	8331700008	
	Traffic Re-routing project	\$135,000.00	Being Finalized		Working on Approvals and final quote
		<b>\$190,327.00</b>			
<b>Weston</b>	Carpet	\$67,830.00	LMC, 6 regular rooms, 2 small rooms, LMC corner rooms, main office	8331700009	
<b>\$90,365.00</b>	Carpet	\$16,000.00	37, 38, 39, 40	TBD	
	Final hallway ceiling grid and tile Phase III	\$2,125.00	Firm Quote	8331700010	
	Final hallway ceiling lighting - Phase III	\$2,160.00	Firm Quote	8331700012	
	Final hallway ceiling electrical - Phase III	\$2,250.00	Firm Quote	8331700011	
		<b>\$90,365.00</b>			
<b>Mountain Bay</b>	Roof Repairs	\$50,000.00	Work that must be done - exact cost not known until June		
		<b>\$50,000.00</b>			
<b>Evergreen</b>	Roof Repairs	\$60,195.00	Areas 1 and B	8331700013	
<b>\$77,349.60</b>	Round Sink Basins and Auto Flush in Bathrooms	\$5,754.60	Firm Quotes - Figusen	8331700014	
	Heat Pumps	\$9,400.00	2 per year at \$4700 each	8331700015	
	Window Blinds	\$2,000.00	Exact Roms TBD		You can order
		<b>\$77,349.60</b>			
<b>Hatley</b>	Carpet	\$18,942.00	Rooms 201, 202, 203, 204, 209 - Firm Quote	8331700016	
<b>\$45,398.00</b>	Cabinet and Countertop Replacements	\$23,381.00	Rooms 201, 202, 203, 209	8331700017	
	Kitchen Roll up Door	\$1,275.00	Firm Quote Omni	8331700018	
	Hatley Beam Pocket Repair	\$1,800.00	Ellenbecker - Firm Quote	8331700019	
		<b>\$45,398.00</b>			
<b>Middle School</b>					
<b>\$0.00</b>					
<b>Junior High School</b>	Ceiling lights, tiles, and electrical in main office	\$20,461.48	Firm Quotes	8331700022,21,20	
<b>\$136,833.48</b>	LMC Shelving Replacement	\$31,290.00	Firm Quote - EBI Deb Hadley	8331700029	
	Protective matting on Gym Stage	\$2,690.00		8331700030	
	Roof Repairs	\$55,095.00	Areas N and Q	8331700023	
	Souteast Entrance Concrete Stairs	\$8,300.00	Ellenbecker	8331700024	
	IMC Ramp	\$3,882.00	Ellenbecker	8331700025	
	Painting of Gymnasium	\$11,115.00	Firm Quote - Omni	8331700026	
	Blinds Replacement	\$4,000.00	Jason is giving list of priority rooms		
		<b>\$136,833.48</b>			
<b>Senior High School</b>	Bottle Fill Water Cooler	\$850.00	Begin adding one per year		
<b>\$186,053.00</b>	Guidance Office, Walls, Ceiling, Lighting	\$23,124.00	Ciling and Grid - 5,650, Carpet 5,935, Lighting \$3,699.72 Elect \$3,340 Wall work - \$4,500	8331700037,38,39,40,41	
	Carpet 4 rooms	\$12,533.00	Firm Quote	8331700047	312, 115, 118, 119 Carpet
	Lighting	\$3,764.00	Firm Quote	8331700048, 49	312 and 119 - electrical not included
	Ceiling and grid	\$17,925.00	Firm Quote	8331700050	115, 118, 119, 312
	Aesbestos Abatement	\$3,406.00	Form Quote - includes air testing	8331700051	119 Abatement
	Estimated Electrical	\$4,000.00			
	Health Room Remodel	\$15,234.00	Ceiling (\$3,000, lighting and elect. \$2,500, Block Walls remove and fill move door \$6,734, tile \$3,000)	8331700042, 43, 44, 45	
	HS Auditorium Carpet	\$19,734.00		8331700031	
	Annual Parking Repairs	\$71,975.00		8331700034	
	Stairway by door 26	\$13,508.00	Lewis	8331700027	
		<b>\$186,053.00</b>			
<b>Greenheck Fieldhouse</b>	New Front Doors	\$27,000.00	Quote being obtained for exactd cost		
<b>\$50,000.00</b>	Gym Floor Replacement	\$23,000.00	Quotes Obtained		
		<b>\$50,000.00</b>			
<b>Twin Oaks</b>	Boiler Replacement	\$20,360.00	Last boiler in district	8331700028	
<b>\$25,360.00</b>	Last of needed furniture for instructional areas	\$5,000.00	Partial was purchased in FY 16		
		<b>\$25,360.00</b>			
<b>IDEA School</b>	Light Switching Upgrade	\$4,000.00			
<b>\$13,143.00</b>	Electrical	\$2,000.00			
	Crack-fill, Sealcoat and re-stripe	\$5,557.00		8331700035	
	ADA Ramp at PD Entrance	\$1,586.00	Firm Quote - Lewis		
		<b>\$13,143.00</b>			
<b>Running Total</b>		<b>\$986,033.08</b>			

**D.C. Everest Capital Projects Review - 2017-2018**

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	10 Vacuums	\$4,500.00	10 at \$450 - 1 ea per school		
	District Roofing Maintenance	\$250,000.00			
	Meta System	\$93,000.00			
		<b>\$347,500.00</b>			
Rothschild	Carpet Replacements - 4 Rooms	\$16,000.00	Rooms 7A, 37, 38, 39		Future 15, 14, 13, 11,
	Ceiling and Grid - 4 Rooms	\$16,000.00	Rooms 7A, 37, 38, 39		
	Lighting - 4 Rooms	\$12,000.00	Rooms 7A, 37, 38, 39		
	Electrical - 4 Rooms	\$8,000.00	Rooms 7A, 37, 38, 39		
	Aesbestos Abatement	\$2,500.00	Room 39		
	Upper Hallway Electrical	\$4,000.00			
	Upper Hallway Lighting	\$6,000.00			
	Upper Hallway Ceiling Grid	\$8,000.00			
	Main Walk Under Canopy - Replaced	\$20,000.00			
			<b>\$92,500.00</b>		
Riverside	Carpet Replacements - 6 Rooms + Guidance	\$30,000.00	Rooms 41, 42, 43, 44, 45, 46, Guidance		Future 52, 53, CD Room, Small Office, North Wing
	Lighting (Rooms TBD) - 4 Rooms	\$12,000.00			
	Lighting Electrical - 4 Rooms	\$8,000.00			
	Rear Parking Playground Re-surface	\$30,000.00			
	Security Office Entrance Upgrade	\$22,000.00			
	Card Readers for Security Upgrade	\$4,650.00			
	Cabinets and Counter Tops - 4 Rooms	\$24,000.00			
	Entrance Matting and well Matting	\$3,500.00			
	Heat Pumps	\$9,400.00			
			<b>\$143,550.00</b>		
Weston	Carpet Replacements - 3 Rooms	\$12,000.00	Rooms 1, 3, 5		Future Health Room, 43,
	Aesbestos Abatement (1, 3, 5 - Speech Rm)	\$8,500.00	1, 3, 5, Speech Room		
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
		<b>\$56,500.00</b>			
Mountain Bay	Perosnalized Learning Furniture Allowance	\$10,000.00			
		<b>\$10,000.00</b>			
Evergreen	Carpet - 9 Rooms	\$36,000.00	41, 42, 43, 50, 51, 52 DC Rooms 67, 63, Music 78		
	Entrance Matting	\$3,500.00			
	Lighting (Rooms TBD) - 4 Rooms	\$12,000.00			
	Lighting Electrical - 4 Rooms	\$8,000.00			
	Heat Pumps	\$9,400.00			
		<b>\$32,900.00</b>			
Hatley	Carpet Replacments - 2 Rooms	\$10,000.00	207, 208 and Office		
	Pedestal LED Lighting (Wood Ceilings) 2 Rooms	\$6,000.00	201, 202		
	Electrical for lighting	\$3,500.00	201, 202		
	Fence Replacement by Road	\$4,000.00			
	Restroom Partitions	\$8,000.00			
		<b>\$31,500.00</b>			
Middle School					
		<b>\$0.00</b>			
Junior High School	Ceiling and Grid - 15 Rooms	\$60,000.00	TBD		
	Lighting - 15 Rooms	\$45,000.00			
	Electrical - 15 Rooms	\$30,000.00			
	Little Theatre Floor Fill	\$11,415.00			
	Little Theatre Ceiling and Lighting	\$15,000.00			
	Little Theatre HVAC	\$10,000.00			
	Little Theatre Carpet	\$7,395.00			
		<b>\$178,810.00</b>			
Senior High School	Portable Bleachers for Gym	\$55,000.00			
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
		<b>\$91,000.00</b>			
Greenheck Fieldhouse	Doors	\$15,000.00			
		<b>\$15,000.00</b>			
Twin Oaks					
		<b>\$0.00</b>			
IDEA School	Gym Floor	\$23,172.00			
	Divider Walls	\$10,000.00			
	Carpet Replacement	\$25,000.00			
		<b>\$58,172.00</b>			
	<b>Running Total</b>	<b>\$1,000,932.00</b>			

**D.C. Everest Capital Projects Review - 2018-2019**

Location	Project	Cost	Notes	PO #	Notes
<b>District/Facilities</b>	10 Vacuums	\$4,500.00	10 at \$450 - 1 ea per school		
	Parking Lot Crack Filling/Striping/Blacktop Work	\$75,000.00			
	District Roofing Maintenance	\$250,000.00			
	Delivery Vehicle	\$40,000.00			
		<b>\$369,500.00</b>			
<b>Rothschild</b>	Front Office Upgrade	\$30,000.00			
	Air-handlers	\$40,000.00			
	Lounge Ceiling and Lighting	\$8,500.00			
		<b>\$78,500.00</b>			
<b>Riverside</b>	Building Aluminum Facia Covering	\$25,000.00			
	Risers	\$10,000.00			
	Heat Pumps	\$9,400.00			
		<b>\$44,400.00</b>			
<b>Weston</b>	Carpet Replacements - 3 Rooms	\$12,000.00	3 Rooms in the North Wing		
		<b>\$12,000.00</b>			
<b>Mountain Bay</b>	Curb Repairs	\$10,000.00			
		<b>\$10,000.00</b>			
<b>Evergreen</b>	Building Aluminum Facia Covering	\$25,000.00			
	Air-handler	\$40,000.00			
	Heat Pumps	\$9,400.00			
		<b>\$74,400.00</b>			
<b>Hatley</b>	Classroom lighting	\$16,000.00			
		<b>\$16,000.00</b>			
<b>Middle School</b>	Storage Building Concrete	\$8,000.00			
		<b>\$8,000.00</b>			
<b>Junior High School</b>	Health Room Remodel	\$50,000.00			
	Tennis Courts	\$80,000.00			
	Visiting Bleachers	\$125,000.00			
		<b>\$255,000.00</b>			
<b>Senior High School</b>	Hallway Lockers	\$50,000.00			
	Risers	\$25,000.00			
	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
		<b>\$131,500.00</b>			
<b>Greenheck Fieldhouse</b>					
		<b>\$0.00</b>			
<b>Twin Oaks</b>					
		<b>\$0.00</b>			
<b>IDEA School</b>					
		<b>\$0.00</b>			
	<b>Running Total</b>	<b>\$999,300.00</b>			

**D.C. Everest Capital Projects Review - 2019-2020**

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	10 Vacuums	\$4,500.00	10 at \$450 - 1 ea per school		
	District Roofing Maintenance	\$250,000.00			
	Asphalt Replacement	\$75,000.00			
		<b>\$329,500.00</b>			
Rothschild	Air-handlers	\$40,000.00			
		<b>\$40,000.00</b>			
Riverside	Air-handlers	\$40,000.00			
	Window Replacement Project	\$20,000.00			
	Cooling Tower Replacment	\$50,000.00			
	Heat Pumps	\$9,400.00			
		<b>\$119,400.00</b>			
Weston	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
		<b>\$56,500.00</b>			
Mountain Bay					
		<b>\$0.00</b>			
Evergreen	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
	IMC Carpet	\$20,000.00			
	Heat Pumps	\$9,400.00			
		<b>\$56,000.00</b>			
Hatley	Asphalt Replacement	\$15,000.00			
		<b>\$15,000.00</b>			
Middle School	Bleacher Repairs	\$5,000.00			
	Carptet Replacement Schedule	\$25,000.00			
		<b>\$30,000.00</b>			
Junior High School	Air-handler	\$40,000.00			
	Curb Repairs	\$5,000.00			
	Press Box	\$85,000.00			
	Bleacher Repairs	\$5,000.00			
	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
		<b>\$191,500.00</b>			
Senior High School	Air-handler	\$45,000.00			
	Curb Repair	\$5,000.00			
	Bleacher Repairs	\$5,000.00			
	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
		<b>\$111,500.00</b>			
Greenheck Fieldhouse	Doors	\$26,000.00			
		<b>\$26,000.00</b>			
Twin Oaks	Outbuilding Repairs	\$25,000.00			
		<b>\$25,000.00</b>			
IDEA School					
		<b>\$0.00</b>			
	<b>Running Total</b>	<b>\$1,000,400.00</b>			

**D.C. Everest Capital Projects Review - 2020-2021**

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	10 Vacuums	\$4,500.00	10 at \$450 - 1 ea per school		
	Parking Lot Crack Filling/Striping/Blacktop Work	\$75,000.00			
	District Roofing Maintenance	\$400,000.00			
		<b>\$479,500.00</b>			
<b>Rothschild</b>					
		<b>\$0.00</b>			
<b>Riverside</b>	Counter and Cabinet Replacements	\$80,000.00			
	Front Office Upgrade	\$20,000.00			
	Heat Pumps	\$9,400.00			
		<b>\$109,400.00</b>			
<b>Weston</b>	Front Office Upgrade	\$20,000.00			
	Window Replacements	\$35,000.00			
		<b>\$55,000.00</b>			
<b>Mountain Bay</b>					
		<b>\$0.00</b>			
<b>Evergreen</b>	Window Replacement Project	\$40,000.00			
	Counter and Cabinet Replacements	\$80,000.00			
	Front Office Upgrade	\$20,000.00			
	Heat Pumps	\$9,400.00			
		<b>\$149,400.00</b>			
<b>Hatley</b>	Front Office Upgrade	\$15,000.00			
		<b>\$15,000.00</b>			
<b>Middle School</b>	Carpet Replacement Cycle	\$50,000.00			
		<b>\$50,000.00</b>			
<b>Junior High School</b>	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
		<b>\$56,500.00</b>			
<b>Senior High School</b>	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
	Hallway Lockers	\$25,000.00			
	Athletic Field Fence Replacement	\$15,000.00			
		<b>\$44,500.00</b>			
<b>Greenheck Fieldhouse</b>					
		<b>\$0.00</b>			
<b>Twin Oaks</b>	Buidling Upgrades	\$5,000.00			
		<b>\$5,000.00</b>			
<b>IDEA School</b>	HVAC	\$35,000.00			
		<b>\$35,000.00</b>			
	<b>Running Total</b>	<b>\$999,300.00</b>			

**D.C. Everest Capital Projects Review - 2021-2022**

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	10 Vacuums	\$4,500.00	10 at \$450 - 1 ea per school		
	District Roofing Maintenance	\$375,000.00			
	Asphalt Replacement	\$75,000.00			
		<b>\$454,500.00</b>			
Rothschild	Learning Space Furniture	\$25,000.00			
		<b>\$25,000.00</b>			
Riverside	Learning Space Furniture	\$25,000.00			
	Heat Pumps	\$9,400.00			
		<b>\$34,400.00</b>			
Weston	Learning Space Furniture	\$25,000.00			
		<b>\$25,000.00</b>			
Mountain Bay	Learning Space Furniture	\$25,000.00			
		<b>\$25,000.00</b>			
Evergreen	Learning Space Furniture	\$25,000.00			
	Heat Pumps	\$9,400.00			
		<b>\$34,400.00</b>			
Hatley	Learning Space Furniture	\$25,000.00			
		<b>\$25,000.00</b>			
Middle School	Carpet Replacment	\$50,000.00			
	Learning Space Furniture	\$50,000.00			
		<b>\$100,000.00</b>			
Junior High School	Air-handler	\$40,000.00			
	Learning Space Furniture	\$50,000.00			
	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
		<b>\$146,500.00</b>			
Senior High School	Carpet Replacements - 3 Rooms	\$12,000.00			
	Aesbestos Abatement	\$8,500.00			
	Ceiling and Grid - 4 Rooms	\$16,000.00			
	Lighting - 4 Rooms	\$12,000.00			
	Electrical - 4 Rooms	\$8,000.00			
	Hallway Lockers	\$50,000.00			
	Learning Space Furniture	\$50,000.00			
	Athletic Field Fencing	\$15,000.00			
	<b>\$106,500.00</b>				
Greenheck Fieldhouse					
		<b>\$0.00</b>			
Twin Oaks	Furniture Upgrades	\$10,000.00			
		<b>\$10,000.00</b>			
IDEA School	Addition of Windows	\$15,000.00			
		<b>\$15,000.00</b>			
	<b>Running Total</b>	<b>\$1,001,300.00</b>			



**D.C. Everest Capital Projects Review - 2023-2024**

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	10 Vacuums	\$4,500.00	10 at \$450 - 1 ea per school		
	District Roofing Maintenance	\$400,000.00			
	Asphalt Replacement	\$75,000.00			
	Delivery Vehicle Replacement	\$45,000.00			
		<b>\$524,500.00</b>			
Rothschild	Air-handler	\$45,000.00			
		<b>\$45,000.00</b>			
Riverside					
		<b>\$0.00</b>			
Weston					
		<b>\$0.00</b>			
Mountain Bay	Carpet Replacement Cycle	\$50,000.00			
		<b>\$50,000.00</b>			
Evergreen	Parking Facilities Upgrade	\$25,000.00			
		<b>\$25,000.00</b>			
Hatley					
		<b>\$0.00</b>			
Middle School	Carpet Replacement Cycle	\$50,000.00			
		<b>\$50,000.00</b>			
Junior High School	Air-handler	\$45,000.00			
		<b>\$45,000.00</b>			
Senior High School	Air-handler	\$50,000.00			
		<b>\$50,000.00</b>			
Greenheck Fieldhouse	Zamboni	\$100,000.00			
		<b>\$100,000.00</b>			
Twin Oaks	Facility Upgrades	\$50,000.00			
		<b>\$50,000.00</b>			
IDEA School	Learning Space Furniture Replacements	\$50,000.00			
		<b>\$50,000.00</b>			
	<b>Running Total</b>	<b>\$989,500.00</b>			

### D.C. Everest Capital Projects Review - 2024-2025

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	10 Vacuums	\$4,500.00	10 at \$450 - 1 ea per school		
	Parking Lot Crack Filling/Striping/Blacktop Work	\$135,000.00			
	District Roofing Maintenance	\$400,000.00			
		<b>\$539,500.00</b>			
Rothschild	Technology Upgrades	\$35,000.00			
		<b>\$35,000.00</b>			
Riverside	Technology Upgrades	\$35,000.00			
		<b>\$35,000.00</b>			
Weston	Technology Upgrades	\$35,000.00			
		<b>\$35,000.00</b>			
Mountain Bay	Carpet Replacement Cycle	\$50,000.00			
	Technology Upgrades	\$35,000.00			
		<b>\$85,000.00</b>			
Evergreen	Technology Upgrades	\$35,000.00			
		<b>\$35,000.00</b>			
Hatley	Technology Upgrades	\$35,000.00			
		<b>\$35,000.00</b>			
Middle School	Technology Upgrades	\$50,000.00			
		<b>\$50,000.00</b>			
Junior High School	Technology Upgrades	\$50,000.00			
		<b>\$50,000.00</b>			
Senior High School	Technology Upgrades	\$50,000.00			
		<b>\$50,000.00</b>			
Greenheck Fieldhouse	Technology Upgrades	\$25,000.00			
		<b>\$25,000.00</b>			
Twin Oaks					
		<b>\$0.00</b>			
IDEA School	Technology Upgrades	\$25,000.00			
		<b>\$25,000.00</b>			
	<b>Running Total</b>	<b>\$999,500.00</b>			

**D.C. Everest Capital Projects Review - 2025-2026**

Location	Project	Cost	Notes	PO #	Notes
District/Facilities	10 Vacuums	\$4,500.00	10 at \$450 - 1 ea per school		
	District Roofing Maintenance	\$400,000.00			
	Asphalt Replacement	\$100,000.00			
	Maint Equipment	\$50,000.00			
		<b>\$554,500.00</b>			
Rothschild	Fence Replacement	\$40,000.00			
		<b>\$40,000.00</b>			
Riverside	Door Replacements - exterior	\$45,000.00			
		<b>\$45,000.00</b>			
Weston	Fence Replacement	\$40,000.00			
		<b>\$40,000.00</b>			
Mountain Bay					
		<b>\$0.00</b>			
Evergreen	Door Replacements - exterior	\$45,000.00			
		<b>\$45,000.00</b>			
Hatley	Door Replacements - exterior	\$25,000.00			
		<b>\$25,000.00</b>			
Middle School					
		<b>\$0.00</b>			
Junior High School	Replace Storage Building	\$50,000.00			
	Food Storage Building	\$25,000.00			
	Lower Level AC Units	\$20,000.00			
		<b>\$95,000.00</b>			
Senior High School	Pool Filter Replacement	\$30,000.00			
	Overhead Door Replacement	\$50,000.00			
	Outbuilding	\$60,000.00			
		<b>\$140,000.00</b>			
Greenheck Fieldhouse					
		<b>\$0.00</b>			
Twin Oaks	Window Replacement	\$20,000.00			
		<b>\$20,000.00</b>			
IDEA School					
		<b>\$0.00</b>			
	<b>Running Total</b>	<b>\$1,004,500.00</b>			



## D.C. Everest Area School District

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

**Jack E. Stoskopf, Jr., Ed.D.**  
Assistant Superintendent  
Business/Personnel Services

### 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.

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**TO:** Dr. Kristine Gilmore, Superintendent  
**FROM:** Jack E. Stoskopf, Jr., Assistant Superintendent  
**RE:** Property Lease – Lamers  
**DATE:** June 9, 2016

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For the past three years we have leased a portion of our property just south of the bus garage and north of the administration building to First Student for an annual sum of \$3,000. This has allowed us to alleviate the bus driver parking issues, as well as early morning snow plowing issues we were experiencing on Student Drive.

First Student has been responsible for snow removal as well as general maintenance on the property. The initial lease included a requirement that they construct and pay for a fence around the property.

With Lamers recently appointed as our new student carrier, we have re-written the lease to be in their name with the same provisions as the lease we had with First Student. The changes to the lease include the following:

- It is an annual lease as opposed to a lease running parallel to their carrier contract
- A stipulation was included to allow them to install a propane fueling station
- A requirement that they add specific coverage pertaining to the fueling station

It is recommended that the board approve this one-year lease with Lamers.



6300 Alderson Street  
Weston WI 54476

TO: Dr. Gilmore  
FROM: Steven Pophal, Director of Secondary Education  
RE: Idea Contract Approval  
DATE: June 15, 2016

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The original five year contract with D.C. Everest Idea School is set to expire on June 30, 2016. During the first five years of operation, the school has persevered through predictable growing pains and evolved into an innovative, engaging, personalized learning environment where students are thriving. For example, this year's junior class has a composite ACT score of 25.6, and will likely have a National Merit finalist.

Throughout the 2015-16 school year, an Idea Board committee has reviewed the school's contract with the district, as well as the Idea Board's Governing and Policy Handbooks. This spring Idea Board representatives met with you to discuss contract changes they believed would support the continued success of the school. After a brief exchange of possible contract language ideas, both parties agreed to the attached contract to present to the D.C. Everest School Board for their consideration and approval to renew the district's charter with Idea School for the next five years.

***D.C. Everest IDEA School***  
***CHARTER SCHOOL CONTRACT***

**June 15, 2016**

**Adopted by:**

**D.C. Everest School District Board of Education  
Schofield, Wisconsin**

**and**

**D.C. Everest IDEA School  
Weston, Wisconsin**

# CHARTER SCHOOL CONTRACT

This Contract is made this June 15, 2016, by and between the Board of Education of the D.C. Everest School District, 6300 Alderson Street, Weston, WI 54476, ("District") and the D.C. Everest IDEA School ("Charter School").

**Whereas**, the State of Wisconsin has created a Charter School program under the provisions of *s. 118.40, Wisconsin Statutes*; and

**Whereas**, the D.C. Everest School District is authorized by *s. 118.40(2m), Wisconsin Statutes*, to initiate and enter into a contract with an individual or group to operate a school as a Charter School, subject to the approval of the Board of Education of the D.C. Everest School District; and

**Whereas**, the Parties (as defined below) have successfully negotiated this Contract as a Charter School Contract in accordance with *s. 118.40, Wisconsin Statutes*, and in particular, the provisions specified under *sub. (1m)(b) 1. to 15.*

## NOW THEREFORE,

- A. As contemplated under *s. 118.40, Wisconsin Statutes*, the Board of Education of the D.C. Everest School District, hereby wishes to implement the Charter School known as the D.C. Everest IDEA School.
- B. The Superintendent, on behalf of and with the approval of the Board of Education of the D.C. Everest School District, hereby establishes this Contract with the D.C. Everest IDEA School and thus hereby authorizes the implementation of the operation of the Charter School commensurate with its policies and state statutes; and
- C. In consideration of this charter, the Superintendent, on behalf of the Board of Education of the D.C. Everest School District and the D.C. Everest IDEA School (each as defined below), hereby agree as follows:

## ARTICLE ONE

### DEFINITIONS

**Section 1.1 Certain Definitions.** For purposes of this Contract, and in addition to the terms defined throughout this Contract, each of the following words or expressions, whenever initially capitalized, shall have the meaning set forth in this section:

- 1) "**Applicable Law**" means all federal, state, and local law now or in the future applicable to Wisconsin charter schools.
- 2) "**School Board**" or "Board of Education" means the Board of Education of the D.C. Everest School District.
- 3) "**Superintendent**" means the Superintendent of Schools of the D.C. Everest School District or any designee of the Superintendent.

- 5) **“Office”** means the office of the Charter Schools in the D.C. Everest School District, and for the purposes of this contract, is a designee of the Superintendent.
- 6) **“Charter School,” “IDEA,” “IDEA School” and “School”** mean a school to be known as the “D.C. Everest IDEA School” which is an instrumentality under the control of the D.C. Everest School District.
- 7) **“Day”** shall mean calendar day,
  - a. The first day shall be the day after the event, such as receipt of a notice,
  - b. Each day after the first day shall be counted, except that a Saturday, Sunday, or legal holiday shall not be counted if it would be the final day of the period.
- 8) **“Department”** means the Department of Public Instruction of the State of Wisconsin.
- 9) **“District”** means the D.C. Everest School District, as well as any successor to it that may have jurisdiction over or statutory duties with respect to the Charter School.
- 10) **“Charter School Operator”** means the Governing Board of the D.C. Everest IDEA School.
- 11) **“Parties”** means the Board of Education of the D.C. Everest School District and the Charter School Operator, through their designated representatives.

## ARTICLE TWO

### PARTIES, AUTHORITY, AND RESPONSIBILITIES

**Section 2.1** The Parties to this Contract are the Board of Education and the Charter School Operator.

**Section 2.2** Board of Education.

- 1) Under the authority of *s. 118.40, Wisconsin Statutes*, the District, with the approval of the Board of Education, hereby grants to Charter School Operator a charter to operate a Charter School under the terms and conditions of this Contract.
- 2) On behalf of the District, the Superintendent, or his designee, shall exercise all oversight responsibilities as set forth in this Contract

**Section 2.3 Charter School Operator.** The Charter School Operator of the Charter School is responsible and accountable for implementing the duties and responsibilities associated with the Charter School established under this Contract.

**Section 2.4 District Obligations.** The Parties agree that the establishment of the Charter School as an entity of the District shall have no additional or unique effect on the general liability obligations of the District other than as to those obligations specifically undertaken by the District herein.

## ARTICLE THREE

### OBLIGATIONS OF CHARTER SCHOOL OPERATOR UNDER SECTION 118.40, WISCONSIN STATUTES

**Section 3.1 Operations.** With regard to the requirements for charter schools set forth in s. 118.40(1m)(b)1.to 15., Wisconsin Statutes, Charter School Operator hereby agrees to operate the Charter School in substantial compliance with all of the following specifications:

- 1) **Establishment of the Charter School.** Superintendent of Schools, on behalf of the Board of Education, seeks to establish the Charter School within the District.
- 2) **Governance.** The Charter School will be directed by an independent Governing Board that will consist of not less than five (5) nor more than fifteen (15) members each serving a three (3)-year term. The Board will include, but is not limited to, parent(s) or guardian(s) of students, Charter School students, Charter School staff, a District administrative leader, and community member(s). At least fifty-one percent (51%) of the members will be non-District employees. A member may serve a maximum of two (2) consecutive terms on the Governing Board.

The Governing Board will meet monthly. An annual meeting will be held in June of each year with new members being elected at that time. Vacancies may be filled immediately for the remainder of an existing term. The Charter School will also make reports to the Board of Education as may reasonably be requested.

The Governing Board shall oversee the operational, financial, educational, and collaborative aspects of the Charter School.

The Governing Board shall have autonomy and decision-making authority over:

- Budget Expenditures of allocated budgets, grant funds, and funds donated specifically to the Charter School
  - Personnel: The number of teachers and staff assigned to the school will be determined no later than May 15th of the preceding year. Staff members are subject to the provision of the employee handbook.
  - Calendar and daily schedule
  - Curriculum and instruction
  - Policies and procedures specifically unique to the daily operations of the Charter School that are not addressed in existing D.C. Everest School District policies
  - Facility
  - Marketing, registration, and enrollment
  - Charter School operations and procedures
- 3) **Administration.** Daily administration of the Charter School will be the responsibility of the Charter School staff working in a collaborative team. A District Administrator will

be appointed annually by the District, in consultation with the Governing Board, to serve as the administrative liaison between the District's administration and the Charter School's staff.

4) **Staff and Teachers**

a) **Teacher Qualifications; FTE Allocation**

All Charter School teachers will hold a valid Wisconsin Department of Public Instruction license. Charter School staff members will remain employees of the District and will retain all rights, privileges, and status as other staff members of the District. When Charter School teacher vacancies occur, the Governing Board will collaborate with the District to fill the vacancy. Staff vacancies will be filled through a process that includes a Charter School team interview and approval of the Governing Board. Final recommendations will be made to the Director of Human Resources, the Superintendent, and the Board of Education. Recommended Charter School student volume per advisor is 16 to 18 students.

b) **Administrative Aid.** The District will provide 860 hours of administrative aid annually at a level and pay grade commensurate with positions having similar responsibilities within the D.C. Everest School District.

c) **Staff Allotments.** Future staff allotments will be determined by the District in consultation with the Governing Board.

d) **Staff Employment.** The Human Resources Department of the District will verify an applicant's credentials and background prior to their hire. All Charter School staff members will be employees of the District, will follow all employee practices and policies of the District, and will be subject to the employee handbook. Exceptions to any such policies, practices, or agreements must be reached with the District prior to implementation of the change.

e) **Staff Size.** The number of teachers and staff members assigned to the Charter School will be determined by the District in consultation with the Governing Board and will be determined no later than May 15th of the preceding school year. Staff members are subject to the provision of the employee handbook.

f) **Staff Evaluation.** Staff shall be evaluated for job performance as required by the District. The appointed District administrator will conduct such evaluations. All evaluations will be available for the Governing Board's review. In addition to the administrative evaluations, other staff assessments may be utilized such as peer evaluations, self-evaluation and student evaluations.

5) **Mission.** The mission of the D.C. Everest IDEA School is to maximize the potential of each student in a student-centered, project-based environment.

6) **Students Served.** The Charter School will serve students in grades six (6) through twelve (12).

7) **Location.** The Charter School will be located in a suitable facility within the

geographic boundaries of the District upon mutual agreement of the District and the Governing Board, which will be provided to the Charter School at the District's expense.

- 8) ***Pupil Progress.*** Attaining the educational goals under *s. 118.01, Wisconsin Statutes*, will be measured:
  - a) As required by *chapters 118 and 121, Wisconsin Statutes*, the Charter School shall, on behalf of the District, administer the examinations under *ss. 118.30(1m) and 121.02(1)(r)* to pupils enrolled in the Charter School and shall cause the testing data for the Charter School to be transmitted to the District in such form as the District shall customarily transmit such data.
  - b) With respect to examinations required under *ss. 118.30(1m) and 121.02(1)(r)*, the Parties hereby agree that, the Governing Board may develop or adopt any of its own examination(s) (in addition to the Department's examination(s)) for administration to the District's pupils, and/or the Charter School's students.
  - c) Assessment will include any performance evaluation required by DPI and/or deemed necessary by the District and the Governing Board.

#### **OTHER OBLIGATIONS OF CHARTER SCHOOL OPERATOR UNDER SECTION 118.40, WISCONSIN STATUTES**

**Section 3.2**     **The Charter School will follow all health and safety guidelines, policies, and rules, established, now or in the future, by the District.** This will include, but is not limited to, staff development and training, conducting fire drills, severe weather shelter drills, development of a building security plan, and addressing cleanliness of the site and classrooms. The Charter School shall also comply with all Applicable Laws.

**Section 3.3**     **Enrollment in the Charter School is open to all students in the District or those applying under the State of Wisconsin's Open Enrollment Program.** It is intended that the racial and ethnic balance at the school reflect the racial and ethnic balance of similar grade levels in the District.

- 1) ***The requirements for new student admission to the Charter School.*** Any student wishing to attend the D.C. Everest IDEA School may make application for the Charter School according to timelines published by the Charter School. Applications will be available from the Charter School's website, the District's website, and the District's administrative office. If the number of persons seeking admission exceeds the capacity of the open seats available, then a lottery shall be conducted by the Governing Board to select the individuals who will be assigned the open seats.
- 2) The Charter School will not be required to admit any student who is under a current expulsion order from a school district. Students cannot be placed in the Charter School by the District.

**Section 3.4**     **Exemptions from School Board Policy.** The Charter School will be exempt from the following District policies:

- 1) ***Students.*** [*District Policy 5150, 5175, 5190, 5210, 5220, 5310*] To waive the requirement and limitations of students including but not limited to public school

open enrollment, non-resident acceptance and rejection criteria, open enrollment application and procedures, assignment of students to teachers, acceleration/retention, graduation/separation, youth options, early graduation and grounds for temporary removal from class for enrollment in a full-day program for students may be involved in non-school, learning activities for parts of days.

- 2) **Employment of Professional Staff.** [District Policy 2410, 2413, 4305, 4310] To allow the Governing Board opportunity to participate in the employment process for professional staff members applying for positions at D.C. Everest IDEA School to include job descriptions, recruitment, selection, identification of position openings, screening, and recommendation for employment and to waive the requirements and limitations of personnel positions including but not limited to establishment of positions and administrative team.
- 3) **Adoption of Instructional Materials** [District Policy 6150, 6170, 6400] To allow the Governing Board the right to approve all instructional materials used as part of the educational program of D.C. Everest IDEA School, to waive the requirements and limitation of instruction including but not limited to instructional arrangements such as class size, related arts, selection and deletion of educational materials and summer school.
- 4) **Adoption of Courses of Study and Curriculum Development.** [District Policy 6040, 6050, 6060, 6075, 6080, 6110] To allow the Governing Board the right to establish the requirements and limitations of instruction, but not limited to full-day school, scheduling guidelines, objectives of the instructional program, curriculum, curriculum guides, curriculum design, curriculum development processes, and the system-wide program committee overview, and to allow flexibility of a project-based learning, standards-based curriculum consisting of benchmarks on which students must demonstrate proficiency in lieu of conventional grading.
- 5) **Community Relations.** [District Policy 1324, 1325, 1326] To waive the requirements and limitations for fund-raising activities including but not limited to control of fund-raising activities, limitation of fund-raising activities, advertising, and promotion: relations between public and students and distribution of non-school related materials to students.
- 6) **Business Operations.** [District Policy 3020, 3030, 3070, 3071, 3080, 3090] To waive the requirements and limitations of business operations including but not limited to materials/fees, gifts and bequests, student activity funds, administration of funds, receipt and deposit of funds, expenditure of funds, investment of funds and system development and review.
- 7) **Business Operations.** [District Policy 6180, 1325] To waive the requirements and limitations of business operations regarding legal and environmental including but not limited to trademark and licensing, permitted uses, uses not permitted.
- 8) **Calendar.** To allow the Governing Board the right to schedule in-services, parent/teacher conferences, and other school calendar dates that may differ from the school district's calendar.
- 9) **Student Assessment.** [District Policy 5195] To allow the Governing Board the ability to choose which student assessments will be given.
- 10) **Grading.** [District Policy 6115, 6239, 6300 series] To allow the Governing Board

the ability to choose an alternative assessment process.

- 11) **Class Rank.** [District Policy 5210] To allow the Governing Board the ability to eliminate class rank from the Charter School and to allow the Governing Board the ability to prepare a list of specific criteria for granting a diploma.
- 12) **Cell Phone, Portable Media Players and Other Electronic Communication Devices.** [District Policy 5360] To allow the Governing Board the ability to establish the rules and regulations for electronic communication devices within the Charter School.
- 13) **Guidance and Counseling.** [District Policy 6040] To allow the Governing Board the ability to utilize an on-site qualified guidance counselor to meet the emotional, physical, and educational needs of the Charter School students in the area of counseling and guidance.
- 14) **Mission of the District.** [District Policy 100, 200] To allow the Governing Board the ability to create their own vision and mission.

**Section 3.5 Exemption from Regulation Variations.** Charter schools are exempt from certain state requirements, ( *Chapters 115-121*), regarding public education, unless specifically referred to in State statute. The Charter School will take the following state exemptions in order to maximize the flexibility afforded to charter schools by State law:

- 1) **Length of School Day.** *Statute 120.12(15)*: Requires school boards to establish rules for scheduling hours in a normal school day. The Charter School's Governing Board will establish the school's schedule.
- 2) **Number of Days and Hours.** *Statutes 121.006(2)(a) and 121.02(1)(f)*: Requires school districts to schedule 180 school days annually, less any days during which the State Superintendent determines that school is not held or educational standards are not maintained as a result of a strike by school district employees and requires school districts to annually schedule at least 1,137 hours of direct instruction in grades six (6) through twelve (12). The Charter School's Governing Board will establish a schedule for its students that accommodates those students' needs which may or may not reflect the exact number of days or hours for students cited in this statute.
- 3) **Library – Media Services.** *Statute 121.02(1)(h)*: Requires school districts to provide adequate instructional materials, texts and library services, which reflect the cultural diversity and pluralistic nature of American society. Instructional materials for the Charter School are the project-based materials, online curriculum, and virtual courses, along with supplemental materials. A general selection of library resource material is gradually being built through fundraising, donations, grants, district funds, and Common School Funds on a per pupil basis. Students may access any of the District's libraries, as well as the public library.
- 4) **Number of Clock Hours for Instruction.** *PI-18.05(1)(b)*: The number of clock hours of instruction to meet an established credit by the Board of Education may not be applicable to the Charter School's project-based learning instructional design. Students may spend several hours one day on a particular subject and fewer hours the next day. Often subjects are integrated and blended depending on design and academic outcomes desired. Students set their own pace for learning. Community involvement is integral and often learning occurs in a non-traditional manner.

- Section 3.6 Annual audits of the financial and programmatic operations of the Charter School.** The Charter School shall submit its records for an annual audit by an auditing firm of the District's choosing. The District will assume all audit costs associated with this review. The District may review the financial practices of the Charter School at any time and may request reasonable reports from the Charter School with due notice. All financial operations of the Charter School must be in accordance with the District's policies, practices, and rules unless expressly granted a waiver from them by the District.
- Section 3.7 Student Behavior.** Students will be held accountable for their actions and behavior at the Charter School and are expected to comply with the District's student code of conduct and applicable policies. Teachers and students will be subject to policies established by the District for maintaining decorum in the classroom and on the site in order to provide an appropriate educational and safe environment for all staff and students. Psychological and physical punishment of students is expressly not allowed.
- Section 3.8 Attendance.** Under *s. 118.40(6), Wisconsin Statutes*, no pupil may be required to attend the Charter School. Students who reside in the District and do not wish to attend the Charter School remain eligible to attend other schools within the District subject to attendance areas defined by the District.
- Section 3.9 Liability.** The Charter School is an instrumentality of the District and as such is covered under the District's general liability policy.
- Section 3.10 Nonsectarian Practices.** The Charter School shall be non-sectarian in all its programs, admissions policies, employment practices, and all other operations.
- Section 3.11 Tuition.** As expressed in *Chapter 118.40, Wisconsin Statutes*, the Charter School shall not charge tuition.
- Section 3.12 Anti-discrimination.** The Charter School is a public school and shall not discriminate against any student on the basis of a person's sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Information on the Charter School will be distributed by means of newspaper articles, district mailings, brochures, parent-teacher conferences, and the Charter School and District websites to all groups in the community, with a goal to achieving a racial and ethnic balance among pupils that is reflective of the District population.
- Section 3.13 Parental and Community Involvement.** Parent and community involvement is an essential component of the Charter School. Many of the Charter School students' projects will incorporate input and support from parents, grandparents, relatives, friends, and neighbors of the student's family. Students show development of learning through presentation.
- Section 3.14 Special Education Services.** The District will provide special education services for any qualified students in the Charter School.

## ARTICLE FOUR

### ADDITIONAL OBLIGATIONS OF THE CHARTER SCHOOL OPERATOR

Charter School Operator hereby covenants to undertake the following:

- Section 4.1 Compliance with Applicable Law.** The Charter School shall comply with Applicable Law, which

may change from time to time and which may include, but is not limited to:

- 1) Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d-2000d-7;
- 2) Title IX of the Education Amendments of 1972, 20 U.S.C. ss. 1681 et seq.;
- 3) Age Discrimination Act of 1985, 42 U.S.C. ss. 6101 et seq.;
- 4) Sec. 504 of the Rehabilitation Act of 1974, 29 U.S.C. s. 794 and the Americans with Disabilities Act, 42 U.S.C. ss. 12101-12213.
- 5) Individuals with Disabilities Education Act, 20 U.S.C. ss. 1400-1485 et seq. 20 U.S.C. s. 1232(g) of the General Education Provisions Act, 20 U.S.C. ss. 1221-1234i
- 6) Drug-Free Workplace Act, 41 U.S.C. 701 et seq.;
- 7) Asbestos Hazard Emergency Response Act, 15 U.S.C. ss. 2641-2655; and
- 8) Every Student Success Act of 2015

If the Applicable Law requires the District to take certain actions or establish requirements with respect to the Charter School, the School shall cooperate with those actions and comply with those requirements.

To the extent that the Every Student Success Act of 2015 (the “ESSA”) is applicable to the Charter School, the Charter School agrees that they will comply with the responsibilities and obligations of the Title I, Part A accountability provisions as specified under the ESSA or its implementing regulations established by the U.S. Department of Education.

**Section 4.2 Non-profit Status.** The Charter School shall be created, maintained, and operated by the District under *Chapter 118, Wisconsin Statutes* and under contract with the Charter School’s Governing Board.

**Section 4.3 Background Screening.** The Charter School’s employees and regular volunteers engaged at the Charter School as teachers or otherwise having access to pupils, shall be subject to background screening through state and federal agencies, as deemed appropriate by the District.

**Section 4.4 Employment of Personnel.** The District or its agents or designees shall contract with personnel in accordance with all state law requirements, regarding certification and qualifications of employees of public schools, including but not limited to *ss. 118.19 and s. 121.02, Wisconsin Statutes*, certification of school personnel.

**Section 4.5 Charter School Budget.** Not later than April 1 of each year during the term of this Contract, the District shall provide the Charter School with an operational budget. The Charter School shall then submit a plan for the expenditure of said funds showing the District its best estimate of its proposed total expenditures and liabilities for administering the Contract during the upcoming period of July 1 to June 30. Operational funds shall be available to the Charter School at the same time and in the same manner that they are made available to other schools within the District.

- 1) **District Obligation.** In return for the state aids generated by the Charter School, the District agrees to provide a discretionary allocation per students with amounts that are consistent with prior history and customary with rest of the district per student for the current school term for students enrolled as of the Third Friday of September of that term or the district allocation for high school students.
- 2) **Salaries and Benefits.** The District in accordance with its established policies and contractual agreements will pay all salaries and benefits for the D.C. Everest IDEA School.
- 3) **Services.** The Charter School shall be eligible to receive remedial services, IT services,

student support services, and testing/assessment services available to other schools in the District, with the distribution of such resources to be determined in a manner consistent with the distribution of such resources to other programs in the District.

- 4) **Sustainable Funding Commitments.** The District has made an ongoing commitment to continue to fund and support this school. The Charter School's Governing Board will assume responsibility for approving the Charter School's annual operating budget, grant applications, and fundraising activities. The Charter School staff so delegated by the Governing Board will manage budget accounts in accordance with District procedures. The Charter School will be allocated funds on a per-pupil basis in the same manner as other District schools. The District will allocate any federal formula funds that the Charter School is eligible for (e.g. Carl Perkins, ESEA, etc.) according to those funding guidelines.
- 5) **Duration of the Charter School Contract.** This contract will be for a period of five (5) years, to be renewed by mutual agreement of the Parties. The Charter School will report to the Board of Education on a yearly basis to review goals and to show the rate of progress on identified objectives.

**Section 4.6 Student Activities' and Rental Fees.** The Charter School may assess reasonable pupil fees in accordance with District policies for activities such as field trips and extracurricular activities, which shall not exceed the actual cost to provide such activities. The Charter School may not, however, prohibit an enrolled pupil from attending the Charter School, or expel or otherwise discipline such pupil, or withhold or reduce the pupil's grades because the pupil has not paid fees permissibly charged under this Section.

**Article 4:7 Transportation.** At the request of the D.C. Everest IDEA Governing Board, the D.C. Everest School District will provide transportation to and/or from IDEA School when it is cost neutral and can be accommodated on existing routes for students who reside in the D.C. Everest School District.

**Article 4:8 Activities.** D.C. Everest IDEA School students and other D.C. Everest District students shall have reciprocal access to participate in academic and co-curricular activities when mutually agreed upon by the D. C. Everest IDEA School advisors and the corresponding District principal.

**Section 4.9 Inspection of Charter School Facilities.** The Charter School shall permit any designee(s) of the Superintendent to visit or inspect the Charter School facilities at any time during the term of this Contract, provided that such inspection shall not materially interfere with the orderly and efficient operation of the Charter School.

**Section 4.10 Access to Charter School Records.** Subject to Applicable Law, all Charter School records, including student records, will be maintained and retained in compliance with Board policy. The Charter School Operator shall grant any designee(s) of the Superintendent upon reasonable notice the right to reasonably inspect and copy at cost any and all Charter School records and documents, including but not limited to pupil records, at any time within normal business hours during the term of this Contract; provided, however, that such inspection shall not materially interfere with the orderly and efficient operation of the Charter School or otherwise unduly burden the staff of said school.

**Section 4.11 Grant Applications.** The Charter School shall comply with District procedures for the preparation and submission of grant applications and submit to the District copies of any applications for grants made on behalf of the Charter School at the time the application is submitted to the funding authority.

# ARTICLE FIVE

## JOINT RESPONSIBILITIES OF THE PARTIES

The Parties agree to take the following actions:

### Section 5.1 Performance Evaluations of Certain Subjects:

- 1) The District shall evaluate the performance of the Charter School in the areas of curriculum implementation and student achievement. A description of the specific performance measures that shall be used to evaluate such areas shall be mutually agreed to by the District and the Charter School annually, no later than October 31 of each year.
- 2) The Charter School shall provide to the District the following required reports, at the times described below:
  - a) **Strategic Plan.** The strategic plan should specify the mission and vision of the school, identify the target population of students, and establish strategic goals for the development of the school. The Charter School shall resubmit the strategic plan to the District upon each revision. In addition, a revised strategic plan must be submitted to the District by August 1 immediately following any renewal of the initial term of the Contract.
  - b) **Accountability.** If D.C. Everest IDEA School is identified for comprehensive reform based on performance of all students or targeted reform based on performance of subgroups of students under the Every Student Succeeds Act (ESSA), as determined by the State of Wisconsin, then D.C. Everest IDEA School will submit to the district for approval a school accountability plan which complies with the requirements and timelines set for by the State of Wisconsin. In addition, D.C. Everest IDEA School will provide the district with an annual progress report detailing work to bring IDEA School into compliance with the requirements of the ESSA.

# ARTICLE SIX

## NOTICES, REPORTS, AND INSPECTIONS

**Section 6.1 Notice of Annual Budget.** The Charter School shall provide the District with a copy of the proposed annual Charter School budget for the upcoming academic year no later than May 1 immediately preceding the beginning of each such academic year.

### Section 6.2 Other Notices.

- 1) **Agendas and Meetings.** The Charter School shall provide to the District agendas and notice in advance of all meetings of the Charter School Governing Board. The Charter School will comply with all applicable requirements of the *Wisconsin Open Meetings Law*.
- 2) **Governmental Agencies.** The Charter School shall immediately notify the District when the Charter School receives any correspondence from the Department or the

United States Department of Education or Office of Civil Rights, or other governmental agency that requires a formal response, except that no notice shall be required of any routine or regular, periodic mailings.

- 3) *Legal Actions.* The Charter School shall immediately report to the District any material litigation, threatened or filed, or formal court proceedings alleging the violation of any Applicable Law with respect to the Charter School, its employees, or its students.

## ARTICLE SEVEN

### MISCELLANEOUS PROVISIONS

**Section 7.1 Code of Ethics.** Members of the Governing Board of the Charter School shall be subject to the following code of ethics using terminology as defined below:

*“Anything of substantial value”* or *“Anything of value”* means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation paid by the Charter School Operator for the services as member of the Governing Board, or expenses paid for services as a Governing Board member, or hospitality extended for a purpose unrelated to Charter School business.

*“Immediate family”* means a Governing Board member’s spouse and any person who receives directly or indirectly, more than one-half of his/her support from a Governing Board member or from whom a Governing Board member received, directly or indirectly, more than one-half of his/her support.

- 1) No Governing Board member may, in a manner contrary to the interests of the Charter School, use or attempt to use his/her position or Charter School property, including property leased by the Charter School, to gain or attempt to gain anything of substantial value for the private benefit of the Governing Board member, his/her immediate family or any organization with which the Governing Board member is associated.
- 2) No Governing Board member may solicit or accept from any person or organization anything of value pursuant to an express or implied understanding that his/her conduct of Charter School business would be influenced thereby.
- 3) No Governing Board member may intentionally use or disclose confidential information concerning the Charter School in any way that could result in the receipt of anything of value for himself/herself, for his/her immediate family or for any other person or organization with which the Governing Board member is associated.
  - a) If a Governing Board member, a member of a Governing Board member’s immediate family, or any organization with which a Governing Board member is associated, proposes to enter into any contract or lease with the Charter School Operator that may within any twelve (12)-month period involve payments of \$3,000 or more derived in whole or in part from payments made pursuant to *s. 118.40(2r)(e), Wisconsin Statutes*, such Governing Board member shall be excused from, and shall not participate in, any dealing, discussion, or other position of approval or influence with

respect to the Charter School Operator's entering into such contract or lease; provided, however, that such Governing Board member may be part of a discussion concerning such proposed contract or lease for the limited purpose of responding to Governing Board inquiries concerning such contract or lease.

- b) Provided that the Governing Board member is not in a position to approve or influence the Charter School Operator's decision to enter into such contract or lease and that the procedures set forth in *s. 3.32(4)(a), Wisconsin Statutes*, are observed, a Governing Board member may enter into a contract or lease described in *Section 7.2(4)(a)* if the Governing Board member shall have made written disclosure of the nature and extent of any relationship described in paragraph (a) immediately preceding to the District.

**Section 7.2 Policy for Returning Students to Traditional Programming.** The Governing Board will develop and implement a policy for returning students to traditional District programming following a period of attendance at the Charter School. This policy will address the documentation of student progress that will be provided to the District by the Charter School, and will provide that the Charter School will make reasonable efforts to coordinate the timing of a high school student's return to traditional District programming to coincide with the District's academic quarters.

## ARTICLE EIGHT

### REVOCATION OF CONTRACT BY THE DISTRICT

**Section 8.1 Events of Default by Charter School.** The District under procedures in Section 8.2 may terminate this Contract if the District finds that any of the following Events of Default have occurred:

- 1) The pupils enrolled in the Charter School have failed to make sufficient progress toward attaining the educational goals under *s. 118.01, Wisconsin Statutes*, or have failed to achieve the requirements, as determined by the State of Wisconsin pursuant to the federal Every Student Succeeds Act, for three (3) consecutive years;
- 2) The Charter School has failed to comply with generally accepted accounting standards of fiscal management with respect to the Charter School;
- 3) The Charter School employees or agents provided the District false or intentionally misleading information or documentation in the performance of this Contract; or
- 4) The Charter School has failed materially to comply with Applicable Law;
- 5) The Charter School has violated *section 118.40, Wisconsin Statutes*; or
- 6) The Charter School Operator defaults materially in any of the terms, conditions, promises, or representations contained in or incorporated into this Contract.

**Section 8.2 Procedures for The District's Revocation:**

- 1) **Emergency Termination or Suspension Pending Investigation.** If the Superintendent determines that any of the Events of Default set forth in Section 8.1 has occurred and that thereby the health or safety of the Charter School's students

is immediately put at risk, the District shall provide the Charter School written notice of such Event(s) of Default and, upon delivering such notice, may either terminate this Contract immediately or may exercise superintending control of the Charter School pending investigation of the pertinent charge.

- a) If the District shall elect to exercise superintending control pending investigation of the pertinent charge, the District shall give the Charter School written notice of the investigation, shall commence such investigation immediately, shall permit the Charter School fairly to address the pertinent charge, and shall thereafter complete its investigation as quickly as reasonably practicable.
  - b) Upon completing its investigation, the District shall promptly deliver to the Charter School in writing either a notice of immediate termination on the basis set forth in this Section 8.2, or a notice of an Event of Default and an opportunity to cure pursuant to Section 8.2(2), or a notice rejecting the pertinent charge and reinstating control of the Charter School to the District.
- 2) **Non-Emergency Revocation and Opportunity to Cure.** If the Superintendent determines that any of the Event(s) of Default has occurred, but that such occurrence does not thereby immediately put at risk the health or safety of the Charter School's students, the District shall advise the Charter School in writing of the pertinent occurrence and shall specify a reasonable period of time (though in no instance less than 30 days) within which the School shall cure or otherwise remedy the specified Event(s) of Default to the reasonable satisfaction of the Superintendent.
- a) If the Charter School shall not so cure or otherwise remedy the specified Event(s) of Default, the District may terminate this Contract by written notice delivered within ten (10) days after the expiration of the specified period.
  - b) If the District shall so terminate this Contract, termination shall become effective at the end of the next academic semester scheduled for the Charter School.

## ARTICLE NINE

### TERMINATION BY THE CHARTER SCHOOL OPERATOR

**Section 9.1** **Grounds for Termination by the Charter School.** This Contract may be terminated by the Charter School under procedures in Section 9.2 if the Charter School Operator finds that any of the following Events of Termination have occurred:

- 1) The Charter School has insufficient enrollment to successfully operate a public school;
- 2) The District defaults materially in any of the terms, conditions, promises, or representations contained in or incorporated into this Contract.

**Section 9.2 Procedures for Charter School Termination of Contract.** The Charter School may terminate this Contract according to the following procedures:

- 1) **Notice.** If the Charter School determines that any of the Event(s) of Default set forth in Section 9.1 has occurred, the School shall notify the Superintendent of the pertinent Event(s) of Termination. The notice shall be in writing, shall set forth in sufficient detail the grounds for termination, and shall specify the proposed effective date of termination (which date shall, to the extent reasonably practicable, be the end of the next academic semester scheduled for the Charter School).
- 2) **Discretionary Termination.** As to the Event(s) of Termination set forth in Sections 9.1(1)-(2), the Superintendent may conduct a preliminary review of the alleged basis/bases for termination to ensure that such basis/bases is/are bona fide. Such review shall be completed promptly and, within thirty (30) days after the Superintendent receives the Charter School's notice, the Superintendent shall deliver to Charter School a notice either approving the School's requested termination or denying the same on the grounds that the asserted basis/bases for termination is/are not in fact bona fide.

If such results of the review and the Superintendent's determination are not delivered to the Charter School in writing within thirty (30) days after the Superintendent receives the notice, the School's notice shall be deemed an approved basis for termination.

- 3) **Automatic Termination.** As to the Event(s) of Termination set forth in Section 9.1, termination shall be effective on the date set forth in the Charter School's notice under Section 9.2(1).

**Section 9.3. Final Accounting.** Upon termination of the Contract, the Charter School shall assist the District in conducting a final accounting of the Charter School by making available to the District all books and records that have been reviewed in preparing the Charter School's annual audits and statements under Section 3.1(11) of this Contract.

## ARTICLE TEN

### TECHNICAL PROVISIONS

**Section 10.1 Term of Contract.** The term of this Contract shall commence on the date of the execution of this Contract and continue for five (5) years.

During the fourth, full academic year of this Contract, the District shall conduct a review of the Charter School's performance to date. The District shall specify in writing for the Charter School the subjects of the review at least three (3) months prior to the beginning of the fourth, full school year of the operation of the Charter School. The measures for evaluation shall be derived from the following sources:

- a) State of Wisconsin and Federal Statutes except were excluded by this contract
- b) Charter School Contract
- c) Charter School Academy Goals
- d) Annual School Accountability Plan
- e) Annual School Accountability Progress Report

- f) Governing Board Bylaws, meeting minutes
- g) Charter School Curricula
- h) Community Partnership Evaluations

The District shall complete the review and shall issue a written report by the end of the fourth full school year of the Contract. The Charter School shall have the opportunity to rectify any negative findings. The results of the review, the Charter Schools' action plan, and subsequent results shall serve as the basis for the District to determine whether it will negotiate another Contract with the Charter School during the fifth year, for another five (5)-year contract taking the school into year eleven (11) through fifteen (15).

- Section 10.2 Applications of Statutes.** If, after the effective date of this Contract, there is a change in Applicable Law that alters or amends the responsibilities or obligations of any of the Parties with respect to this Contract, this Contract shall be altered or amended to conform to the change in existing law as of the effective date of such change.
- Section 10.3 Amendments.** This Contract may be amended only upon the written agreement of the Parties.
- Section 10.4 Severability.** If any provision of this Contract is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the provision or the remaining provisions of this Contract. If any provision of this Contract shall be or become in violation of any federal, state, or local law, such provision shall be considered null and void, and all other provisions shall remain in full force and effect.
- Section 10.5 Successors and Assigns.** The terms and provisions of this Contract are binding on and shall inure to the benefit of the Parties and their respective successors and permitted assigns.
- Section 10.6 Entire Agreement.** This Contract sets forth the entire agreement among the Parties with respect to the subject matter of this Contract. All prior application materials, agreements or contracts, representations, statements, negotiations, understandings, and undertakings are superseded by this Contract.
- Section 10.7 Assignment.** This Contract is not assignable by either Party without the prior written consent of the other Party.
- Section 10.8 Non-waiver.** Except as provided herein, no term or provision of this Contract shall be deemed waived, and no breach or default shall be deemed excused unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. No consent by any Party to, or waiver of, a breach or default by the other, whether expressed or implied, shall constitute a consent to, waiver of, or excuse for any different or subsequent breach or default.
- Section 10.9 Force Majeure.** If any circumstances occur which are beyond the control of a Party, which delay or render impossible the obligations of such Party, the Party's obligation to perform such services shall be postponed for an equivalent period of time or shall be canceled, if such performance has been rendered impossible by such circumstances.
- Section 10.10 No Third-Party Rights.** This Contract is made for the sole benefit of the Parties. Except as otherwise expressly provided, nothing in this Contract shall create or be deemed to create a relationship among the Parties or any of them, and any third party, including a relationship in the nature of a third-party beneficiary or fiduciary.
- Section 10.11 Governing Law.** This Contract shall be governed and controlled by the laws of the State of Wisconsin.

**Section 10.12 Notices.** Whenever this Contract provides that notice must or may be given to another Party, or whenever information must or may be provided to another Party, the Party who may or must give notice or provide information shall fulfill any such responsibility under this Contract if notice is given or information is provided to:

The District: Dr. Kristine Gilmore

The Charter School: The sitting president of the D.C. Everest IDEA Charter School.

Notice hereunder shall be effective if made by hand delivery to the pertinent Party or by United States mail, postage prepaid, certified with return receipt requested. Notices shall be effective when actually received by the addressee, if made by hand delivery, or two (2) days after delivering the pertinent notice to the control of the United States Postal Service, if made by certified mail with return receipt requested.

The undersigned have read, understand, and agree to comply with and be bound by the terms and conditions as set forth in this Contract.

D.C. Everest IDEA School

D.C. Everest School District

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

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Title

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# policy

**BOARD OF EDUCATION  
D.C. EVEREST SCHOOL DISTRICT**

PROGRAM  
2370.01/page 1 of 3

## VIRTUAL ACADEMY

Learning takes place in a variety of situations, environments and locations. The emergence of virtual education (also known as web-based instruction or online instruction), presents extraordinary opportunities for access to information and learning, both within and outside the walls of public schools. The Virtual Academy will provide alternative options for students to take courses that meet graduation requirements. Although there is no substitute for face-to-face interaction, web-delivered courses can help to bridge the resource gap and better equip the D.C. Everest School District to address the issues of equity, accessibility and quality.

The D.C. Everest School District believes that to ensure quality, virtual education opportunities must:

- A. be aligned with the vision of the D.C. Everest School District;
- B. be accredited by a nationally-or state-recognized academic accrediting agency;
- C. be aligned to Wisconsin's academic standards and/or national standards;
- D. have content that is relevant, accurate, and meets state and local standards;
- E. have appropriate procedures mutually agreed upon by the instructor and the D.C. Everest School District for evaluation and verification that the student is submitting his/her own work;
- F. have instructors whose qualifications are similar to those of instructors teaching in traditional classes and who are prepared specifically and comprehensively to teach in this environment.

# policy

**BOARD OF EDUCATION  
D.C. EVEREST SCHOOL DISTRICT**

PROGRAM  
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## **Program Availability and Access:**

- A. The District shall offer a virtual option for students in grades 6 – 12.
- B. The District will provide the hardware and software needed for a student to take a course.
- C. D.C. Everest School District will not provide funds for home Internet access or home technology assistance.

## **Credit for Virtual Courses:**

- A. Credit may be awarded for virtual courses if the principal approves the course in advance, and students successfully complete the course.
- B. The tuition fee for an approved virtual course shall be paid by the District for students enrolled full-time. The District may pay the fee for expelled students who are permitted to take virtual courses in alternative settings. Individual students shall be responsible for costs associated with summer school course work and/or courses not pre-approved by the principal.

## **Denial of Student Enrollment:**

- A. The District may deny a student enrollment in the Virtual Academy course if any of the following apply, as determined by the District.
- B. The student has previously gained the credits provided from the completion of the on-line course.
- C. The student does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject area.

# policy

**BOARD OF EDUCATION  
D.C. EVEREST SCHOOL DISTRICT**

PROGRAM  
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- D. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the Assistant Superintendent of Curriculum & Learning. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

# policy

**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

RELATIONS  
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## PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the School Board. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 3122 and Policy 4122.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the Superintendent for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

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

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

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

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

# policy

**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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

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

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All appearances before the Board should be scheduled seven (7) days before the regular meeting so they could be included in the agenda. Exceptions may be made in the case of an emergency.

The meetings with the Board may be private, at the discretion of the Board, when personnel matters or individual student records are being discussed.

The only time an individual Board member may speak for the Board would be as a member delegated by the Board to make a specific appearance, on a specific occasion, to discuss a specific issue under the direction of the Board. The viewpoint of the Board should be presented, and not their own, if it should be at variance with the majority of the Board.

# policy

**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## **Guidelines for Matters Regarding a Professional Staff Member**

### A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

### B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

### C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the Superintendent, the individual(s) may submit a written request for a conference to the Superintendent. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;

# policy

**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the Superintendent, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within three (3) days of receiving the Superintendent's response.

The Board, after reviewing all material relating to the matter may shall provide the individual(s) with a written response or grant a meeting, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law.

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the Superintendent for further assistance.

# policy

**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## **Guidelines for Matters Regarding a Support Staff Member**

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

## **Guidelines for Matters Regarding District Services or Operations**

If the matter relates to a District procedure or operation, it should be addressed, initially, to the supervisor directly responsible and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

## **Guidelines for Matters Regarding Enrollment Disputes**

If the matters relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed initially to the Homelessness Coordinator, and then to the Third Level of the process for "Matters Regarding a Professional Staff Member".

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## **Guidelines for Matters Regarding the Educational Program**

If the matter relates to a District program, it should be addressed, initially, to the administrator responsible for the program and then in subsequently higher levels as prescribed in "Matters Regarding a Professional Staff Member".

## **Guidelines for Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

# policy

**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## Reconsideration of Educational Materials

Reconsideration process:

- A. Any resident, parent/guardian of a student or professional staff member of the District may seek reconsideration of educational materials used in the District's educational program.
- B. No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of the review committee, with the concurrence of the Superintendent; or upon the Superintendent's recommendation and concurrence of the School Board; or upon formal action of the Board when a recommendation of a review committee is appealed to it.
- C. The committee will not hear appeals of the appropriateness of total curriculum; i.e., if a program, such as Health Education is questioned, it will not be reviewed by this committee.
- D. Materials, which were not purchased through District funds or for which no material selection form is on file, are not subject to the reconsideration procedure.
- E. If a person complains to the Board, a central office administrator or a building administrator, the Board and/or the administrator should refer the complainant(s) to the materials reconsideration procedure so that all cases may be handled with uniformity.

# policy

**SCHOOL BOARD  
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No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

118.01, 118.019, Wis. Stats.  
20 U.S.C. 1232h

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# **Bylaws & Policies**

**D.C. Everest Area School District**

October, 2015

GLOSSARY OF EDUCATIONAL TERMS AND ACRONYMS

The following terms are used by the School District not only in policy and administrative guidelines, but in communications with parents, students, and the public.

**ASSESSMENT**

The comparison that is made between what should have been accomplished and what has been actually accomplished. With student learning, it is a comparison between what has been learned and what should have been learned.

**ATTITUDE**

One of the five major types of learning contained in courses of study, along with facts, concepts, principles, and skills. Students develop (or change) a mind-set towards acting in a particular way. Examples are a mind-set or attitude toward "doing quality work," "maintaining a clean environment," "participating in civic affairs," "not using drugs," etc.

**CONCEPT**

One of the five major types of learning involved in a course of study, along with attitudes, facts, principles, and skills. Students form an abstract idea of a class or type by understanding the characteristics that are true of any instance. For example, a triangle is the name for the concept of any plane, closed, geometric figure that has three sides which form three internal angles.

**CONTENT**

The name that is used to refer to all of the facts, concepts, principles, attitudes, and skills that students are to learn in any course of study.

**COURSE OF STUDY**

An organized sequence of activities designed for students to acquire a body of knowledge, attitudes, and skills associated with a particular academic or vocational field. The learning activities may be scheduled over a period of a semester, a school year, or several school years. Examples are a K-6 math program, 11th grade American History, and Junior High School Science.

**CRITERION (CRITERIA)**

A feature or characteristic by which something or someone is to be measured or judged. For example, in judging a student's writing ability, criteria that might be used are "legibility," "spelling," "clarity of expression," "grammar," etc.

**CURRICULUM**

All the planned activities, formal and informal, individual and group, in and outside of the classroom, necessary to accomplish the educational goals of the District. (See Policy 2210).

**DIAGNOSIS**

A determination of the causes for a particular condition, usually based on an assessment or evaluation. It deals with the question "What are the reasons for ....?". In education, it could deal with the reasons students are or are not accomplishing what they are expected to be accomplishing as a result of instruction.

**EVALUATION**

A value judgment that is made about an assessment. For example, if assessment shows that a student has satisfactorily achieved 90% of the objectives of a course, the evaluation (judgment) could be that the student's achievement is judged to be "excellent" or "better-than-average," "superior," and the like.

**FACT**

One of the five major types of learning involved in a course of study, along with attitudes, concepts, principles, and skills. Students acquire knowledge of verified, specific information about an event, procedure, place, person, or object.

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**GOAL**

An intention or expectation, usually stated, which requires several tasks to produce the desired result. Most goals involve the accomplishment of two or more related objectives.

**IDEA**

The Federal law which defines how states and local school systems will provide education for disabled children. Usually referred to as special education or "special ed." Enforced by the Department of Education (DOE).

#### IEP

The acronym for Individualized Education Plan. Such a plan is required for every student who is classified as eligible for special education by Federal and State criteria.

#### INSTRUCTION

The information, questions, and/or directions provided to students by teachers, books, computers, etc., in order that they may acquire some type of learning.

#### LEADERSHIP

A process of working with people where certain knowledge and skills, and attitudes, combined with risk-taking, are used to 1.) envision a desired or needed outcome; 2.) communicate to others so they participate willingly in the necessary tasks; 3.) monitor progress toward the outcome; 4.) reinforce and/or remediate actions; 5.) evaluate the results.

#### MANAGEMENT

The process of organizing and maintaining needed resources (people, things, time, and money) and ensuring they are utilized appropriately for their intended purpose.

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#### MEASUREMENT

A determination of the quantity and/or quality of something. In education, it is usually a determination (often by testing) of how much has been learned or how well it has been learned. It is the necessary first step for an assessment and evaluation.

#### MISSION

The stated purpose or intent of a school or school system. The reason it exists.

#### MODEL

In education, the term usually refers to a program or project designed to demonstrate unique activities, structures, and/or organizations.

#### NORMS

In education, the term is primarily related to testing and refers to a set of achievement levels attained by a given number or percentage of students from representative populations or areas of a state or the nation.

#### OBJECTIVE

An intended action or result, often a step in the process of achieving a goal. For students, a learning objective is usually the first level of accomplishment which, when sequenced and correlated with other objectives, allows for the achievement of Course of Study objectives, which, if achieved and correlated with the accomplishment of other Courses of Study objectives, lead to the accomplishment of one (1) or more of the District's Educational Goals for Students.

#### OUTCOME

The situation that exists when one (1) or more goals have been achieved. In plans, outcomes are usually stated in terms of expected accomplishment; goals are usually stated in terms of intended actions. Both emanate from the Mission Statement.

#### PILOT

The try-out of a new or innovative program or activity before making a major, long-term commitment.

#### PLACEMENT

The assignment, for reasons other than educational achievement, of a student to another group, grade, program, or course.

#### PLAN

The thought-out sequence of actions designed to accomplish an objective or goal. Usually describes needed resources, appropriate actions and timelines, contingencies, and procedures for monitoring progress.

#### PRINCIPLE

One of the five major learnings involved in a course of study, along with attitudes, concepts, facts, and skills. Students acquire knowledge of cause-effect relationships in the natural and social sciences, mathematics, and other subject areas.

**PROGRAM**

A series of related, planned activities which are designed to accomplish one or more stated purposes.

**PROMOTION**

The advancement of a student from one level of learning to a higher level of learning usually by assignment to a higher group, grade, program, or course.

**RELIABILITY**

In education, the term relates primarily to testing and refers to how consistently test items or a test as a whole measures the same learning among different students.

**RETENTION**

The decision to have a student remain at his/her current level for an additional semester or school year, because the student lacks knowledge or skills needed for further learning and/or exhibits emotional or social immaturity.

**SCOPE**

A curriculum term which refers to both the length of a particular course of study and to the amount and types of learnings that will be dealt with from beginning to end.

**SECTION 504**

The section of the Rehabilitation Act of 1973 that includes requirements for employment and education of disabled persons. Enforced by the Office of Civil Rights (OCR).

**SEQUENCE**

A curriculum term correlated to SCOPE which describes the order in which learnings will be developed and should cumulate throughout a course of study.

#### SKILL

One of the five major types of learning involved in a course of study, along with attitudes, facts, concepts, and principles. Students have learned a skill when they can take certain actions and produce a particular result at a given standard of quality. This type of learning is acquired through repeated practice interspersed with clear, concise feedback on what to change and what to maintain in order to improve the result.

#### STANDARDIZED TEST

A test in which the items have been designed by educators outside of the district rather than by the students' teachers and has state or national norms by which to judge the level of each student's achievement.

#### STANINE

A term used in reporting test results that refers to one of nine levels of performance on the test.

#### TEST

A method, consisting of questions or activity directions, designed to determine what students have acquired in the way of attitudes, facts, concepts, principles, and/or skills. It may also be used to determine how much or how well they can apply what they have learned.

#### UNDERSTANDING

A level of knowledge beyond memorization or rote which makes it possible for a student to explain what s/he has learned and/or to apply the knowledge in new and unfamiliar situations.

#### VALIDITY

In education, the term relates primarily to testing and refers to how well test items or a test as a whole actually measures what is intended to be measured or needs to be measured. (See RELIABILITY).

ACRONYMS

DOE - Federal Department of Education

DPI - Wisconsin Department of Public Instruction

EPA - Environmental Protection Agency

FERPA - Federal Education Rights and Privacy Act

IEP - Individualized Education Plan

OCR - Office of Civil Rights

OSHA - Office of Safety and Health Administration

PPO - Pupil Performance Objective

SAT - Scholastic Aptitude Test

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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D.C. EVEREST AREA SCHOOL DISTRICT**

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## DEFINITIONS

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

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

### **Administrative Guideline**

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

### **Agreement**

A collectively negotiated contract with a recognized bargaining unit.

### **Board**

The School Board also commonly referred to as the School Board.

### **Bylaw**

Rule of the Board for its own governance.

### **Clerk**

The chief clerk of the School Board. (See Bylaw 0170)

### **District**

The School District.

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## **District Administrator**

The chief executive officer of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities to appropriate staff members.

## **Due Process**

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

## **Full Board**

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

## **May**

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

## **Medical Advisor**

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

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## **Meeting**

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

## **Parent**

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

## **Policy**

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

## **President**

The chief executive officer of the School Board. (See Bylaw 0170)

## **Principal**

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## **Professional Staff Member**

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

## **Relative**

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

## **Shall**

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

## **Student**

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

## **Superintendent**

As noted under District Administrator, locally some districts refer to the chief executive officer of the School District as Superintendent. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members.

## **Support Staff**

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

**BYLAWS**  
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## **Treasurer**

The chief financial officer of the District. (See Bylaw 0170)

## **Vice-President**

The Vice-President of the School Board. (See Bylaw 0170)

## **Voting**

A vote at a meeting of the School Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member may be present at a meeting if attending by telephone or other manner of remote access, provided that the meeting is properly held. No voting by Proxy may be recorded or counted in an official vote of the Board.

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

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## OFFICIAL DESCRIPTION

- 0111      **Name**
- The School Board of this District shall be known officially as the D.C. Everest School Board.
- 0112      **Purpose**
- The School Board exists for the purpose of providing a system of free, public education for children in grades 4K-12.
- 0113      **Boundaries**
- The D.C. Everest Area School District is comprised of the area in the description on file in the School Board office.
- 0114      **Classification**
- The D.C. Everest Area School District shall be classified as a common school district.
- 0115      **Address**
- The official address of the D.C. Everest School Board shall be 6300 Alderson Street, Weston, WI 54476 .

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## POWERS AND PHILOSOPHY

### 0121 **Authority**

The supervision of this District shall be conducted by the School Board, hereinafter sometimes referred to as the "Board", which is constituted and is governed by the laws of the State of Wisconsin.

Chapters 118 and 120, Wis. Stats.

### 0122 **Board Powers**

The power of this School Board extends to those matters expressly or implicitly granted by constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education.

120.13, Wis. Stats.

The Board shall also authorize the development and promulgation of rules and guidelines by the Superintendent for the proper operation and management of the District, including the conduct of students while in school or enroute on school buses.

### 0123 **Philosophy of the Board**

A School Board is a legal entity for providing a system of public education within a geographic area of the State of Wisconsin. The system was created by, and is governed by, State statutes. Members of a Board are chosen by citizens to represent them and the State in the governance of the local schools.

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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The Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of residents. While the Board has an obligation to determine and assess citizen desires, it is understood that when the voters elect delegates to represent them in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the School Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## FUNCTIONS

0131           **Legislative**

0131.1       **Bylaws and Policies**

The School Board shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute.

Those bylaws and policies which are not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

The Superintendent is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. The Superintendent shall inform the Board of any such changes at the next regular Board meeting.

0132           **Executive**

0132.1       **Selection of Superintendent**

The School Board shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Wisconsin, rules of the Department of Public Instruction, and the policies of this Board. (118.24, Wis. Stats.)

0132.2       **Administrative Guidelines**

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the school will be operated. These detailed arrangements shall constitute the administrative guidelines governing the schools which are not inconsistent with statutes or regulations of the Department of Public Instruction or the policies of this Board. (See Policy 1230.01)

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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0133

## **Judicial**

The School Board assumes jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its judicial function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

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**SCHOOL BOARD  
D.C. EVEREST AREA SCHOOL DISTRICT**

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## MEMBERSHIP

**0141 Number**

The School Board shall consist of seven (7) members.

**0141.1 Student Representation at Board Meetings**

The School Board acknowledges the important contributions students can make to the governance of the schools. The Board believes that student participation at Board meetings can provide a better understanding of the needs and concerns of students. The Board, therefore, welcomes a student representative to the Board.

The student representative(s) or the alternate in the absence of the representative shall:

- A. represent all students of the District.
- B. serve on an annual basis beginning in June.
- C. be a member of the Student Council.

The representative shall:

- A. be selected by a process established by the high school administration and the Student Council.
- B. be encouraged to sit at the Board table and answer questions in the same manner as elected Board members.

The student representative is encouraged to communicate with the students in all secondary schools in the District.

The student representative shall not vote on matters that come before the Board and/or participate in closed sessions of the Board.

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0142           **Election/Appointment**

0142.1       **Electoral Process**

Members of the Board shall be elected annually at the spring election on the first Tuesday in April in a manner that is consistent with State law.

120.06 (1), 10.68 (5)(2b), Wis. Stats.

**Declaration of Candidacy**

If an incumbent fails to file a Declaration of Candidacy by the 5:00 P.M. deadline on the first Tuesday in January, candidates may file a declaration of candidacy within seventy-two (72) hours of the Tuesday deadline.

**Declaration of Non-Candidacy**

If an incumbent files a Declaration of Non-Candidacy no later than 5:00 P.M. on the 2nd Friday preceding the Tuesday deadline, there is no extension of the Tuesday deadline.

When the first Tuesday in January is a holiday the deadline becomes 5:00 P.M. the next day.

120.06 (6)(b), Wis. Stats.

0142.2       **Qualifications**

A school elector in the School District is eligible to be a Board member.

120.06(2), Wis. Stats.

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**0142.3 Term**

The term of each Board member shall be three (3) years commencing on the 4th Monday in April and shall continue until a successor is elected and qualified or until a vacancy occurs.

120.06(4), Wis. Stats.

**0142.4 Oath**

Each newly-elected Board member shall file the oath of office with the Clerk.

120.06 (10), Wis. Stats.

**0142.5 Vacancies**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony or imprisonment for one or more years
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required
- G. the incumbent's ceasing to possess the legal qualifications for holding office

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- H. the incumbent moving his/her residence out of the District
- I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term

A vacancy shall be filled by the remaining members of the Board in accordance with 17.26.

17.03 et seq., Wis. Stats.

### **Filling a Board Vacancy**

The vacancy shall be filled by the Board using the following procedure:

- A. The Board shall seek qualified and interested candidates from the community through the news media and District web site.
- B. All applicants are to submit a notice of their interest, in writing, to the Board Clerk.
- C. The Board may interview all interested candidates to ascertain their qualifications.
- D. Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board.

0142.6

### **Recall**

Any member of the Board may be recalled pursuant to Chapter 9.10, Wis. Stats.

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0142.7      **Orientation**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures.

Each new Board member shall be invited to meet with the Board President and the Superintendent to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

**Deleted:** Accordingly, the Board shall give to each new Board member no later than his/her first regular meeting as a Board member.

0143      **Authority**

Individual members of the Board do not possess the powers that reside in the School Board. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

0143.1      **Public Expression of Board Members**

The Board President functions as the official spokesperson for the Board.

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From time-to-time, however, individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
  - 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
  - 2. routine, not for publication, correspondence of the Superintendent and other Board employees
  - 3. routine "thank you" letters of the Board
  - 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
  - 5. personal statements not intended for publication

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0144           **Operations**

0144.1       **Compensation**

Board members shall receive compensation as approved by the electors at the Annual Meeting.

Expenses of a Board member when authorized by the Annual Meeting shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

Board members shall be paid actual wages lost per day as prescribed by law for loss of wages due to attendance at authorized school related meetings.

In the event that Board members are required to use vacation time, or give up other compensation, they are entitled to reimbursement at their daily rate.

Reimbursement for lost wages, vacation time or other compensation is earned income and shall be paid after taxes have been withheld.

120.10(3), Wis. Stats.  
120-43(3), Wis. Stats.

The following guidelines have been established by the School Board to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- B. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- C. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

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- D. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval.

0144.2

**Board Member Ethics**

As members of the School Board, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;

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- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

0144.3

## **Conflict of Interest**

Board members shall perform their official duties in a manner free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use his/her position as a Board member to obtain financial gain for himself/herself, immediate family, or any organization with which s/he is associated;
- B. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system and as a public officer;
- C. when a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

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Board Members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats., by having a private interest in a contract with the District in an amount that exceeds \$15,000 annually.

0144.4 **Indemnification**

The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law.

0145 **Sexual and Other Forms of Harassment**

The School Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. 111.36(1) Wis. Stats.

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The harassment of a District staff member, student, or another Board member by a member of the Board is strictly forbidden. Any member, who is found to have harassed a member of the staff, a student, or another Board member will be subject to discipline by the Board and may be reported to law enforcement authorities.

118.13, 120.13(1) 111.32(13) Wis. Stats.  
P.I. 9, Wis. Adm. Code  
Title IX Education Amendments of 1972, Chapter 227

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## ORGANIZATION

### 0151 **Annual School District Meeting**

The School Board shall hold an annual meeting on the fourth Monday in July at 8:00 p.m. unless the electors at any annual meeting set a different date and time for subsequent meetings or authorize the Board to set a different date and time for subsequent meetings, but in no case shall the annual meeting be held earlier than May 15th or later than October 31st. The meeting shall be held for the purposes prescribed by 120.08, 120.09, Wis. Stats. The meeting shall be called to order by the ranking officer of the Board who shall serve as presiding officer until the election of a chairperson.

### 0151.1 **Annual Board Reorganization Meeting**

The School Board shall hold an annual reorganization meeting on or within thirty (30) days after the fourth Monday in April. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of the Board President.

### 0152 **Officers**

The Board shall elect, from among its members, a President, Vice-President, Treasurer, and a Clerk. Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth (4th) Monday in April.

120.05, Wis. Stats.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

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Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The Board shall, in addition to other statutory requirements:

- A. designate depositories for school funds;
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders.

120.10, 120.15 et seq., Wis. Stats.

0155

## **Committees**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. In addition, committee meetings may provide for a period of public participation, and recording appropriate minutes of the meeting. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

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Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

The Superintendent shall serve as an ex-officio member of each committee.

**Deleted: The President is authorized to appoint as soon after the Annual Reorganizational meeting as practicable, members of the Board to standing committees where they shall serve a term of one (1) year.**

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## MEETINGS

0161 **Parliamentary Authority**

The parliamentary authority governing the School Board shall be Robert's Rules of Order, Newly Revised, as defined in Chapter XVI, "Boards and Committees" in all cases in which it is not inconsistent with statute, administrative code, or these bylaws,

0162 **Quorum**

Four (4) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

Two (2) forms of a quorum should be avoided.

"Negative Quorum" – A gathering of less than one-half (1/2) of the members of the Board may be a meeting if that group possesses the power to defeat action taken by the School Board.

"Walking Quorum" – Less than one-half (1/2) of the members of the Board gathered together may constitute a meeting if it is one (1) of a series of meetings through which agreement on an issue is reached. A series of e-mail messages, phone calls or other communications between Board members could be a "meeting" or "walking quorum" because, while the Board members have not physically convened, they can effectively communicate and exercise the authority otherwise vested in the Board.

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0163           **Presiding Officer**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

120.11, Wis. Stats.

0164           **Call**

0164.1       **Regular Meetings**

The regular meetings of the School Board shall be held on the fourth Wednesday of each month in the board room of the Administration Building unless another time and/or location is designated by the Board with due notice.

It is the policy of the School Board that the flag of the United States of America shall be on display in the Board Room for each regular and the annual School Board meeting.

The Board meetings shall begin with the president leading the pledge to the flag. No one shall be compelled, against his objections, to recite the Pledge of Allegiance.

0164.2       **Special Meetings**

Special meetings of the Board may be called by the President or by the written request of any member of the Board provided there is compliance with the notice provision of these Bylaws.

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

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0165           **Notice**

0165.1       **Regular Meetings**

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

19.84, Wis. Stats.

The notice shall also contain the following statement:

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

The notice shall be given to local media and municipalities, the official newspaper and, upon the written request, to an individual, organization, firm, or corporation. The news media shall be entitled to receive, at their request, copies of such notices free of charge.

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0165.2      **Change of Regular Meetings**

If the Board adopts a resolution changing the date, time, or place of a regularly-scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the front door of the Administrative Office Building and such places as the Board may determine. Said notice shall be posted at least twenty-four (24) hours before the rescheduled meeting.

0165.3      **Special Meetings**

Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board, at least twenty-four (24) hours prior to the meeting. A special meeting may be held without prior notice if all Board members are present and consent or each member consents in writing even if s/he does not attend.

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120.11(2), Wis. Stats.

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0166

## **Agenda**

The Superintendent shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. The Superintendent and the President of the Board should meet prior to the Board meeting to discuss the contents of the agenda. The level of specificity of the description of subject matter for discussion shall be determined considering the following: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and, (3) whether the meeting will involve routine or novel issues.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda may contain the following statement:

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

The agenda for each regular meeting shall be delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be delivered no later than two (2) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

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The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

The following shall be the order of business:

- A. Call to order by the President
- B. Roll call/Verbal notification of closed session of the Board, if applicable.
- C. Pledge of Allegiance to the Flag
- D. Approval of Agenda
- E. Hearing of delegations present (if any)
- F. Consent Agenda – A grouping on the agenda for those items which do not require discussion or explanation as to the reason for action. All items on consent agenda will be acted upon under a single motion. (Such agenda may include minutes, treasurer’s report and bill listing, employment of personnel, second reading on policies, and items selected by the superintendent and school board president.) Any item may be removed from the consent agenda prior to the motion and second to approve. All items removed from consent agenda will be considered separately.
- G. Reports/considerations
- H. Unfinished business
- I. New business
- J. Petitions and communications
- K. Calendar of future committee and board meetings

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- L. Adjournment
- M. Executive session – If required and if approved by roll call vote of the members of the Board.
- N. Reconvene in Open Session
- O. Adjournment

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must (1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting and (2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

19.84(3) Wis. Stats

0166.1

**Consent Agenda**

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

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

- A. minutes of prior meetings
- B. bills for payment
- C. hiring of personnel
- D. resolutions that require annual adoption, such as bank signatories, Wisconsin High School Athletic Association membership, etc.
- E. resignations and leaves

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

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

0167      **Conduct**

0167.1    **Voting**

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members present at the meeting, unless otherwise required by law, and a proper record made of the vote. Meetings of the Board shall be public and no person shall be excluded therefrom.

19.83, Wis. Stats.

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

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**0167.2 Closed Session**

The Board may meet in a closed session, one closed to the public, for specified purposes.

Each closed session requires a majority roll-call vote of the Board and may be held to:

- A. deliberate a case which was the subject of any hearing before the Board; (19.85(1)(a))
- B. consider dismissal, demotion, licensing, or discipline of any Board employee or person licensed by the Board, or the investigation of charges against such person, and the taking of formal action on any such matter, provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. (19.85(1)(b))
- C. consider the employment, promotion, compensation, or performance-evaluation data of any employee; (19.85(1)(c))
- D. considering strategy for crime detection or prevention; (19.85(1)(d))
- E. deliberate or negotiate the purchase of public properties, the investment of District funds, or the conduct of other Board business whenever competitive or bargaining reasons require a closed session; (19.85(1)(e))

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- F. consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (B) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (19.85(1)(f))
- G. confer with the Board's legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved; (19.85(1)(g))
- H. consider requests for confidential, written advice from the ethics board under 19.46(2), Wis. Stats., or from any county or municipal ethics board under 19.59(5), Wis. Stats.; (19.85(1)(h))

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The presiding officer shall announce the nature of the closed session and the specific section of the law that allows for the closed session.

No other business other than that stated in the public notice may be conducted at a closed session. The Board may not reconvene its regular or special meeting after a closed session, within twelve (12) hours, unless public notice of the reconvened meeting was part of the public notice of its regular or special meeting.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions.

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## Recording of Closed Sessions

Other than expulsion hearings, closed sessions of the Board will not be recorded, filmed or photographed without prior approval of the Board. Any such recording, film or photograph must be maintained in accordance with Policy 8310 – Public Records and Policy 8330 – Student Records.

66 OAG 318 (1977)

0167.3

## Public Participation at Board Meetings

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

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- Deleted: Agenda Item
- Deleted: Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than ten (10) days prior to the meeting and include:
  - Deleted: A.
  - Deleted: name and address of the participant;
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  - Deleted: group affiliation, if and when appropriate;
  - Deleted: C.
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## Public-Participation Section of the Meeting

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

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The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business at the discretion of the presiding officer.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. Participants shall direct all comments to the Board and not to staff or other participants.
- F. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- G. The presiding officer may:
  - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;

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3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board.

19.90, Wis. Stats.

0167.5

## **Use of Electronic Mail**

E-mail is a form of communication that could conflict with the Open Meetings Act and must be preserved for production in the context of an open records request. Board members are strongly discouraged from communicating regarding Board business with other Board members, the Superintendent, school staff or members of the community via electronic mail. If a Board member does utilize electronic mail, it may be used only for the purposes of communicating:

- A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;
- B. possible agenda items between the Superintendent and the Board president;

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- C. times, dates, and places of regular or special Board meetings;
- D. a Board meeting agenda or public record information concerning items on the agenda;
- E. requests for public record information from a member of the administration, school staff, or community pertaining to District operations;
- F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

0167.6

**E-mail - Public Records**

There should be no expectation of privacy for any messages sent by e-mail. All messages sent or received by any member of the Board in the course of conducting the business of the Board shall be provided to the District's Records Custodian or the Superintendent for preservation. Such records may be subject to disclosure under the Public Records Act.

The Superintendent in consultation with the District Records Custodian shall devise and develop procedures pertaining to e-mail communications and public records. The custodian shall do the following:

- A. develop procedures for collecting, archiving and cataloguing Board e-mail communications
- B. develop procedures for reproducing Board e-mail communications to comply with a request under the Public Records Act

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- C. promptly disseminate the procedures for collecting, archiving and cataloguing Board member e-mail communications to each Board member

Board members are required to provide to the Records Custodian all e-mail communications using the procedure developed by the Superintendent and Records Custodian without regard to whether the Board member believes the communication is subject to disclosure under the Public Records Act.

Prior to implementation of a procedure for collection of e-mail, all such communications of the Board members must be copied to the Custodian or Superintendent.

Board members shall utilize e-mail communication only as described in Bylaw 0167.5.

Each Board member as an elected official is independently required by law to comply with public records requests for e-mail communications sent or received on the Board member's personal e-mail account.

0167.7

## Use of Personal Communication Devices

When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board members use of PCDs shall be in accordance with the following policies and administrative guideline:

- A. Policy 7530.02 - Staff Use of Personal Communication Devices

- ~~B.~~ Policy 7530.01 - Board-Owned Personal Communication Devices

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<b>Deleted: Policy 7542 - Access to District Technology Resources from Personally-Owned Personal Communication Devices</b>
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C. Policy 7540.04 - Staff Network and Internet Acceptable Use  
and Safety

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D. AG 7540.04 - Staff Network and Internet Acceptable Use and  
Safety

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For purposes of this Bylaw, PCDs shall be defined as set forth in the  
above-identified policies.

0168 **Minutes**

0168.1 **Open Meeting**

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

Proceedings of each meeting shall be publicized on District web site and by school District-wide distribution prepared and directed by the School Board and paid out of school funds within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

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

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

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

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The minutes shall show only action taken.

120.11, Wis. Stats.

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## DUTIES

0171 **Officers**

0171.1 **President**

The President of the School Board shall:

- A. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
- B. countersign all checks, share drafts, or other drafts for disbursement of District funds;
- C. defend on behalf of the District all actions brought against it;
- D. prosecute, when authorized by an annual meeting of the School Board, actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 and 121 in which the District has an interest;
- E. Perform other duties appropriate to the office of the President under 120.15 Wis. Stats.

120.15, Wis. Stats.

0171.2 **Vice-President**

The Vice-President of the School Board shall act as chairperson of the school board meeting by:

- A. presiding at meetings of the Board when the President is not able to attend;
- B. performing other duties appropriate to the office of Vice-President as the Board determines;

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- C. in case of a vacancy in the office of President, succeeding to the office of President for the balance of the unexpired term.

120.15(5), Wis. Stats.

0171.3

**Clerk**

The Clerk of the School Board shall:

- A. act as clerk and record the proceedings of all meetings of the Board;
- B. enter the proceedings of the Board in proper record books;
- C. enter in the record book copies of all Clerk's reports sent to municipal clerks;
- D. draw and record orders on the Treasurer as directed by the Board;
- E. be the chief election officer of the District with authority to report the name and post-office address of each Board member, within ten (10) days after his/her election or appointment, to the clerk and treasurer;
- F. perform other duties as prescribed by law or the Board.

120.17, Wis. Stats.

0171.4

**Treasurer**

The Treasurer of the School Board shall:

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A. present at the annual meeting a written statement of all money received and dispersed by the District in the preceding year;

B. perform other duties prescribed by statute or by the Board.

120.16, 66.042 Wis. Stats.

**0172 Legal Counsel**

The School Board may employ an attorney to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

**0173 Independent Auditor**

The independent auditor shall:

- A. examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;
- B. conduct such examination in accordance with generally-accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;
- C. render an opinion of the financial statements prepared at the close of the fiscal year;

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<b>Deleted: B.</b>
<b>Deleted:</b> enter in the account books all money received and disbursed and specify the source of the funds and the person to whom funds were paid and the object of the payment;
<b>Deleted: C.</b>
<b>Deleted:</b> immediately upon receipt, deposit District funds in the District's name in a public depository designated by the Board;
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- D. make such recommendations to the School Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable;
- E. perform such other related services as may be requested by the Board.

120.14, Wis. Stats.

0174 **Reports**

0174.1 **Annual Report**

The School Board Clerk shall file with the Department of Public Instruction (publish) an annual school district report by September 1<sup>st</sup> in the format prescribed by the Department of Public Instruction as required by law.

0174.2 **School Performance Report**

The School Board will also publish an annual school and school district performance report including all information prescribed by statute. By January 1<sup>st</sup> of each year, the School Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report. Parents shall be notified that the performance report will be provided to the parent electronically unless the parent requests a written copy of the report. By May 1<sup>st</sup>, the Board shall distribute copies of the report to those who have requested the report including students enrolled in charter schools located in the District, that have requested the report.

The School and School District Performance Report will be posted on the District's website [required for those District's that maintain a website]

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**0174.3 Other Reports**

In addition, the Board shall publish other reports it deems necessary to keep the community and government authorities adequately informed about the operation of the District.

115.38(1), Wis. Stats.  
120.18, Wis. Stats.

**0175 Association Memberships**

The School Board may maintain membership in the Wisconsin Association of School Boards and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

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The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

**0175.1 School Board Conferences, Conventions, and Workshops**

The School Board recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

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Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

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