



– A G E N D A –

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

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

<b>I. Call to Order</b>	
<b>II. Roll Call</b>	
<b>III. Pledge of Allegiance</b>	
<b>IV. Approval of Agenda</b>	
<b>V. Hearing of Delegations</b>	
<b>VI. Consent Agenda</b>	
A. Approval of Minutes	
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B. Recommended Employment Changes	7
C. Treasurer's Report - General/Other Fund Bills	9
D. Balance Sheet	24
E. Budget Transfers	32
F. Bus Accident Reports	
G. Gifts & Donations	
H. Start College Now	
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2. Senior High Start College Now Request	42
I. Early College Credit	43
J. Fundraising	
1. Senior High Class of 2020 Fundraiser	44
2. Senior High Fundraiser Request	45
K. Second Reading of Policy	
1. Policy 2412 Homebound Instruction Program	46
2. Policy 2461 Recording of IEP Team Meetings	48
<b>VII. Reports/Considerations</b>	
A. WASB Legislative Network Member	

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.

- B. CESA Representative
- C. Student Representative
- D. Superintendent
  - 1. Kohl Teacher Fellowships
  - 2. Administrative Re-Structuring
  - 3. Referendum Update
  - 4. Meeting with Police Chiefs and Healthcare Center
  - 5. Social Emotional Cohort
  - 6. Greater Wausau Prosperity Partnership

**VIII. Unfinished Business**

- A. Board Goals
  - 1. Weston STEAM Presentation  
Presenter: Sarah Trimmer, Principal
  - 2. Update on Standards Based Grading  
Presenter: Dr. Casey Nye, Director of Secondary Education/Innovation

**IX. New Business**

- A. Board Recognition of Service
- B. Overview of Fund 80 and District Facility Usage  
Presenter: Aaron Mull
- C. Senior High Trip Requests
  - 1. Trip to Thailand, Cambodia, and Vietnam July 12-22, 2021 49
  - 2. Senior High Trip to France June 2020 50
- D. Authorization of Year-End Spending 51
- E. First Reading of Policy
  - 1. Policy 1422 Nondiscrimination and Access to Equal Opportunity 52
  - 2. Policy 1662 Employee Anti-Harassment 58
  - 3. Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity 68
  - 4. Policy 3122 Nondiscrimination and Equal Employment Opportunity 73
  - 5. Policy 3142 Non-Renewal of Administrative Contracts - DELETE 79
  - 6. Policy 3362 Employee Anti-Harassment 80
  - 7. Policy 4122 Nondiscrimination and Equal Employment Opportunity 90
  - 8. Policy 4362 Employee Anti-Harassment 96
  - 9. Policy 5517 Student Anti-Harassment 106
  - 10. Policy 6235 Fund Balance 115
- F. Workers' Compensation Report 117

**X. Petitions and Communications**

- A. Thank You Notes for Memorial Tributes
  - 1. Thank You for Memorial Tribute
    - a. Lynn Burzinski and Family 118

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.

**XI. Future Meeting Dates**

A. Next Regular Board Meetings

1. Wednesday, April 24, 2019, 6:30 p.m.  
D.C. Everest Administration Building Board Room
2. Wednesday, May 22, 2019  
D.C. Everest Administration Building Board Room

B. School Board Election Canvass

1. Monday, April 8, 2019, at 1:00 p.m. Administration Building

C. Invitations to Special Gatherings

1. Imagine  
Thursday, April 4, 2018 from 5:30-7:30  
D.C. Everest Middle School
2. District Recognition Dinner  
Monday, April 29, 2019  
Reception 5:30 p.m. / Dinner 6:30 p.m.  
Central WI Expo Center, Rothschild

**XII. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(c)(g) for Discussion of Legal Advice Regarding a Personnel Issue and the Superintendent's Review (Carried Forward from February)**

- A. Approval of Minutes from February 27, 2019

120

**XIII. Reconvene to Open Session (Action as Appropriate or Adjourn)**

**XIV. Adjourn**



– MINUTES –

**I. Call to Order**

The meeting was called or order at 6:39 p.m.

**II. Roll Call**

Members present were Norrbom, Felch, Ackermann, and Schaefer. Also present were Superintendent Gilmore, Assistant Superintendent Lechner, Assistant Superintendent Stoskopf, and Student Representative Radies.

**III. Pledge of Allegiance**

**IV. Approval of Agenda**

Schaefer announced following the open meeting, the Board will contemplate Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(c) for Review of Administrator Contracts, Teacher Salary Negotiations, and the Superintendent's Yearly Review.

Motion by Ackermann, second by Felch to approve the agenda. With a voice vote, all yes, motion carried.

**V. Hearing of Delegations**

**VI. Consent Agenda**

Motion by Felch, second by Ackermann to approve the Consent Agenda. With a roll call vote: Ackermann-yes, Felch – yes, Norrbom – yes, Schaefer – yes. All yes, motion carried.

**A. Approval of Minutes**

1. Regular Meeting of January 30, 2019

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

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

**D. Balance Sheet**

**E. Budget Transfers**

**F. Fund Raising Requests**

**G. Student Travel**

**H. Gift/Bequests**

**I. Bus Accident Report**

**VII. Reports/Considerations**

**A. WASB Legislative Network Member – Felch deferred to Norrbom and Schaefer's reports below.**

1. Reports by Board Members Norrbom and Schaefer on sessions attended at the State Education Conference in January.

**B. CESA Representative – Ackermann reported the regional results of the Kohl Teacher Fellowship have been forwarded to the state. Excellence in Teaching Program – 13 people are registered for next year. Shared services contracts are out to the districts.**

C. Student Representative – Radies reported the following groups are headed to state level competition: Varsity Bowling, Science Olympiad, and Mock Trial A and B Teams. Student Council held a blood drive. The students raised over \$1,200 for Special Olympics through a polar plunge. Student Council will host a Sadie Hawkins dance. A hypnotist is performing this evening at the Senior High. Radies left the meeting after her report for a Senior High event.

D. Superintendent

1. AASA Conference Update
2. Professional Development Day, February 22
3. Referendum Update
  - a. Junior High Phasing Plan
  - b. Weston Elementary Update

**VIII. Unfinished Business**

A. Board Goals

1. ESL Certification Program  
Presenter: Dr. Mary Jo Lechner

B. Update of Civil Rights Audit  
Presenter: Dr. Casey Nye

**IX. New Business**

A. Non-Teaching Staff Wage Increases for 2019-2020

Motion by Ackermann second by Felch to approve hourly staff moves according to the Board approved schedules and a 2.44% raise for at-will salaried staff and administrators. With a voice vote, motion carried.

B. Approve Construction Contracts for Senior High

Motion by Norrbom, second by Schaefer to approve the construction contracts for the Senior High second phase as submitted by Administration. With a voice vote, motion carried.

C. WiSNP Co-op Agreement

Motion by Felch, second by Ackermann to approve the Wisconsin School Nutrition Purchasing Cooperative agreement. With a voice vote, motion carried.

D. CESA #9 Shared Services Contract Renewal

Motion by Felch, second by Schaefer to approve the CESA #9 Shared Services Contract. With a voice vote, motion carried.

E. First Reading of Policies

Motion by Norrbom, second by Ackermann to approve on first reading Policy 2412 Homebound Instruction Program and Policy 2461 recording of IEP Team Meetings. With a voice vote, motion carried.

1. Policy 2412 Homebound Instruction Program - Revised
2. Policy 2461 Recording of IEP Team Meetings - Revised

**X. Petitions and Communications**

**XI. Future Meeting Dates**

A. Next Regular Board Meeting

1. Wednesday, March 20, 2019, 6:30 p.m.
2. Wednesday, April 24, 2019, 6:30 p.m.

B. District Recognition Dinner  
Monday, April 29, 2019.  
Social at 5:30 p.m., Dinner at 6:30 p.m.  
Central Wisconsin Convention & Expo Center  
10101 Market Street  
Rothschild, WI 54474

**XII. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(c) for Review of Administrator Contracts, Teacher Salary Negotiations, and the Superintendent's Yearly Review**

Motion by Ackermann, second by Felch to Adjourn to Closed Session Pursuant to W.S.S. 19.85(1)(c) for Review of Administrator Contracts, Teacher Salary Negotiations, and the Superintendent's Yearly Review. Norrbom – yes, Felch – yes, Ackermann – yes, Schaefer – yes.  
Time was 7:29 p.m.

A. Approve Minutes from January 31, 2019, Closed Session

**XIII. Reconvene in Open Session for Any Necessary Action from Closed Session**

None needed.

**XIV. Meeting Adjourned at 7:37 p.m.**

Respectfully submitted,

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Yee Leng Xiong, Clerk

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Ellen Suckow, Executive Assistant to the  
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the March 20, 2019, meeting of the School Board.



## Employment Report

### Recommended Employment

#### **Certified Staff**

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Scot Abel	Summer Learning Site Principal		March 22, 2019
Christian Ammon	Summer Learning Site Principal		March 22, 2019
Katelyn Landerman	Summer Learning Site Principal		March 22, 2019
Morgan Rall	Speech/Language Teacher/EV & HA	1	August 27, 2019

#### **Support Staff**

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Bonnie Dean	Site Supervisor/GFH	0.5	March 11, 2019

#### **Students**

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
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### Resignation(s)/Retirement(s)

#### **All Staff**

<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Elizabeth Hurrell	EC Teacher	Resignation	March 7, 2019
Lori Hart	SWD Assistant/EV	Resignation (staying on a sub)	March 22, 2019
Diane Schulz	Accounts Payable Clerk	Retirement	April 30, 2019
Pete Newton	School Counselor/SH	Retirement	June 7, 2019
Mari Card	Music Teacher/RI	Resignation	June 7, 2019
Jane Miller	Secretary/IDEA & Odyssey	Retirement	June 14, 2019

### Adjustments

#### **Certified Staff**

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
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#### **Support Staff**

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Mary Andrzczyzak	Server/Cashier <b>.45 FTE</b>	Server/Cashier <b>.49 FTE</b>	February 26, 2019
Trina Nelson	Ed Asst/WE <b>.35 FTE</b>	Ed Asst/WE <b>.62 FTE</b>	March 4, 2019
Heidi Dampier	Sub Assistant	Ed Asst/Pathways <b>.35 FTE</b>	March 13, 2019

DCE Junior High School				
Name	Position	Begin	End	%
Bergstom, Jeffrey	Track 6th - 8th Grade Assistant Coach - split	3/19/19	5/17/19	3.50
Bosman, Tom	Track 6th - 8th Grade Assistant Coach	3/19/19	5/17/19	7
Brandt, Mike	Track 6th - 8th Grade Assistant Coach	3/19/19	5/17/19	7
Branning, Cassidy	Track 6th - 8th Grade Assistant Coach	3/19/19	5/25/19	3
Franklin, William	Track 6th - 8th Grade Co-Head Coach -split	3/19/19	5/17/19	4
Hahn, Nathan	Track 6th - 8th Grade Assistant Coach	3/19/19	5/17/19	7
Janke, Todd	Track 6th - 8th Grade Assistant Coach	3/19/19	5/17/19	7
Kelly, Heather	Track 6th - 8th Grade Co-Head Coach	3/19/19	5/17/19	8
Kitchell, LeeAnn	Track 6th - 8th Grade Assistant Coach- split	3/18/19	5/31/19	4
Marx, Andrew	Track 6th - 8th Grade Assistant Coach	3/19/19	5/17/19	6
Meuret, Stephanie	Soccer 7-8 Head Coach - Girls	3/19/19	5/25/19	5
Meyer, Phil	Soccer 7-8 Girls - Assistant Coach	3/19/19	5/25/19	5
Thorpe, Peter	Track 6th - 8th Grade Assistant Coach - split	3/19/19	5/25/19	3.50
DCE Senior High School				
Name	Position	Begin	End	%
Bohlman, Mark	Baseball - JV Head Coach	3/18/19	6/13/19	3
Coenen, Luke	Track Varsity Boys - Assistant Coach	3/4/19	6/1/19	8
Franklin, William	Track Varsity Boys - Head Coach	3/4/19	6/1/19	9
Kollross, Lucas	Girls Soccer - Varsity Head Coach	3/18/19	6/15/19	14
Krejci, Alayna	Softball - Varsity Assistant Coach	3/11/19	6/8/19	7
Langbehn, David	Baseball - Varsity Head Coach	3/18/19	6/13/19	12
Mathies, Michael	Softball - Varsity Head Coach	3/11/19	6/8/19	10
Oettinger, Phill	Track Varsity Boys- Assistant Coach	3/4/19	6/1/19	5
Prahl, Tina	Softball - JV Assistant Coach	3/11/19	6/8/19	7
Rogan, Kayla	Girls Soccer - Goalie Coach	3/18/19	6/15/19	2.50
Roloff, Joshua	Girls Soccer - Varsity Assistant	3/18/19	6/15/19	9
Sanchez, Derek	Girls Soccer - JV Head Coach	3/18/19	6/15/19	7.50
Schilling, Koleman	Baseball - Varsity Assistant Coach	3/18/19	6/13/19	3
Stachovak, Luke	Baseball - Varsity Assistant Coach	3/18/19	6/13/19	7
Stingl, Jacob	Girls Soccer - JV2 Head Coach	3/18/19	6/15/19	8
Strehlow, Timothy	Track Varsity Boys - Assistant Coach	3/4/19	6/1/19	8
Wistrom, Rob	Softball - Head JV Coach	3/11/19	6/8/19	8

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

TREASURER'S REPORT

MARCH 13, 2019

CASH BALANCE AS OF FEBRUARY 20, 2019	\$299,669.45	
INVESTMENT ACCOUNT TRANSFERS		\$2,091,322.55
RECEIPTS CR#26805 - CR#26923	\$2,491,794.76	
CHECKS FOR APPROVAL #224103 - #224264 ACH: # 181901785 - 181901987		\$758,332.41
<u>VOIDS:</u>		
CK #223216, 223277, 223290, 224161	\$867.50	
CASH BALANCE AS OF MARCH 13, 2019		(\$57,323.25)
	<hr/>	
	\$2,792,331.71	\$2,792,331.71
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**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REGISTER (02/20/2019 - 03/13/2019)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
224103	MADISON NATL LIFE INS CO	43525	2/22/2019	16,249.76
224104	NOTARY BOND RENEWAL SRVS	Notary Renewal	2/22/2019	25.00
224105	SECURIAN FINANCIAL GROUP, INC.	43525	2/22/2019	18,860.12
224106	APPLE INC - AR	AA03150671	2/22/2019	494.95
224106	APPLE INC - AR	AA03216025	2/22/2019	494.95
224106	APPLE INC - AR	AA03737456	2/22/2019	494.95
224106	APPLE INC - AR	AA03737457	2/22/2019	494.95
224107	BATTERIES PLUS BULBS #069	069-P10777568	2/22/2019	52.59
224108	BOELTER COMPANIES, THE	96872896	2/22/2019	633.02
224108	BOELTER COMPANIES, THE	96872406	2/22/2019	23.92
224108	BOELTER COMPANIES, THE	96875596	2/22/2019	145.28
224108	BOELTER COMPANIES, THE	96881614	2/22/2019	262.66
224109	CENTURY LINK	1461076359	2/22/2019	221.03
224110	COOK, ALISON	Cook,A-Scholarship	2/22/2019	500.00
224111	DISCOVERY EDUCATION, INC	90154017	2/22/2019	15,000.00
224112	ELGERSMA, RON	21419	2/22/2019	35.00
224113	FEDEX, INC.	6-459-66218	2/22/2019	60.21
224114	GORDON FOOD SERVICE INC	192123881	2/22/2019	105.36
224114	GORDON FOOD SERVICE INC	12516508	2/22/2019	-8.20
224114	GORDON FOOD SERVICE INC	191906050	2/22/2019	115.69
224114	GORDON FOOD SERVICE INC	191906053	2/22/2019	39.42
224114	GORDON FOOD SERVICE INC	191906055	2/22/2019	1,290.81
224114	GORDON FOOD SERVICE INC	191906045	2/22/2019	238.23
224114	GORDON FOOD SERVICE INC	191962783	2/22/2019	2,315.31
224114	GORDON FOOD SERVICE INC	191962784	2/22/2019	514.04
224114	GORDON FOOD SERVICE INC	191962780	2/22/2019	1,389.33
224114	GORDON FOOD SERVICE INC	191962781	2/22/2019	7,085.90
224114	GORDON FOOD SERVICE INC	192065121	2/22/2019	217.45
224114	GORDON FOOD SERVICE INC	192065122	2/22/2019	1,895.27
224114	GORDON FOOD SERVICE INC	192065125	2/22/2019	27.29
224114	GORDON FOOD SERVICE INC	192065126	2/22/2019	105.17
224114	GORDON FOOD SERVICE INC	19206513	2/22/2019	303.45
224114	GORDON FOOD SERVICE INC	192123874	2/22/2019	1,371.50
224114	GORDON FOOD SERVICE INC	192123875	2/22/2019	82.05
224114	GORDON FOOD SERVICE INC	192123872	2/22/2019	7,386.74
224114	GORDON FOOD SERVICE INC	192123879	2/22/2019	2,683.42
224114	GORDON FOOD SERVICE INC	192123876	2/22/2019	142.76
224114	GORDON FOOD SERVICE INC	192123877	2/22/2019	586.69
224114	GORDON FOOD SERVICE INC	192123880	2/22/2019	508.82
224114	GORDON FOOD SERVICE INC		2/22/2019	0.00
224115	HABECK, MIKE	21119	2/22/2019	35.00
224115	HABECK, MIKE	21419	2/22/2019	35.00
224116	HERDRICH, LEAH	HERDRICH21719	2/22/2019	47.50
224116	HERDRICH, LEAH	HERDRICH21819	2/22/2019	68.00
224117	HURT, RYAN	21119	2/22/2019	35.00
224117	HURT, RYAN	21419	2/22/2019	35.00
224118	INSTRUMENTAL MUSIC CO	77604	2/22/2019	4,739.00
224119	LAKESHORE LEARNING MAT	5177300219	2/22/2019	216.93

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REGISTER (02/20/2019 - 03/13/2019)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
224120	LAMERS BUS LINES, INC.	549794	2/22/2019	627.99
224120	LAMERS BUS LINES, INC.	541815B	2/22/2019	48.89
224120	LAMERS BUS LINES, INC.	550251	2/22/2019	278,384.12
224121	NAPA AUTO PARTS, INC.	DCE103JAN2019	2/22/2019	244.32
224122	PEARSON, ROCHELLE	2.18.19	2/22/2019	200.00
224123	SCHMITZ, KURT	21119	2/22/2019	35.00
224123	SCHMITZ, KURT	21419	2/22/2019	35.00
224124	SCHOOL TECHNOLOGY ASSO INC	INV-6166	2/22/2019	172.00
224125	SCHOTT, RIDGLEY	21519	2/22/2019	35.00
224126	STAPLES ADVANTAGE	3404332242	2/22/2019	232.54
224126	STAPLES ADVANTAGE	3404424151	2/22/2019	13.86
224126	STAPLES ADVANTAGE	3404424152	2/22/2019	65.78
224126	STAPLES ADVANTAGE	3404494626	2/22/2019	8.16
224126	STAPLES ADVANTAGE	3404571833	2/22/2019	35.77
224126	STAPLES ADVANTAGE	3404650449	2/22/2019	18.79
224126	STAPLES ADVANTAGE	3404494625	2/22/2019	19.28
224126	STAPLES ADVANTAGE		2/22/2019	0.00
224127	TRITTIN, TODD	50337	2/22/2019	35.95
224128	VIKING ELECTRIC SUPPLY	s002335861.001	2/22/2019	9.80
224128	VIKING ELECTRIC SUPPLY	S002308335.001	2/22/2019	83.18
224128	VIKING ELECTRIC SUPPLY	S002339336.001	2/22/2019	141.19
224128	VIKING ELECTRIC SUPPLY	S002341738.001	2/22/2019	23.36
224128	VIKING ELECTRIC SUPPLY	S002337318.001	2/22/2019	87.46
224128	VIKING ELECTRIC SUPPLY		2/22/2019	0.00
224129	VOYAGER SOPRIS LEARNING INC	2078528	2/22/2019	13,992.00
224130	WINDOW ENHANCEMENTS LLC	27	2/22/2019	321.00
224130	WINDOW ENHANCEMENTS LLC	564	2/22/2019	7,545.00
224131	WISCONSIN EARLY CHILDHOOD ASSOCIATION	13410	2/22/2019	396.84
224132	ZIEGELBAUER, LORA	43497	2/22/2019	323.92
224133	SAFE AND SOUND ELECTRICAL AUTOMATION	181220	2/22/2019	4,530.00
224134	DC EVEREST SENIOR HIGH SCHOOL	22972166852	3/1/2019	400.54
224135	SPASH FORENSICS	ForSubDistfee2019	3/1/2019	59.00
224136	APPLE INC - AR	AA04216099	3/1/2019	494.95
224137	BETHLEHEM COMM-RO.,INC.	BETH-4K-FEB19	3/1/2019	8,877.74
224138	BOBINSKI III, JOHN	BOBINSKI22619	3/1/2019	32.00
224139	BOELTER COMPANIES, THE	96889523	3/1/2019	639.77
224140	BUNDY, COLTON	BUNDY22619	3/1/2019	56.00
224141	BYDYNKOWSKI, BRADY	BYDYNKOWSKI22619	3/1/2019	24.00
224142	COVARRUBIAS, DEMITRIO	COVARRUBIAS22619	3/1/2019	40.00
224143	EDGAR SCHOOL DISTRICT	2.14.19	3/1/2019	50.00
224144	FEDEX, INC.	6-466-81999	3/1/2019	29.00
224145	FRISCH, RAMES	FRISCH22619	3/1/2019	24.00
224146	GOPHER SPORT, INC.	9557934	3/1/2019	935.24
224147	GORDON FOOD SERVICE INC	12560792	3/1/2019	-86.46
224147	GORDON FOOD SERVICE INC	12564769	3/1/2019	-59.06
224147	GORDON FOOD SERVICE INC	192218930	3/1/2019	2,135.94
224147	GORDON FOOD SERVICE INC	192218931	3/1/2019	313.44
224147	GORDON FOOD SERVICE INC	192218932	3/1/2019	388.99

**DC EVEREST AREA SCHOOL DISTRICT  
BOARD CHECK REGISTER (02/20/2019 - 03/13/2019)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
224147	GORDON FOOD SERVICE INC	192277377	3/1/2019	6,132.81
224147	GORDON FOOD SERVICE INC	192277383	3/1/2019	2,313.82
224147	GORDON FOOD SERVICE INC	192277381	3/1/2019	433.38
224147	GORDON FOOD SERVICE INC	192277379	3/1/2019	663.88
224147	GORDON FOOD SERVICE INC	192277380	3/1/2019	1,876.18
224148	GRAHAM, TANNER	GRAHAM22619	3/1/2019	32.00
224149	GRIBOWSKI, DALTON	GRIBOWSKI22619	3/1/2019	16.00
224150	HARDER, BRENDAN	HARDER22619	3/1/2019	16.00
224151	KLUG, NICHOLAS	KLUG22619	3/1/2019	16.00
224152	KOWALSKI, JENNIFER	43497	3/1/2019	20.00
224153	LAKELAND COLLEGE	2019-DCEHS	3/1/2019	95.00
224154	LAMERS BUS LINES, INC.	549581	3/1/2019	633.12
224154	LAMERS BUS LINES, INC.	549608	3/1/2019	147.90
224154	LAMERS BUS LINES, INC.	550112	3/1/2019	338.49
224155	LESZCZYNSKI, COLTON	LESZCZYNSKI22619	3/1/2019	48.00
224156	LIVEWIRE SYSTEMS, LLC	1045	3/1/2019	1,370.00
224157	LOCKSMITH SHOPPE	13960	3/1/2019	50.00
224158	MAIER, SKYLER	MAIER22619	3/1/2019	48.00
224159	MALBRIT MECHANICAL INC	179474	3/1/2019	252.94
224160	MARA CTY TREASURER'S OFFICE	19021501	3/1/2019	27.00
224160	MARA CTY TREASURER'S OFFICE	19021203	3/1/2019	8.00
224161	MECA SPORTSWEAR	SIP168022	3/1/2019	533.00
224162	MIDAMERICA ADMIN & RETMT SOLUTIONS, INC	MAR0000010402	3/1/2019	881.26
224163	MS GRAPHICS, LLC	2014-2294	3/1/2019	280.00
224164	NASCO INC - EDUCATION	285250	3/1/2019	87.72
224164	NASCO INC - EDUCATION	283882	3/1/2019	236.36
224165	NEITZEL, BRENNAN	NEITZEL22619	3/1/2019	24.00
224166	POSTMASTER WAUSAU/DISTRIBUTION	APRIL2019-MAR2020	3/1/2019	235.00
224167	PRUFROCK PRESS	388271	3/1/2019	241.62
224168	RE-VI DESIGN LLC	17316	3/1/2019	15,514.70
224169	SCHMITT, CORY	SCHMITT22619	3/1/2019	16.00
224170	SHREMP, GREG	43497	3/1/2019	383.22
224171	SIMPSON, GABRIELLE	SIMPSON22619	3/1/2019	16.00
224172	SMARTSIGN STORE	SMT-232406	3/1/2019	925.63
224173	ST JOHN LUTHERAN SCHOOL	STJO-4K-FEB19	3/1/2019	4,312.05
224174	STAPLES ADVANTAGE	3405479464	3/1/2019	11.76
224174	STAPLES ADVANTAGE	3405479465	3/1/2019	119.25
224174	STAPLES ADVANTAGE	3404969500	3/1/2019	12.38
224174	STAPLES ADVANTAGE	3405041037	3/1/2019	28.64
224175	STREICH EQUIPMENT CO INC	0099877-IN	3/1/2019	189.00
224176	TEL SOLUTIONS, LLC	3009731	3/1/2019	75.00
224177	THE TREE FELLA, CO.	2357	3/1/2019	655.00
224178	TILTON, DOMINIC	TILTON22619	3/1/2019	72.00
224179	TOTAL COMMERCIAL FITNESS, LLC	TCF13610-84	3/1/2019	2,080.00
224180	VIKING ELECTRIC SUPPLY	S002345633.001	3/1/2019	59.22
224180	VIKING ELECTRIC SUPPLY	S002345567.001	3/1/2019	62.43
224180	VIKING ELECTRIC SUPPLY	S002347276.001	3/1/2019	32.96
224180	VIKING ELECTRIC SUPPLY	S002353067.001	3/1/2019	73.58

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224180	VIKING ELECTRIC SUPPLY	s002349639.001	3/1/2019	108.09
224180	VIKING ELECTRIC SUPPLY	s002345567.002	3/1/2019	20.81
224180	VIKING ELECTRIC SUPPLY	s002291316.001	3/1/2019	123.02
224180	VIKING ELECTRIC SUPPLY	s002287662.001	3/1/2019	244.40
224180	VIKING ELECTRIC SUPPLY		3/1/2019	0.00
224180	VIKING ELECTRIC SUPPLY		3/1/2019	0.00
224181	WAUSAU & MARA CTY PARKS	119	3/1/2019	2,662.34
224182	WELSH, GLENN JR	WELSH21919	3/1/2019	283.50
224183	WESTCOTT, ELIJAH	WESTCOTT22619	3/1/2019	24.00
224184	YANG, LEE	50823	3/1/2019	66.75
224185	GOAL LINE, INC.	11992	3/1/2019	714.00
224186	MARK HARRING STANDING CHAPTER 13 TRUSTE	03012019A	3/1/2019	1,526.24
224187	MESSERLI & KRAMER PA	03012019A	3/1/2019	324.62
224188	UNITED WAY OF MARATHON CNTY	20190301ADUWAY	3/1/2019	656.49
224189	SEEHAFER, ADAM	9282018	3/4/2019	30.00
224190	PREISIG, MONICA	PREISIG10918	3/4/2019	129.50
224191	DC EVEREST SENIOR HIGH SCHOOL	19-0228	3/8/2019	65.00
224192	DISTRICT 5 FORENSICS	ForDistFee2019	3/8/2019	159.00
224193	DIVISION OF SAFETY & PROFESSIONAL SERVICES	DSPS3519	3/8/2019	220.00
224194	HASTY AWARDS	2192641	3/8/2019	47.44
224195	KALAHARI RESORT CONV CTR	R00B675TAVY	3/8/2019	338.00
224196	LAMERS BUS LINES, INC.	550708	3/8/2019	222.03
224196	LAMERS BUS LINES, INC.	550704	3/8/2019	321.77
224196	LAMERS BUS LINES, INC.	550706	3/8/2019	253.52
224196	LAMERS BUS LINES, INC.	550703	3/8/2019	212.52
224197	RADDENBACH, ASHLEY	2219	3/8/2019	35.00
224197	RADDENBACH, ASHLEY	22819	3/8/2019	35.00
224197	RADDENBACH, ASHLEY	30219	3/8/2019	35.00
224198	WAUSAU & MARA CTY PARKS	WAUSAUPARKS3519	3/8/2019	75.00
224199	WNA	6193	3/8/2019	400.00
224200	A & A LOCK SERVICE	2901	3/8/2019	278.50
224200	A & A LOCK SERVICE	2900	3/8/2019	327.50
224200	A & A LOCK SERVICE	2899	3/8/2019	513.75
224201	ABT WATER TREATMENT INC	24392	3/8/2019	554.18
224202	ANKLAM, LAUREN	30219	3/8/2019	35.00
224203	APPLE INC - AR	AA05340504	3/8/2019	774.95
224204	BACKGROUND INVESTIGATION BUREAU, LLC	DCE001030119-1	3/8/2019	55.80
224205	BP	4990244701-DEC-JAN19	3/8/2019	80.45
224206	CELLCOM - WAUSAU	316190	3/8/2019	666.75
224207	CESA 5, INC.	1901555	3/8/2019	13,335.85
224208	DANENS, BRITTANY	43497	3/8/2019	20.00
224209	DOMBROWSKI, CHELSEA	43497	3/8/2019	103.68
224210	FEDERICI, PAUL	21919	3/8/2019	30.00
224210	FEDERICI, PAUL	22219	3/8/2019	30.00
224211	FEDEX, INC.	6-474-11105	3/8/2019	35.46
224212	FINISHING TOUCH	913419	3/8/2019	2,267.00
224213	FOSTER, JASON	21919	3/8/2019	30.00
224213	FOSTER, JASON	22219	3/8/2019	30.00

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224214	FRAAZA ROCKS & SAND	4250	3/8/2019	1,750.00
224215	FREDRICKSON, PAUL	21919	3/8/2019	30.00
224215	FREDRICKSON, PAUL	22219	3/8/2019	30.00
224216	FRYE, MISHELLE	43497	3/8/2019	20.00
224217	GOAL LINE, INC.	11941	3/8/2019	93.75
224217	GOAL LINE, INC.	12074	3/8/2019	31.00
224217	GOAL LINE, INC.	11934	3/8/2019	558.00
224218	GORDON FOOD SERVICE INC	192436142	3/8/2019	117.19
224219	HABECK, MIKE	21919	3/8/2019	35.00
224219	HABECK, MIKE	22219	3/8/2019	35.00
224219	HABECK, MIKE	30219	3/8/2019	35.00
224220	HORST DISTRIBUTING INC	76583-000	3/8/2019	26.63
224220	HORST DISTRIBUTING INC	76573-000	3/8/2019	220.16
224221	HUEBNER, HEIDI	43497	3/8/2019	20.00
224222	J.H. FINDORFF & SON, INC.	191038	3/8/2019	1,578.89
224223	K12 MANAGEMENT INC. DBA FUELED	18360	3/8/2019	1,799.00
224224	KESSEN, STEFANIE	2367	3/8/2019	600.00
224225	KLAPATAUSKAS, PAUL	21919	3/8/2019	35.00
224225	KLAPATAUSKAS, PAUL	22219	3/8/2019	35.00
224226	KOCHA, KRISTA	112-2261390-5915411	3/8/2019	42.19
224227	KRENZ SNOW MANAGEMENT	31127	3/8/2019	887.50
224227	KRENZ SNOW MANAGEMENT	31135	3/8/2019	1,297.50
224228	KYLES CONSULTING LLC	43497	3/8/2019	1,550.00
224229	LAMERS BUS LINES, INC.	549612	3/8/2019	161.22
224229	LAMERS BUS LINES, INC.	549613	3/8/2019	49.18
224229	LAMERS BUS LINES, INC.	550710	3/8/2019	194.95
224229	LAMERS BUS LINES, INC.	549596	3/8/2019	69.58
224229	LAMERS BUS LINES, INC.	550705	3/8/2019	361.40
224229	LAMERS BUS LINES, INC.	550707	3/8/2019	427.44
224230	LAMPKIN, KARIN	Lampkin1	3/8/2019	161.97
224231	LIVEWIRE SYSTEMS, LLC	1047	3/8/2019	740.00
224231	LIVEWIRE SYSTEMS, LLC	1048	3/8/2019	3,700.00
224232	LONDERVILLE ENTERPRISES	522342	3/8/2019	566.65
224233	LUETSCHWAGER, COLLEEN	21322	3/8/2019	16.65
224234	MALBRIT MECHANICAL INC	179481	3/8/2019	374.64
224234	MALBRIT MECHANICAL INC	179554	3/8/2019	475.95
224234	MALBRIT MECHANICAL INC	179534	3/8/2019	402.41
224235	O'BRIEN, AMY	43497	3/8/2019	20.00
224236	OTIS ELEVATOR CO	CVW15824001	3/8/2019	313.60
224237	PEARSON, ROCHELLE	3.4.19	3/8/2019	75.00
224238	PITNEY BOWES PURCHASE POWER	postage feb	3/8/2019	500.00
224239	RATTANASACK, INPANH	43497	3/8/2019	71.14
224240	RE-VI DESIGN LLC	17383	3/8/2019	2,730.00
224241	RHINELANDER HIGH SCHOOL	DCEDECA2019	3/8/2019	1,254.00
224242	RICS SEWER SERVICE LLC	jh005	3/8/2019	295.00
224243	SCHMITZ, KURT	21919	3/8/2019	35.00
224243	SCHMITZ, KURT	22219	3/8/2019	35.00
224243	SCHMITZ, KURT	30219	3/8/2019	35.00

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224244	SCHOLASTIC BOOK FAIRS	18785089	3/8/2019	245.20
224245	SCHOOL HEALTH CORP	3564002-00	3/8/2019	2,138.80
224246	SEKEL, AMY	2219	3/8/2019	35.00
224246	SEKEL, AMY	22819	3/8/2019	35.00
224246	SEKEL, AMY	30219	3/8/2019	35.00
224247	SEKEL, ANDLER	22819	3/8/2019	35.00
224248	SEKEL, TAYLOR	22219	3/8/2019	35.00
224249	STAPLES ADVANTAGE	3405551628	3/8/2019	211.98
224250	STERLING WATER INC	342X07238606	3/8/2019	833.10
224251	TSA CONSULTING GROUP, INC.	34553	3/8/2019	304.56
224252	VILLAGE OF WESTON	192-000-190056A	3/8/2019	48.14
224252	VILLAGE OF WESTON	192-000-150012	3/8/2019	61.62
224252	VILLAGE OF WESTON	192-000-010058	3/8/2019	1,494.29
224253	VOYAGER SOPRIS LEARNING INC	2084858	3/8/2019	13,992.00
224254	WAGNER, JAMES	4.19.3	3/8/2019	75.00
224255	WALT'S PETROLEUM SERVICE, INC.	99711 A	3/8/2019	85.00
224256	WAUSAU & MARA CTY PARKS	21519	3/8/2019	98.00
224257	WEILAND, BECKY	21919	3/8/2019	30.00
224257	WEILAND, BECKY	22219	3/8/2019	30.00
224258	WEMTA	178	3/8/2019	450.00
224259	WENZEL, JESSICA	19.3.4	3/8/2019	75.00
224260	WESTON MUNICIPAL UTILITIES	GHF FEB2019	3/8/2019	2,989.75
224260	WESTON MUNICIPAL UTILITIES	11/15/18-2/17/19	3/8/2019	15,728.43
224261	WI DECA	1123143	3/8/2019	500.00
224262	WI ICE ARENA MGMT ASSO WIAMA	WIAMA22819	3/8/2019	375.00
224263	WILLE, TRISHA	43497	3/8/2019	20.00
224264	WOLFGRAM, CURT	43435	3/8/2019	196.56
224264	WOLFGRAM, CURT	43466	3/8/2019	238.68
181901785	ABLE DISTRIBUTING CO INC	S013893063.001	2/22/2019	96.60
181901785	ABLE DISTRIBUTING CO INC	S013859868.001	2/22/2019	28.95
181901786	ALPHA BAKING CO., INC.	190126045008	2/22/2019	80.82
181901786	ALPHA BAKING CO., INC.	190126045009	2/22/2019	40.39
181901786	ALPHA BAKING CO., INC.	190126045010	2/22/2019	469.05
181901786	ALPHA BAKING CO., INC.	190126049006	2/22/2019	105.28
181901786	ALPHA BAKING CO., INC.	1901260490074	2/22/2019	102.04
181901786	ALPHA BAKING CO., INC.	190126049008	2/22/2019	116.90
181901787	AMAZON CAPITAL SERVICES	1K1V-HHCT-HTC1	2/22/2019	53.94
181901787	AMAZON CAPITAL SERVICES	1613-Y1DJ-6TF6	2/22/2019	33.98
181901787	AMAZON CAPITAL SERVICES	1KG9-PPJJ-FCXF	2/22/2019	102.52
181901787	AMAZON CAPITAL SERVICES	1KG9-PPJJ-F7YF	2/22/2019	71.99
181901787	AMAZON CAPITAL SERVICES	19V3-31LC-VHVR	2/22/2019	30.90
181901787	AMAZON CAPITAL SERVICES	14GT-CVKL-HMJ6	2/22/2019	226.62
181901787	AMAZON CAPITAL SERVICES	19R3-3DT6-JQKH	2/22/2019	61.85
181901787	AMAZON CAPITAL SERVICES	1DWH-NJW9-4MJ4	2/22/2019	72.52
181901787	AMAZON CAPITAL SERVICES	1TLD-GRQ4-3GDQ	2/22/2019	65.43
181901787	AMAZON CAPITAL SERVICES	1WCV-RGNT-13V3	2/22/2019	44.64
181901787	AMAZON CAPITAL SERVICES	1K1V-HHCT-VTD3	2/22/2019	95.96
181901787	AMAZON CAPITAL SERVICES	1LPX-G1D4-YLCR	2/22/2019	36.38

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181901787	AMAZON CAPITAL SERVICES	11L1-6RGH-VVWG	2/22/2019	135.50
181901787	AMAZON CAPITAL SERVICES	1DWH-NJW9-H9KP	2/22/2019	95.60
181901787	AMAZON CAPITAL SERVICES		2/22/2019	0.00
181901788	ANDREW, SARA	43466	2/22/2019	11.02
181901789	ASSOCIATED TRUST COMPANY	11082	2/22/2019	475.00
181901789	ASSOCIATED TRUST COMPANY	11083	2/22/2019	475.00
181901789	ASSOCIATED TRUST COMPANY	11084	2/22/2019	475.00
181901790	BASSETT MECHANICAL, INC.	6050404	2/22/2019	312.00
181901790	BASSETT MECHANICAL, INC.	6050104	2/22/2019	342.00
181901790	BASSETT MECHANICAL, INC.	650103	2/22/2019	1,305.24
181901790	BASSETT MECHANICAL, INC.		2/22/2019	0.00
181901791	BRANTON, MICHELLE	43466	2/22/2019	18.73
181901792	BRECKE, ROXANNE	43466	2/22/2019	229.10
181901792	BRECKE, ROXANNE	JAN2019A	2/22/2019	30.97
181901793	BUNNELL, DANIELLE	JAN-APR2019	2/22/2019	3,400.00
181901794	CARTER, TONIA	CARTER21919	2/22/2019	603.50
181901795	CERNY, CASSANDRA	DEC2018A	2/22/2019	126.16
181901796	CESA 9, INC.	11151	2/22/2019	1,875.00
181901796	CESA 9, INC.	11173	2/22/2019	100.00
181901797	CORNISH, SUSAN	43497	2/22/2019	132.52
181901798	DAHLGREN, JAMES	43466	2/22/2019	101.72
181901799	DOESCHER, LAUREN	43497	2/22/2019	31.72
181901800	EDF ENERGY SERVICES, LLC	86220ES	2/22/2019	23,737.75
181901801	ENGEN, TERI	43466	2/22/2019	57.30
181901801	ENGEN, TERI	43405	2/22/2019	84.20
181901802	FIRST SUPPLY LLC	77772-00	2/22/2019	73.40
181901802	FIRST SUPPLY LLC	7763-00	2/22/2019	58.12
181901803	FOX, GRETCHEN	43466	2/22/2019	85.61
181901803	FOX, GRETCHEN	43497	2/22/2019	100.47
181901804	FRANCE PROPANE SERVICE	252924	2/22/2019	398.18
181901805	FRANKLIN, WILLIAM II	43466	2/22/2019	118.90
181901806	FULLER, TARYN	43466	2/22/2019	57.30
181901807	GILBERTSON, MOLLIE	JAN2019A	2/22/2019	66.35
181901808	GRAINGER INC, WW	9084212084	2/22/2019	214.92
181901809	HEILMEIER, LAURIE	43466	2/22/2019	71.91
181901810	HELLER, CHRISTOPHER	43466	2/22/2019	58.12
181901811	HOENISCH, BENJAMIN	43466	2/22/2019	34.33
181901812	HOFFMAN, SARA	43466	2/22/2019	104.40
181901813	HORAK REFRIGERATION INC	38646	2/22/2019	321.00
181901814	J.W. PEPPER & SON	07A63793	2/22/2019	4.50
181901815	KAMPMANN, KEVIN	43466	2/22/2019	89.20
181901816	KEMP, JANE	43497	2/22/2019	34.35
181901817	KENITZER, DICK	20819	2/22/2019	55.00
181901817	KENITZER, DICK	20919	2/22/2019	55.00
181901818	KWIK TRIP INC	00054784 JAN2019	2/22/2019	1,785.38
181901819	LINDELL, JEFF	43466	2/22/2019	84.68
181901819	LINDELL, JEFF	JAN2019A	2/22/2019	104.40
181901820	LOW, MELISSA	JAN2019A	2/22/2019	8.44

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181901821	MCDONNELL, BRITTANY	43466	2/22/2019	197.61
181901822	MID WISCONSIN BEVERAGE	2581560	2/22/2019	384.74
181901823	MULL, AARON	43466	2/22/2019	222.72
181901824	NANOTEK DEVICE REPAIR LLC	671	2/22/2019	1,430.00
181901825	NORTHCENTRAL TECH COLLEGE	SPRING2019-A	2/22/2019	1,697.99
181901826	NORTHWAY COMMUNICATIONS INC	172993	2/22/2019	205.00
181901827	NYE, CASEY	43466	2/22/2019	69.60
181901828	OVERDRIVE INC	07444CO19029134	2/22/2019	167.89
181901828	OVERDRIVE INC	CD0258419029407	2/22/2019	2,478.00
181901829	OVERGAARD, JACK	20819	2/22/2019	60.00
181901829	OVERGAARD, JACK	21119	2/22/2019	60.00
181901830	PAGEL, ADRIA	43497	2/22/2019	95.34
181901831	PARKIN, KELSEY	43466	2/22/2019	26.97
181901832	PAVLOVICH, JENNIFER	43466	2/22/2019	89.49
181901832	PAVLOVICH, JENNIFER	43435	2/22/2019	39.02
181901833	PIERCE, PATRICE	43466	2/22/2019	96.32
181901834	PLAMANN, LIBERTAD	43466	2/22/2019	14.50
181901835	PORTER, JODIE	JAN-APR2019	2/22/2019	2,623.20
181901836	RASE, LUCAS	JAN-APR2019	2/22/2019	3,280.00
181901837	REINHART FOODS INC	667717	2/22/2019	533.41
181901837	REINHART FOODS INC	671762	2/22/2019	505.05
181901838	REISER, ALLISON	REISER2619	2/22/2019	391.50
181901839	SCHOOL SPECIALTY	308103258119	2/22/2019	224.70
181901839	SCHOOL SPECIALTY	208122342524	2/22/2019	250.79
181901839	SCHOOL SPECIALTY	308103254174	2/22/2019	1,993.21
181901840	STACHOVAK, AMY	43466	2/22/2019	60.96
181901841	STACK, AMY	JAN2019A	2/22/2019	141.87
181901842	TOMASIEWICZ, SARAH	43497	2/22/2019	14.32
181901843	TRAIN 4 YOUR BEST	PE1901	2/22/2019	200.00
181901844	TRZEBIATOWSKI, TAMMY	43497	2/22/2019	23.68
181901845	USIC LOCATING SERVICES INC	315349	2/22/2019	302.43
181901846	VAN BERKEL, DESIREE	VANBERKEL21219	2/22/2019	222.00
181901847	WENDORF, MICHAEL	JAN2019A	2/22/2019	23.99
181901848	WIERNIK, ANN	43497	2/22/2019	60.29
181901849	WOCHINSKI, KATHRYN	43497	2/22/2019	79.28
181901850	ZOESCH, DANIELLE	JAN-APR2019	2/22/2019	2,000.00
181901851	ABLE DISTRIBUTING CO INC	S013926201.001	3/1/2019	58.20
181901851	ABLE DISTRIBUTING CO INC	S013927927.001	3/1/2019	66.02
181901851	ABLE DISTRIBUTING CO INC	S013873525.001	3/1/2019	49.79
181901851	ABLE DISTRIBUTING CO INC	S013872813.001	3/1/2019	133.51
181901852	ALECKSON, SARAH	ForSubDist19-2	3/1/2019	75.00
181901853	ALPHA BAKING CO., INC.	190126056006	3/1/2019	65.88
181901853	ALPHA BAKING CO., INC.	190126056007	3/1/2019	72.46
181901853	ALPHA BAKING CO., INC.	190126056008	3/1/2019	375.65
181901854	AMAZON CAPITAL SERVICES	19JY-VGT6-VXFT	3/1/2019	49.68
181901854	AMAZON CAPITAL SERVICES	1WKP-Y3JX-7FH4	3/1/2019	357.99
181901854	AMAZON CAPITAL SERVICES	19JY-VGT6-VWMD	3/1/2019	68.10
181901854	AMAZON CAPITAL SERVICES	1K17-G7VV-WX34	3/1/2019	52.26

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<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
181901854	AMAZON CAPITAL SERVICES	1DPJ-RDYN-D6KQ	3/1/2019	58.30
181901854	AMAZON CAPITAL SERVICES	13QR-YPVC-DPPL	3/1/2019	34.95
181901854	AMAZON CAPITAL SERVICES	1YN7-6RP6-L6XY	3/1/2019	25.34
181901854	AMAZON CAPITAL SERVICES	1JQP-JQD1-4DKQ	3/1/2019	29.38
181901854	AMAZON CAPITAL SERVICES	1FYP-JJXP-TYJN	3/1/2019	97.70
181901854	AMAZON CAPITAL SERVICES	1YN7-6RP6-JYVK	3/1/2019	17.95
181901854	AMAZON CAPITAL SERVICES		3/1/2019	0.00
181901855	AMERICAN WELDING & GAS INC	6143881	3/1/2019	255.76
181901856	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-FEB19	3/1/2019	25,917.03
181901857	AUGUST WINTER & SONS INC	8928	3/1/2019	1,200.00
181901857	AUGUST WINTER & SONS INC	8980	3/1/2019	419.17
181901858	BAILEY, JOANNA	43435	3/1/2019	411.75
181901859	BOUFFLEUR, BETH	43466	3/1/2019	54.29
181901860	BYCHINSKI, LORI	43466	3/1/2019	99.80
181901861	COUNTY MATERIALS CORP.	3205886-00	3/1/2019	114.00
181901862	DELANEY-SEAMANS, KATHRYN	43497	3/1/2019	18.17
181901863	ECKERT, KIRSTEN	43497	3/1/2019	79.59
181901864	FIRST SUPPLY LLC	77667-00	3/1/2019	26.66
181901864	FIRST SUPPLY LLC	77985-00	3/1/2019	118.24
181901864	FIRST SUPPLY LLC	77966-00	3/1/2019	240.34
181901865	FLETCHER, TAMRA	FLETCHER21919	3/1/2019	55.50
181901866	FOREMAN, RONALD	43525	3/1/2019	60.00
181901867	FORMS SPECIALISTS INC	45124	3/1/2019	213.94
181901868	GILMORE, KRISTINE	43497	3/1/2019	222.32
181901868	GILMORE, KRISTINE	FEB2019A	3/1/2019	60.10
181901869	GOETSCH, DIANE	43466	3/1/2019	110.26
181901870	HERNING, CODY	FEB2019 PHONE	3/1/2019	300.00
181901871	INDIANHEAD FOODSERVICE DISTRIBUTOR	512726	3/1/2019	1,607.65
181901872	JAGODZINSKI, ANNE	ForSubDist19-4	3/1/2019	75.00
181901873	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-FEB19	3/1/2019	9,661.07
181901874	KINDERCARE LEARNING CTR, INC.	KIND-4K-FEB19	3/1/2019	7,833.30
181901875	KISLOW, JENNIFER	43497	3/1/2019	25.00
181901876	KNAACK, ROBERT	43525	3/1/2019	60.00
181901877	KOLLRoss, LUCAS	43497	3/1/2019	411.75
181901878	LIGHTBODY, LLC	LIGHTBODY22119	3/1/2019	62.50
181901878	LIGHTBODY, LLC	LIGHTBODY22219	3/1/2019	340.50
181901879	LOWE, HEIDI	43497	3/1/2019	66.42
181901880	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-FEB19	3/1/2019	4,298.62
181901881	MARSHFIELD BOOK AND STATIONERY INC	350907	3/1/2019	293.00
181901882	MEP SOLUTIONS, LLC	1525	3/1/2019	1,654.40
181901883	MID WISCONSIN BEVERAGE	2582889	3/1/2019	1,150.22
181901883	MID WISCONSIN BEVERAGE	2582888	3/1/2019	205.80
181901883	MID WISCONSIN BEVERAGE	2582887	3/1/2019	272.00
181901883	MID WISCONSIN BEVERAGE	2583354	3/1/2019	624.00
181901884	MMG EMPLOYER SOLUTIONS, INC.	142482	3/1/2019	100.00
181901884	MMG EMPLOYER SOLUTIONS, INC.	142701	3/1/2019	50.00
181901884	MMG EMPLOYER SOLUTIONS, INC.	142834	3/1/2019	48.00
181901884	MMG EMPLOYER SOLUTIONS, INC.	141602	3/1/2019	268.00

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181901885	MOUNT OLIVE 4K PROGRAM	MTOL-4K-FEB19	3/1/2019	10,974.08
181901886	NELSON, AARON	43497	3/1/2019	45.43
181901887	NELSON, JILL	ForSubDist19-3	3/1/2019	75.00
181901888	NEWMAN CATHOLIC-ST MARK	STMA-4K-FEB19	3/1/2019	9,138.85
181901889	NEWMAN CATHOLIC-ST THERESE	STTH-4K-FEB19	3/1/2019	7,833.30
181901890	NORTHCENTRAL TECH COLLEGE	200113397	3/1/2019	18.00
181901891	NORTHERN BATTERY	1766053	3/1/2019	16.13
181901892	NORTHWAY COMMUNICATIONS INC	108904 and 108905	3/1/2019	112.50
181901893	PAGEL, ADRIA	FEB2019A	3/1/2019	86.95
181901894	PER MAR SECURITY SERVICES, INC.	2001994	3/1/2019	271.68
181901895	PREISIG, MONICA	PREISIG22619	3/1/2019	140.00
181901896	RAETHER, MICHAEL	43497	3/1/2019	162.40
181901897	REINARDY, DIANNA	43497	3/1/2019	15.00
181901898	REINHART FOODS INC	675834	3/1/2019	443.21
181901899	RHODES, NANCY	43497	3/1/2019	74.76
181901900	SCHOOL SPECIALTY	208122419843	3/1/2019	137.92
181901901	SEE, JEFFREY	43497	3/1/2019	162.40
181901902	SKALITZKY, DEVANNE	43497	3/1/2019	112.81
181901903	STRANG PATTESON RENNING LWEIS & LACY S.C.	40195202192019	3/1/2019	6,564.50
181901904	TEAM SPORTING GOODS INC	AAC025945	3/1/2019	2,700.00
181901905	WAUSAU CHILD CARE-CEDAR CR, INC.	WACC-4K-FEB19	3/1/2019	6,005.53
181901906	WEBKO EMBROIDERY & SCREEN PRINTING, INC	3487	3/1/2019	2,268.00
181901907	WELLER, RANDY	43497	3/1/2019	174.00
181901908	WESTPHAL, JULIE	43497	3/1/2019	11.61
181901908	WESTPHAL, JULIE	FEB2019A	3/1/2019	570.37
181901909	WHITSETT, DAWN	ForSubDist19-1	3/1/2019	75.00
181901911	ALPHA BAKING CO., INC.	190126059009	3/8/2019	95.88
181901911	ALPHA BAKING CO., INC.	190126059010	3/8/2019	36.74
181901911	ALPHA BAKING CO., INC.	190126059011	3/8/2019	138.85
181901911	ALPHA BAKING CO., INC.	190126063006	3/8/2019	88.64
181901911	ALPHA BAKING CO., INC.	190126063007	3/8/2019	82.40
181901911	ALPHA BAKING CO., INC.	190126063008	3/8/2019	44.45
181901912	AMAZON CAPITAL SERVICES	14PW-DNVW-7749	3/8/2019	300.00
181901912	AMAZON CAPITAL SERVICES	1PGF-4VHN-FXGJ	3/8/2019	3,000.00
181901912	AMAZON CAPITAL SERVICES	1JKW-WMGF-3HPD	3/8/2019	36.99
181901912	AMAZON CAPITAL SERVICES	1JKW-WMGF-L9PJ	3/8/2019	110.34
181901912	AMAZON CAPITAL SERVICES	1WMC-FV4K-V6NG	3/8/2019	356.65
181901912	AMAZON CAPITAL SERVICES	1KKG-KTD7-M3WJ	3/8/2019	96.81
181901912	AMAZON CAPITAL SERVICES	1RFV-CHTJ-TRTR	3/8/2019	85.55
181901912	AMAZON CAPITAL SERVICES	1PGF-4VHN-LKNW	3/8/2019	269.40
181901912	AMAZON CAPITAL SERVICES	1KKG-KTD7-JFDP	3/8/2019	25.74
181901912	AMAZON CAPITAL SERVICES	197X-X4DN-TN16	3/8/2019	87.12
181901912	AMAZON CAPITAL SERVICES	1D9G-FY9R-XWCW	3/8/2019	87.48
181901912	AMAZON CAPITAL SERVICES	1CCX-NMFP-1C4Q	3/8/2019	32.97
181901912	AMAZON CAPITAL SERVICES	1G6Y-TYNF-63V9	3/8/2019	295.49
181901912	AMAZON CAPITAL SERVICES	14PW-DNVW-CYXL	3/8/2019	241.95
181901912	AMAZON CAPITAL SERVICES		3/8/2019	0.00
181901913	AMERICAN DOOR CO OF WAUSAU, INC.	110849	3/8/2019	450.00

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181901914	AMERICAN WELDING & GAS INC	6173244	3/8/2019	91.65
181901915	ARAMARK UNIFORM SERVICES, INC	CUST FEB2019	3/8/2019	1,499.10
181901915	ARAMARK UNIFORM SERVICES, INC	FOOD SERV. FEB2019	3/8/2019	464.44
181901916	BAIER, TERESE	43497	3/8/2019	187.92
181901916	BAIER, TERESE	FEB2019A	3/8/2019	48.70
181901917	BAUDHUIN, LATICIA	43497	3/8/2019	8.82
181901917	BAUDHUIN, LATICIA	FEB2019A	3/8/2019	83.52
181901918	BOUFFLEUR, BETH	43497	3/8/2019	45.24
181901919	CAREER BUILDER EMPLOYMENT SCREENING, LLC	AUR1108790	3/8/2019	173.70
181901919	CAREER BUILDER EMPLOYMENT SCREENING, LLC	AUR1108791	3/8/2019	28.95
181901920	COUNTY MATERIALS CORP.	3206933-00	3/8/2019	76.00
181901921	D & L SIGNS INC	11164	3/8/2019	1,325.00
181901922	DEAF HH EDUCATIONAL CONSULTING	43497	3/8/2019	2,587.50
181901923	DERCKS, ALYSSA	43497	3/8/2019	8.70
181901924	ECONOMICS WISCONSIN	WI_50_T858724	3/8/2019	600.00
181901925	EVANS, ALYSON	43497	3/8/2019	87.00
181901926	FAMILY SERVICE MADISON, INC.	1611	3/8/2019	71.25
181901927	FIRST SUPPLY LLC	78175-00	3/8/2019	99.40
181901927	FIRST SUPPLY LLC	78298-00	3/8/2019	64.44
181901927	FIRST SUPPLY LLC	77777-00	3/8/2019	105.40
181901927	FIRST SUPPLY LLC	77909-00	3/8/2019	98.50
181901927	FIRST SUPPLY LLC	77667-01	3/8/2019	55.45
181901927	FIRST SUPPLY LLC	78387-00	3/8/2019	62.40
181901927	FIRST SUPPLY LLC	78388-00	3/8/2019	30.16
181901927	FIRST SUPPLY LLC		3/8/2019	0.00
181901928	FOLLETT SCHOOL SOLUTIONS, INC	384201F	3/8/2019	5,118.72
181901929	FRANCE PROPANE SERVICE	30907	3/8/2019	112.00
181901929	FRANCE PROPANE SERVICE	255497	3/8/2019	456.82
181901930	GINGERROOT LLC	1905	3/8/2019	3,750.00
181901931	HART, JOSEPH	43497	3/8/2019	66.18
181901932	HURRELL, ELIZABETH	43466	3/8/2019	241.63
181901932	HURRELL, ELIZABETH	43497	3/8/2019	176.38
181901933	JABLONSKI, JASON	43497	3/8/2019	78.53
181901934	JAGODZINSKI, ANNE	ForDist19-3	3/8/2019	100.00
181901935	JEHN, KALLY	43497	3/8/2019	89.85
181901936	KENITZER, DICK	22819	3/8/2019	55.00
181901936	KENITZER, DICK	30219	3/8/2019	55.00
181901937	KLOPOTIC, JAMY	KLOPOTIC3519	3/8/2019	68.50
181901938	KREJCI, ALAYNA	43497	3/8/2019	75.11
181901939	LECHNER, MARY	43497	3/8/2019	102.49
181901940	LEHMAN, GINA	43497	3/8/2019	27.40
181901940	LEHMAN, GINA	JAN-FEB2019	3/8/2019	285.01
181901941	LOR, BAONHIA	43497	3/8/2019	125.00
181901942	LY, MAI LEE	12	3/8/2019	158.25
181901943	MARATHON PEST CONTROL	28098	3/8/2019	28.00
181901943	MARATHON PEST CONTROL	28090	3/8/2019	28.00
181901943	MARATHON PEST CONTROL	28089	3/8/2019	35.00
181901943	MARATHON PEST CONTROL	28091	3/8/2019	28.00

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181901943	MARATHON PEST CONTROL	28103	3/8/2019	35.00
181901943	MARATHON PEST CONTROL	28102	3/8/2019	28.00
181901943	MARATHON PEST CONTROL	28107	3/8/2019	35.00
181901943	MARATHON PEST CONTROL	28108	3/8/2019	28.00
181901943	MARATHON PEST CONTROL	28137	3/8/2019	28.00
181901943	MARATHON PEST CONTROL	28142	3/8/2019	28.00
181901943	MARATHON PEST CONTROL	28141	3/8/2019	28.00
181901944	MC MILLAN-HEHIR, HEATHER	43497	3/8/2019	23.49
181901945	MEURETT, MOLLY	43497	3/8/2019	17.70
181901946	MEYER, REBECCA	43497	3/8/2019	192.91
181901947	MID WISCONSIN BEVERAGE	2586620	3/8/2019	54.00
181901947	MID WISCONSIN BEVERAGE	2586621	3/8/2019	95.40
181901947	MID WISCONSIN BEVERAGE	2586622	3/8/2019	1,126.65
181901948	MMG EMPLOYER SOLUTIONS, INC.	144426	3/8/2019	270.00
181901949	MULL, AARON	43497	3/8/2019	204.16
181901950	NANOTEK DEVICE REPAIR LLC	675	3/8/2019	990.00
181901951	NEGRI, NANETTE	43435	3/8/2019	260.00
181901951	NEGRI, NANETTE	43405	3/8/2019	2,730.00
181901952	NELSON, JILL	ForDist19-2	3/8/2019	100.00
181901953	NERISON, KAREN	JAN-FEB2019	3/8/2019	57.13
181901954	NORTHWAY COMMUNICATIONS INC	108953	3/8/2019	159.25
181901955	OLSON, JULIE	43466	3/8/2019	241.92
181901956	OMNI GLASS & PAINT INC	0131422-IN	3/8/2019	110.00
181901956	OMNI GLASS & PAINT INC	0131423-IN	3/8/2019	855.00
181901957	OVERGAARD, JACK	22219	3/8/2019	35.00
181901958	PAGEL, ADRIA	FEB2019B	3/8/2019	5.43
181901959	PAULSON, NICOLE	43466	3/8/2019	57.99
181901960	PER MAR SECURITY SERVICES, INC.	2017033	3/8/2019	603.23
181901961	PHILLIPS, STEPHANIE	PHILLIPS22319	3/8/2019	136.50
181901962	PRAHL, TINA	43497	3/8/2019	105.91
181901963	PREISIG, MONICA	PREISIG3619	3/8/2019	60.00
181901964	REIMER, JENNIFER	AUG-DEC2018	3/8/2019	163.22
181901965	REINHART FOODS INC	681777	3/8/2019	335.28
181901966	RENAISSANCE LEARNING	1072019	3/8/2019	180.00
181901967	ROCHESTER, TIMOTHY	43497	3/8/2019	54.29
181901968	RON CHRISTIANSEN TRUCKING INC.	3	3/8/2019	5,000.00
181901969	SCHALOW, CHARI	43497	3/8/2019	6.67
181901970	SCHNECK, TRINA	43497	3/8/2019	55.51
181901971	SCHOLASTIC TEACHING RESOURCES	18865052	3/8/2019	49.04
181901972	SCHOMMER, MARK	43497	3/8/2019	92.45
181901972	SCHOMMER, MARK	43466	3/8/2019	40.02
181901973	SCHOOL SPECIALTY	308103261997	3/8/2019	425.67
181901973	SCHOOL SPECIALTY	308103262628	3/8/2019	722.90
181901974	SCHUSTER, TERESE	43497	3/8/2019	54.64
181901975	SELLE, SUZANNE	43466	3/8/2019	43.38
181901976	STORTECKY, LISA	43497	3/8/2019	122.92
181901977	STOSKOPF, JACK	43497	3/8/2019	57.83
181901978	SYBELDON, THERESA	43497	3/8/2019	54.02

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181901979	TAYLOR, JULIANN	43497	3/8/2019	131.54
181901980	THOMPSON, KELLY	43497	3/8/2019	237.63
181901981	TRAIN 4 YOUR BEST	DCE1813	3/8/2019	1,850.00
181901981	TRAIN 4 YOUR BEST	PE1902	3/8/2019	375.00
181901982	TREPTOW, FELECITY	43497	3/8/2019	134.10
181901983	TRETTER, TODD	43497	3/8/2019	39.67
181901984	WEBB, HERSHEL	JAN-FEB2019	3/8/2019	179.68
181901985	WELLER, JULIE	43497	3/8/2019	304.84
181901986	WENDORF, BROOKE	JUL-SEP2018	3/8/2019	225.00
181901987	WHITSETT, DAWN	ForDist19-1	3/8/2019	100.00
				<b>758,332.41</b>

**49 FUND**  
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4900199	ELLIS CONSTRUCTION	Pay Ap #4	3/8/2019	319,945.87
4900200	GREEN VALLEY SEPTIC LLC	MT0174	3/8/2019	540
4900201	NEWTON ELECTRIC CORP	Pay App #1 Newton	3/8/2019	19,534.85
4900202	PRESTO PRINTS	77169	3/8/2019	1,438.51
4900203	REI ENGINEERING, INC	35865	3/8/2019	1,750.00
4900204	STAINLESS SPECIALISTS INC	Pay App #4 Feb 19	3/8/2019	5,410.25
4900205	STOCOR , LLC	31697	3/8/2019	350
4900205	STOCOR , LLC	29609	3/8/2019	350
181901910	NEXUS SOLUTIONS, LLC	#786 Pay App #12	3/8/2019	46,852.15
181901910	NEXUS SOLUTIONS, LLC	#787 Pay App #8	3/8/2019	282,913.00
				<b>679,084.63</b>

		Beginning		2018-19		2018-19		Ending							
Fd	T Loc	Obj	Func	Prj	DeptJob	Fd	T Loc	Obj	Func	Prj	DeptJob	Balance	FYTD Credits	FYTD Debits	Balance
10	A	000	000	711000	000 000 000	GENERAL FUND/CLAIM ON CASH						-4,177,725.33	83,734,841.42	88,572,343.48	659,776.73
10	A	000	000	711100	000 000 000	GENERAL FUND/PAYROLL CLEARANCE ACCOUNT						0.00	25,531,794.55	25,531,794.55	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						980.00	0.00	0.00	980.00
10	A	000	000	712000	000 000 000	GENERAL FUND/INVESTMENTS						11,038,184.12	64,820,074.13	56,502,694.31	2,720,804.30
10	A	000	000	712999	000 000 000	GENERAL FUND/WISC INVESTMENT ACCOUNT, PMA						504,800.77	1,010,000.00	716,366.45	211,167.22
10	A	000	000	713100	000 000 000	GENERAL FUND/TAXES RECEIVABLE						6,808,614.81	17,397,596.47	18,248,511.00	7,659,529.34
10	A	000	000	713200	000 000 000	GENERAL FUND/ACCOUNTS RECEIVABLE						14,693.68	14,203.68	0.00	490.00
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	12,588.39	12,588.39	0.00
10	A	000	000	715100	000 000 000	GENERAL FUND/DUE FROM LOCAL GOVERNMENTS						6,893.60	6,893.60	0.00	0.00
10	A	000	000	715500	000 000 000	GENERAL FUND/DUE FROM STATE GOVERNMENT						848,351.81	848,351.81	0.00	0.00
10	A	000	000	715600	000 000 000	GENERAL FUND/DUE FROM FED GOVERNMENT						464,427.93	464,427.93	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						0.00	4,823,000.00	4,823,000.00	0.00
10	L	000	000	811200	000 000 000	GENERAL FUND/ACCOUNTS PAYABLE						-384,739.58	14,441,595.32	14,826,334.90	0.00
10	L	000	000	811555	000 000 000	GENERAL FUND/AP P-CARD						0.00	0.00	0.00	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						-48,060.38	926,447.40	974,507.78	0.00
10	L	000	000	811611	000 000 000	GENERAL FUND/FICA						-216,550.87	3,949,483.08	4,166,033.95	0.00
10	L	000	000	811612	000 000 000	GENERAL FUND/FEDERAL INCOME TAX						1,070.64	2,375,404.81	2,374,334.17	0.00
10	L	000	000	811613	000 000 000	GENERAL FUND/STATE INCOME TAX						-136,500.47	1,385,807.39	1,392,239.91	-130,067.95
10	L	000	000	811620	000 000 000	GENERAL FUND/RETIREMENT DEDUCTION						-633,556.98	3,920,053.52	3,776,031.12	-777,579.38
10	L	000	000	811622	000 000 000	GENERAL FUND/HDHP - 4K / 8K						0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
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						-8,738.72	107,172.14	109,844.19	-6,066.67
10	L	000	000	811634	000 000 000	GENERAL FUND/SPOUSE/DEP'DT LIFE INSURANCE						-2,017.69	9,106.66	8,439.50	-2,684.85
10	L	000	000	811635	000 000 000	GENERAL FUND/DEPENDENT CARE - CHPT125						-7,980.32	68,799.46	58,292.87	-18,486.91
10	L	000	000	811636	000 000 000	GENERAL FUND/DENTAL-PPO CHAPTER 125						0.00	0.00	0.00	0.00

		Beginning		2018-19		2018-19		Ending							
Fd	T Loc	Obj	Func	Prj	DeptJob	Fd	T Loc	Obj	Func	Prj	DeptJob	Balance	FYTD Credits	FYTD Debits	Balance
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	0.00	0.00	0.00
10	L	000	000	811639	000 000 000	GENERAL FUND/ADDITIONAL LIFE INSURANCE						-3,967.40	63,924.57	61,753.57	-6,138.40
10	L	000	000	811640	000 000 000	GENERAL FUND/UNITED WAY						0.00	15,485.58	15,485.58	0.00
10	L	000	000	811641	000 000 000	GENERAL FUND/OTHER MEDICAL - CHPT 125						0.00	0.00	0.00	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	87,066.83	31,409.63	-55,657.20
10	L	000	000	811644	000 000 000	GENERAL FUND/DENTAL INS. - SELF PAY						0.00	6,585.72	0.00	-6,585.72
10	L	000	000	811645	000 000 000	GENERAL FUND/LIFE INS - EMPLOYER CONTR						-13,982.98	64,818.25	67,557.98	-11,243.25
10	L	000	000	811647	000 000 000	GENERAL FUND/LIMITED FLEX PLAN-CHAPTER 125						1,213.49	8,444.73	5,574.42	-1,656.82
10	L	000	000	811648	000 000 000	GENERAL FUND/SUPPLEMENTAL LIFE INSURANCE						-3,299.53	32,348.90	30,876.12	-4,772.31
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	6,090.25	6,090.25	0.00
10	L	000	000	811655	000 000 000	GENERAL FUND/V VISION PLAN						-257.76	24,324.12	25,141.92	560.04
10	L	000	000	811656	000 000 000	GENERAL FUND/V SHORT TERM DISABILITY						3,820.25	41,589.39	38,620.11	850.97
10	L	000	000	811665	000 000 000	GENERAL FUND/ROTH 403(b)						0.00	42,766.55	42,766.55	0.00
10	L	000	000	811670	000 000 000	GENERAL FUND/TSA'S						0.00	701,718.11	701,643.11	-75.00
10	L	000	000	811673	000 000 000	GENERAL FUND/RETIREE HEALTH						0.00	108,045.78	4,022.03	-104,023.75
10	L	000	000	811674	000 000 000	GENERAL FUND/RETIREE DENTAL						0.00	6,537.82	0.00	-6,537.82
10	L	000	000	811675	000 000 000	GENERAL FUND/RETIREE LIFE						-8,155.08	5,436.72	0.00	-13,591.80
10	L	000	000	811699	000 000 000	GENERAL FUND/MISCELLANEOUS						0.00	78,760.76	78,760.76	0.00
10	L	000	000	811700	000 000 000	GENERAL FUND/INTEREST PAYABLE						0.00	0.00	0.00	0.00
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	46,944,001.97	46,944,001.97	0.00
10	L	000	000	811820	000 000 000	GENERAL FUND/VOUCHERS PAYABLE						-3,476,122.58	0.00	3,476,122.58	0.00
10	L	000	000	812000	000 000 000	GENERAL FUND/DUE TO OTHER FUNDS						-720,409.74	0.00	720,409.74	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	729,900.00	0.00	-729,900.00
10	L	000	000	816000	000 000 000	GENERAL FUND/DEFERRED REVENUES						0.00	0.00	0.00	0.00
10	L	000	000	816200	000 000 000	GENERAL FUND/DEFERRED REVENUE STATE AID						0.00	0.00	0.00	0.00
10	L	000	000	816903	000 000 000	GENERAL FUND/DEFER.REV.-VARIOUS CAMPS						0.00	0.00	0.00	0.00
10	L	000	000	816905	000 000 000	GENERAL FUND/DEFERRED REVENUE-OTHER ICE USE						-8,100.00	0.00	8,100.00	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						-802,246.45	7,492,792.49	7,933,340.90	-361,698.04
10	L	000	000	817150	000 000 000	GENERAL FUND/HRA PAYABLE						0.00	0.00	0.00	0.00
10	L	000	000	817200	000 000 000	GENERAL FUND/DENTAL-CLAIMS PAYABLE						-139,587.55	752,139.64	655,801.18	-235,926.01
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

Fd T Loc Obj Func		Prj DeptJob		Fd T Loc Obj Func		Prj DeptJob		Beginning	2018-19		2018-19	Ending	
								Balance	FYTD	Credits	FYTD	Debits	Balance
10	Q	000	000	0000000	000	000	000	GENERAL FUND/N/A	0.00	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	0.00
10	Q	000	000	912000	000	000	000	GENERAL FUND/FIXED ASSETS - TAX LEVY	0.00	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	0.00
10	Q	000	000	916000	000	000	000	GENERAL FUND/FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	931000	000	000	000	GENERAL FUND/FUND BALANCE-RESERVED	0.00	58,657,549.43	58,479,643.12		-177,906.31
10	Q	000	000	931700	000	000	000	GENERAL FUND/FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	932000	000	000	000	GENERAL FUND/FUND BALANCE-CASH FLOW	0.00	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	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	0.00
10	Q	000	000	936500	000	000	000	GENERAL FUND/Food Service Fund Balance	0.00	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	0.00
10	Q	000	000	938900	000	000	000	GENERAL FUND/Assigned Fund Balance	0.00	0.00	0.00	0.00	0.00
10	Q	000	000	939200	000	000	000	GENERAL FUND/WORKING CAPITAL (CASH FLOW)	-8,561,051.69	103,725,781.71	104,023,272.99		-8,263,560.41
10	Q	000	000	939900	000	000	000	GENERAL FUND/Unassigned Fund Balance	0.00	0.00	0.00	0.00	0.00
10	-	---	---	-----	---	---	---		0.00	445,443,751.08	445,443,751.08		0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc		Obj Func		Prj DeptJob		Beginning	2018-19	2018-19	Ending
												Balance	FYTD Credits	FYTD Debits	Balance
27	A	000	000	711000	000	000	000	SPECIAL	EDUCATION	FUND/CLAIM ON CASH		591,866.97	6,858,426.25	2,284,329.25	-3,982,230.03
27	A	000	000	711100	000	000	000	SPECIAL	EDUCATION	FUND/PAYROLL CLEARANCE ACCOUNT		0.00	6,643,942.10	6,643,942.10	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	2,125,504.08	2,291,567.08	166,063.00
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		305,230.11	305,230.11	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		-2,415.18	576,937.52	579,352.70	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		-8,782.77	0.00	8,782.77	0.00
27	L	000	000	811611	000	000	000	SPECIAL	EDUCATION	FUND/FICA		-37,553.41	0.00	37,553.41	0.00
27	L	000	000	811620	000	000	000	SPECIAL	EDUCATION	FUND/RETIREMENT DEDUCTION		-40,926.40	0.00	40,926.40	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		0.00	0.00	0.00	0.00
27	L	000	000	811633	000	000	000	SPECIAL	EDUCATION	FUND/DISABILITY INS DEDUCTION		-2,204.30	0.00	2,204.30	0.00
27	L	000	000	811645	000	000	000	SPECIAL	EDUCATION	FUND/LIFE INS - EMPLOYER CONTR		-1,083.72	0.00	1,083.72	0.00
27	L	000	000	811815	000	000	000	SPECIAL	EDUCATION	FUND/NET EFT PAYABLE		0.00	8,580,522.17	8,580,522.17	0.00
27	L	000	000	811820	000	000	000	SPECIAL	EDUCATION	FUND/VOUCHERS PAYABLE		-610,841.47	0.00	610,841.47	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		-178,469.05	0.00	178,469.05	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		-14,820.78	0.00	14,820.78	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	11,088,927.90	11,075,069.03	-13,858.87
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	14,587,603.08	18,417,628.98	3,830,025.90
27	-	---	---	-----	---	---	---					0.00	50,767,093.21	50,767,093.21	0.00

		Beginning		2018-19		2018-19		Ending											
		Balance		FYTD Credits		FYTD Debits		Balance											
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Func	Prj	Dept	Job				
50	A	000	000	711000	000	000	000	FOOD SERVICE FUND/CLAIM ON CASH								1,026,566.52	1,441,379.12	1,432,381.99	1,017,569.39
50	A	000	000	711100	000	000	000	FOOD SERVICE FUND/PAYROLL CLEARANCE ACCOUNT								0.00	751,250.66	751,250.66	0.00
50	A	000	000	711105	000	000	000	FOOD SERVICE FUND/A/P ACH Cash Account Intercity								0.00	0.00	0.00	0.00
50	A	000	000	711200	000	000	000	FOOD SERVICE FUND/PETTY CASH								93.00	0.00	0.00	93.00
50	A	000	000	712000	000	000	000	FOOD SERVICE FUND/INVESTMENTS								0.00	811,459.28	811,459.28	0.00
50	A	000	000	713200	000	000	000	FOOD SERVICE FUND/ACCOUNTS RECEIVABLE								604.50	604.50	0.00	0.00
50	A	000	000	714100	000	000	000	FOOD SERVICE FUND/DUE FROM OTHER FUNDS								0.00	0.00	0.00	0.00
50	A	000	000	715600	000	000	000	FOOD SERVICE FUND/DUE FROM FED GOVERNMENT								76,194.56	76,194.56	0.00	0.00
50	L	000	000	000000	000	000	000	FOOD SERVICE FUND/N/A								0.00	0.00	0.00	0.00
50	L	000	000	811200	000	000	000	FOOD SERVICE FUND/ACCOUNTS PAYABLE								-8,761.34	679,853.32	688,614.66	0.00
50	L	000	000	811558	000	000	000	FOOD SERVICE FUND/AP STAPLES								0.00	0.00	0.00	0.00
50	L	000	000	811610	000	000	000	FOOD SERVICE FUND/MEDICARE								-75.51	0.00	75.51	0.00
50	L	000	000	811611	000	000	000	FOOD SERVICE FUND/FICA								-669.48	0.00	669.48	0.00
50	L	000	000	811620	000	000	000	FOOD SERVICE FUND/RETIREMENT DEDUCTION								-653.79	0.00	653.79	0.00
50	L	000	000	811630	000	000	000	FOOD SERVICE FUND/DENTAL-PPO CONTRIBUTION								0.00	0.00	0.00	0.00
50	L	000	000	811633	000	000	000	FOOD SERVICE FUND/DISABILITY INS DEDUCTION								0.00	0.00	0.00	0.00
50	L	000	000	811645	000	000	000	FOOD SERVICE FUND/LIFE INS - EMPLOYER CONTR								0.00	0.00	0.00	0.00
50	L	000	000	811815	000	000	000	FOOD SERVICE FUND/NET EFT PAYABLE								0.00	762,462.62	762,462.62	0.00
50	L	000	000	811820	000	000	000	FOOD SERVICE FUND/VOUCHERS PAYABLE								-9,758.09	0.00	9,758.09	0.00
50	L	000	000	812000	000	000	000	FOOD SERVICE FUND/DUE TO OTHER FUNDS								0.00	0.00	0.00	0.00
50	L	000	000	815000	000	000	000	FOOD SERVICE FUND/DEPOSITS PAYABLE-FAMILY BALANC								0.00	0.00	0.00	0.00
50	L	000	000	815100	000	000	000	FOOD SERVICE FUND/SELF FUNDED PREMIUM DEPOSITS								0.00	0.00	0.00	0.00
50	L	000	000	815900	000	000	000	FOOD SERVICE FUND/OTHER DEPOSITS PAYABLE								-86,480.15	0.00	0.00	-86,480.15
50	L	000	000	817101	000	000	000	FOOD SERVICE FUND/SECURITY PREMIUM PAYABLE								0.00	0.00	0.00	0.00
50	L	000	000	817150	000	000	000	FOOD SERVICE FUND/HRA PAYABLE								0.00	0.00	0.00	0.00
50	L	000	000	817200	000	000	000	FOOD SERVICE FUND/DENTAL-CLAIMS PAYABLE								0.00	0.00	0.00	0.00
50	Q	000	000	000000	000	000	000	FOOD SERVICE FUND/N/A								0.00	0.00	0.00	0.00
50	Q	000	000	931000	000	000	000	FOOD SERVICE FUND/FUND BALANCE-RESERVED								0.00	112,475.16	112,154.35	-320.81
50	Q	000	000	932000	000	000	000	FOOD SERVICE FUND/FUND BALANCE-CASH FLOW								0.00	0.00	0.00	0.00
50	Q	000	000	936120	000	000	000	FOOD SERVICE FUND/Cont Oblig-Restricted Fund Bal								0.00	0.00	0.00	0.00
50	Q	000	000	936320	000	000	000	FOOD SERVICE FUND/Debt Service Retirement								0.00	0.00	0.00	0.00
50	Q	000	000	936500	000	000	000	FOOD SERVICE FUND/Food Service Fund Balance								-997,060.22	1,616,389.83	1,682,588.62	-930,861.43
50	Q	000	000	936900	000	000	000	FOOD SERVICE FUND/Fund Balance-Restricted Other								0.00	0.00	0.00	0.00
50	Q	000	000	938900	000	000	000	FOOD SERVICE FUND/Assigned Fund Balance								0.00	0.00	0.00	0.00
50	Q	000	000	939200	000	000	000	FOOD SERVICE FUND/WORKING CAPITAL (CASH FLOW)								0.00	0.00	0.00	0.00
50	Q	000	000	939900	000	000	000	FOOD SERVICE FUND/Unassigned Fund Balance								0.00	0.00	0.00	0.00
50	-	-	-	-	-	-	-									0.00	6,252,069.05	6,252,069.05	0.00

Fd T Loc Obj Func		Prj DeptJob		Fd T Loc Obj Func		Prj DeptJob		Beginning	2018-19	2018-19	Ending	
								Balance	FYTD Credits	FYTD Debits	Balance	
80	A	000	000	711000	000	000	000	COMMUNITY SERVICE FUND/CLAIM ON CASH	78,425.77	1,102,403.89	1,023,714.08	-264.04
80	A	000	000	711001	000	000	000	COMMUNITY SERVICE FUND/COMM SERV MINIMUM BALANCE	250.00	0.00	0.00	250.00
80	A	000	000	711100	000	000	000	COMMUNITY SERVICE FUND/PAYROLL CLEARANCE ACCOUNT	0.00	589,844.55	589,844.55	0.00
80	A	000	000	711105	000	000	000	COMMUNITY SERVICE FUND/A/P ACH Cash Account Intercity	0.00	0.00	0.00	0.00
80	A	000	000	711200	000	000	000	COMMUNITY SERVICE FUND/PETTY CASH	1,030.00	0.00	0.00	1,030.00
80	A	000	000	711300	000	000	000	COMMUNITY SERVICE FUND/HOLDING ACCOUNT-CASH	0.00	0.00	0.00	0.00
80	A	000	000	712000	000	000	000	COMMUNITY SERVICE FUND/INVESTMENTS	0.00	0.00	0.00	0.00
80	A	000	000	713100	000	000	000	COMMUNITY SERVICE FUND/TAXES RECEIVABLE	0.00	250,000.00	250,000.00	0.00
80	A	000	000	713200	000	000	000	COMMUNITY SERVICE FUND/ACCOUNTS RECEIVABLE	82,867.51	82,867.51	0.00	0.00
80	A	000	000	713205	000	000	000	COMMUNITY SERVICE FUND/RECEIVABLE UNCOLLECTED	5,192.26	3,316.91	0.00	1,875.35
80	A	000	000	714100	000	000	000	COMMUNITY SERVICE FUND/DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
80	L	000	000	000000	000	000	000	COMMUNITY SERVICE FUND/N/A	0.00	0.00	0.00	0.00
80	L	000	000	811200	000	000	000	COMMUNITY SERVICE FUND/ACCOUNTS PAYABLE	-18,131.15	431,120.04	449,251.19	0.00
80	L	000	000	811225	000	000	000	COMMUNITY SERVICE FUND/CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00
80	L	000	000	811558	000	000	000	COMMUNITY SERVICE FUND/AP STAPLES	0.00	0.00	0.00	0.00
80	L	000	000	811610	000	000	000	COMMUNITY SERVICE FUND/MEDICARE	-215.48	0.00	215.48	0.00
80	L	000	000	811611	000	000	000	COMMUNITY SERVICE FUND/FICA	-2,710.24	0.00	2,710.24	0.00
80	L	000	000	811620	000	000	000	COMMUNITY SERVICE FUND/RETIREMENT DEDUCTION	-938.40	0.00	938.40	0.00
80	L	000	000	811628	000	000	000	COMMUNITY SERVICE FUND/HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
80	L	000	000	811630	000	000	000	COMMUNITY SERVICE FUND/DENTAL-PPO CONTRIBUTION	0.00	0.00	0.00	0.00
80	L	000	000	811633	000	000	000	COMMUNITY SERVICE FUND/DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00
80	L	000	000	811645	000	000	000	COMMUNITY SERVICE FUND/LIFE INS - EMPLOYER CONTR	0.00	0.00	0.00	0.00
80	L	000	000	811815	000	000	000	COMMUNITY SERVICE FUND/NET EFT PAYABLE	0.00	621,774.73	621,774.73	0.00
80	L	000	000	811820	000	000	000	COMMUNITY SERVICE FUND/VOUCHERS PAYABLE	-38,291.12	0.00	38,291.12	0.00
80	L	000	000	812000	000	000	000	COMMUNITY SERVICE FUND/DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
80	L	000	000	816900	000	000	000	COMMUNITY SERVICE FUND/DEFER.REV.-SCHL.AGE CARE	-5,272.29	60.00	5,272.29	-60.00
80	L	000	000	816901	000	000	000	COMMUNITY SERVICE FUND/DEFER.REV.-YOUTH ACTIVITY FEES	-35,780.08	0.00	35,780.08	0.00
80	L	000	000	816902	000	000	000	COMMUNITY SERVICE FUND/DEFER.REV.-ADULT & FAMILY FEES	-9,928.79	0.00	9,928.79	0.00
80	L	000	000	816903	000	000	000	COMMUNITY SERVICE FUND/DEFER.REV.-VARIOUS CAMPS	-39,044.58	0.00	39,044.58	0.00
80	L	000	000	816904	000	000	000	COMMUNITY SERVICE FUND/Deferred Revenue Preschool Fee	0.00	0.00	0.00	0.00
80	L	000	000	816905	000	000	000	COMMUNITY SERVICE FUND/DEFERRED REVENUE-OTHER ICE USE	0.00	0.00	0.00	0.00
80	L	000	000	816906	000	000	000	COMMUNITY SERVICE FUND/DEFERRED REV. - CARE CORNER	0.00	0.00	0.00	0.00
80	L	000	000	816907	000	000	000	COMMUNITY SERVICE FUND/DEF.REV.-POOL ACTIVITY FEES	0.00	0.00	0.00	0.00
80	L	000	000	816908	000	000	000	COMMUNITY SERVICE FUND/DEF.REV.-GFH BUILDING RENTAL	-434.00	0.00	434.00	0.00
80	L	000	000	816909	000	000	000	COMMUNITY SERVICE FUND/DEF.REV.-HS HOCKEY	0.00	0.00	0.00	0.00
80	L	000	000	816911	000	000	000	COMMUNITY SERVICE FUND/DEF. REVENUE - MEMBERSHIPS	-8,643.96	0.00	8,643.96	0.00
80	L	000	000	816913	000	000	000	COMMUNITY SERVICE FUND/REF. REV.-GHF CONCESSIONS	-397.19	0.00	397.19	0.00
80	L	000	000	817101	000	000	000	COMMUNITY SERVICE FUND/SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
80	L	000	000	817200	000	000	000	COMMUNITY SERVICE FUND/DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
80	Q	000	000	000000	000	000	000	COMMUNITY SERVICE FUND/N/A	0.00	0.00	0.00	0.00

		Beginning		2018-19		2018-19		Ending								
		Balance		FYTD Credits		FYTD Debits		Balance								
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Func	Prj	Dept	Job	
80	Q	000	000	931000	000	000	000	COMMUNITY SERVICE FUND/FUND BALANCE-RESERVED	0.00	265,694.32			265,694.32			0.00
80	Q	000	000	931896	000	000	000	COMMUNITY SERVICE FUND/TOURNAMENT ACTIVITY	0.00	0.00			0.00			0.00
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	-7,978.26	1,367,792.71			1,372,939.66			-2,831.31
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	4,714,874.66			4,714,874.66			0.00

<u>Fd T Loc Obj Func Prj DeptJob</u>	<u>Fd T Loc Obj Func Prj DeptJob</u>	<u>Beginning</u>	<u>2018-19</u>	<u>2018-19</u>	<u>Ending</u>
		<u>Balance</u>	<u>FYTD Credits</u>	<u>FYTD Debits</u>	<u>Balance</u>
Grand Asset Totals		17,677,542.59	214,883,195.50	205,662,787.17	8,457,134.26
Grand Liability Totals		-7,771,452.42	100,872,378.36	106,086,009.76	-2,557,821.02
Grand Equity Totals		-9,906,090.17	191,422,214.14	195,428,991.07	-5,899,313.24
Grand Totals		0.00	507,177,788.00	507,177,788.00	0.00

Number of Accounts: 216

\*\*\*\*\* 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: 03/13/19  
 PROGRAM NAME: fin/3amgip01. TIME: 9:04:00 AM  
 COPIES: 1 LPI: 6  
 RUN ON SERVER: yes CREATE ASCII FILE: NO

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BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	03/12/2019	18-00227	to cover invoice for Heid Music # 2335368 Cel
	03/12/2019	18-00226	to cover invoice for Heid Music # 2344325 Cel
	03/11/2019	18-00225	transfer funds to cover pamphlets for career
	03/08/2019	18-00224	Coding & Stem Purchase
	03/08/2019	18-00223	IMC Transfers
	03/08/2019	18-00222	Transfer to cover unexpected furniture purcha
	03/08/2019	18-00221	to cover 1/4 pg ad full color Diane G
	03/08/2019	18-00220	to cover The new York Times for Matt Ceyress
	03/08/2019	18-00219	Transfer to pay for registration to State Lea
	03/07/2019	18-00217	Transfer to cover higher than anticipated cos
	03/06/2019	18-00216	Beth Martin requested transfer from Dues & Fe
	03/06/2019	18-00215	Tr funds for guidance books expense
	03/05/2019	18-00214	TO COVER COST OF MEMBERSHIP SIGN ON FRONT OF
	03/05/2019	18-00213	Money for Robotics
	03/05/2019	18-00212	Purchase replace bows not planned for per Dia
	03/04/2019	18-00211	to cover registration for Building and Writer
	03/01/2019	18-00210	Transfer to pay for Foods II Chef shirts from
	02/28/2019	18-00209	Transfer to cover cost of moving swing at Mou
	02/28/2019	18-00208	Transfer to cover cost of new equipment for s
	02/27/2019	18-00207	Transfer to pay for student bus to State Comp
	02/27/2019	18-00206	Reallocation of funds for vehicle maintenance
	02/26/2019	18-00205	Transfer because principal is not attending n
	02/26/2019	18-00204	Funds for PD Stipend Costs for 4-K Teachers
	02/26/2019	18-00203	Keyboard purchase
	02/25/2019	18-00202	WI Math Conference (Sarah Trimmer (free) paid
	02/25/2019	18-00201	Transfer to pay for MS Tech Ed supplies from
	02/22/2019	18-00200	Large purchase to make per teacher
	02/21/2019	18-00199	transfer to cover learning a-z purch
	02/20/2019	18-00197	Transfer to pay for teacher hotel room - WSST

BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	02/20/2019	18-00196	transfer to cover travel expenses for upcomin

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00227	to cover invoice for Heid Music # 2335368 Cel	2018-2019	03/12/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		to cover invoice for Heid Music # 2335368 Cello 3/4 fit new bridge Alyson Evans	10 E 200 342 125003 000	125 000	03/12/2019	0.00	110.00
2		to cover invoice for Heid Music # 2335368 Cello 3/4 fit new bridge Alyson Evans	10 E 200 310 125003 000	125 000	03/12/2019	110.00	0.00
TOTALS						110.00	110.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00226	to cover invoice for Heid Music # 2344325 Cel	2018-2019	03/12/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		to cover invoice for Heid Music # 2344325 Cello 1/2 fit new bridge Alyson Evans	10 E 200 341 256743 000	125 000	03/12/2019	0.00	110.00
2		to cover invoice for Heid Music # 2344325 Cello 1/2 fit new bridge Alyson Evans	10 E 200 310 125003 000	125 000	03/12/2019	110.00	0.00
TOTALS						110.00	110.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00225	transfer funds to cover pamphlets for career	2018-2019	03/11/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		transfer funds to cover pamphlets for career center area	10 E 400 440 213000 000	213 000	03/11/2019	0.00	150.00
2		transfer funds to cover pamphlets for career center area	10 E 400 490 213000 000	213 000	03/11/2019	150.00	0.00
TOTALS						150.00	150.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00224	Coding & Stem Purchase	2018-2019	03/08/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Funds needing for Coding & Robotoic purchase	10 E 103 432 222200 031	220 000	03/08/2019	0.00	194.80
2		Coding & Robotic purchase	10 E 103 439 222200 031	220 000	03/08/2019	194.80	0.00
TOTALS						194.80	194.80

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00223	IMC Transfers	2018-2019	03/08/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Funds needed for projector purchase	10 E 103 360 222200 031	220 000	03/08/2019	0.00	37.62
2		Funds needed for projector purchase	10 E 103 431 222200 031	220 000	03/08/2019	0.00	200.00
3		Funds needed for projector purchase	10 E 103 434 222200 031	220 000	03/08/2019	0.00	136.29

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00223	IMC Transfers	2018-2019	03/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
4		Funds needed for projector purchase	10 E 103 432 222200 031 220 000		03/08/2019	0.00	104.00
5		Projector purchase for IMC	10 E 103 482 222200 031 220 000		03/08/2019	477.91	0.00
TOTALS						477.91	477.91

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00222	Transfer to cover unexpected furniture purcha	2018-2019	03/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover unexpected furniture purchase due to classroom move	27 E 809 411 158000 341 809 000		03/08/2019	0.00	255.00
2		Transfer to cover unexpected furniture purchase due to classroom move	27 E 809 440 158000 341 809 000		03/08/2019	255.00	0.00
TOTALS						255.00	255.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00221	to cover 1/4 pg ad full color Diane G	2018-2019	03/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover 1/4 pg ad full color Diane G	10 E 300 411 122600 000 125 000		03/08/2019	0.00	240.28
2		to cover 1/4 pg ad full color Diane G	10 E 300 351 122600 000 125 000		03/08/2019	240.28	0.00
TOTALS						240.28	240.28

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00220	to cover The new York Times for Matt Cepress	2018-2019	03/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover The new York Times for Matt Cepress	10 E 400 411 122000 000 122 000		03/08/2019	0.00	23.00
2		to cover The new York Times for Matt Cepress	10 E 400 434 122000 000 122 000		03/08/2019	23.00	0.00
TOTALS						23.00	23.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00219	Transfer to pay for registration to State Lea	2018-2019	03/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for registration to State Leadership Conference from correct account	10 E 400 415 135000 000 135 000		03/08/2019	0.00	480.00
2		Transfer to pay for registration to State Leadership Conference from correct account	10 E 400 940 135000 000 135 000		03/08/2019	480.00	0.00
TOTALS						480.00	480.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00217	Transfer to cover higher than anticipated cos	2018-2019	03/07/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated costs of OT and Psych Travel for EC	27 E 809 342 152000 347 809 000		03/07/2019	0.00	500.00
2		Transfer to cover higher than anticipated costs of OT and Psych Travel for EC	27 E 809 342 156600 347 809 000		03/07/2019	0.00	700.00
3		Higher than anticipated OT Travel due to increased FTE/additional day added	27 E 809 342 218100 347 809 000		03/07/2019	700.00	0.00
4		Higher than anticipated EC psychologist travel - added a psych for EC	27 E 809 342 215000 347 809 000		03/07/2019	500.00	0.00
TOTALS						1,200.00	1,200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00216	Beth Martin requested transfer from Dues & Fe	2018-2019	03/06/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Beth Martin requested transfer from Dues & Fees Acct 940 to Supplies Acct #411	10 E 200 940 222200 000 220 000		03/06/2019	0.00	219.00
2		Beth Martin requested transfer from Dues & Fees Acct 940 to Supplies Acct #411	10 E 200 411 222200 000 220 000		03/06/2019	219.00	0.00
TOTALS						219.00	219.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00215	Tr funds for guidance books expense	2018-2019	03/06/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr funds for guidance books expense	10 E 108 411 241000 000 241 000		03/05/2019	0.00	2.49
2		Tr funds for guidance books expense	10 E 108 479 110000 000 213 000		03/05/2019	2.49	0.00
TOTALS						2.49	2.49

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00214	TO COVER COST OF MEMBERSHIP SIGN ON FRONT OF	2018-2019	03/05/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		EQUIPMENT PURCHASE	80 E 861 324 254490 000 300 000		03/05/2019	0.00	500.00
2		REPLACEMENT DOOR PARTS	80 E 861 440 253300 000 300 000		03/05/2019	0.00	650.00
3		PRINTING & BINDING	80 E 861 354 393000 000 300 000		03/05/2019	0.00	1,117.00
4		CONTRACTED SERVICES TO COVER SPONSORSHIP SIGN	80 E 861 310 254300 000 300 000		03/05/2019	2,267.00	0.00
TOTALS						2,267.00	2,267.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00213	Money for Robotics	2018-2019	03/05/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Money for Robotics	10 E 104 360 222200 031 220 000		03/04/2019	0.00	30.99
2		Money for Robotics	10 E 104 439 222200 031 220 000		03/04/2019	30.99	0.00
3		Money for Robotics	10 E 104 434 222200 031 220 000		03/04/2019	0.00	789.13
4		Money for Robotics	10 E 104 439 222200 031 220 000		03/04/2019	789.13	0.00
TOTALS						820.12	820.12

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00212	Purchase replace bows not planned for per Dia	2018-2019	03/05/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Purchase replace bows not planned for per Diane G	10 E 400 341 256743 000 125 000		03/04/2019	0.00	281.05
2		Purchase replace bows not planned for per Diane G	10 E 400 440 125001 000 125 000		03/04/2019	281.05	0.00
TOTALS						281.05	281.05

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00211	to cover registration for Building and Writer	2018-2019	03/04/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		to cover registration for Building and Writers for Chad Thompson	10 E 300 411 127000 000 127 000		03/04/2019	0.00	175.00
2		to cover registration for Building and Writers for Chad Thompson	10 E 300 940 127000 000 127 000		03/04/2019	175.00	0.00
TOTALS						175.00	175.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00210	Transfer to pay for Foods II Chef shirts from	2018-2019	03/01/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for Foods II Chef shirts from correct account	10 E 400 411 135000 000 135 000		03/01/2019	0.00	65.00
2		Transfer to pay for Foods II Chef shirts from correct account	10 E 400 420 135000 000 135 000		03/01/2019	65.00	0.00
TOTALS						65.00	65.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00209	Transfer to cover cost of moving swing at Mou	2018-2019	02/28/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Cost of moving swing for sensory needs of special education students at Mountain Bay.	27 E 809 411 158000 341 809 000		02/28/2019	0.00	1,578.00
2		Cost of moving swing for sensory needs of special education students at Mountain Bay	27 E 809 440 158000 341 809 000		02/28/2019	1,578.00	0.00
TOTALS						1,578.00	1,578.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00208	Transfer to cover cost of new equipment for s	2018-2019	02/28/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to cover cost of new equipment for student that received cochlear implant. Current equipment is not compatible with his cochlear implant.	27 E 809 310 156100 019 809 000		02/28/2019	0.00	585.00
2		Transfer to cover cost of new equipment for student that received cochlear implant. Current equipment is not compatible with his cochlear implant.	27 E 809 440 156100 019 809 000		02/28/2019	585.00	0.00
TOTALS						585.00	585.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00207	Transfer to pay for student bus to State Comp	2018-2019	02/27/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer to pay for student bus to State Competition from correct account	10 E 400 342 133000 000 133 000		02/27/2019	0.00	1,235.64
2		Transfer to pay for student bus to State Competition from correct account	10 E 400 341 256770 000 133 000		02/27/2019	1,235.64	0.00
TOTALS						1,235.64	1,235.64

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00206	Reallocation of funds for vehicle maintenance	2018-2019	02/27/2019	Submit Transfer	History		
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer Funds to the vehicle maintenance fund from this account to cover unexpected costs	10 E 832 310 254200 000 253 000		02/27/2019	0.00	8,065.36
2		Transfer Funds to the vehicle maintenance fund building account to cover unexpected costs	10 E 832 411 254500 000 253 000		02/27/2019	5,000.00	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00206	Reallocation of funds for vehicle maintenance	2018-2019	02/27/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
3		Balance account	10 E 832 411 253200 000 253 000		02/27/2019	3,065.36	0.00
TOTALS						8,065.36	8,065.36

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00205	Transfer because principal is not attending n	2018-2019	02/26/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer funds because principal is not attending the national conference	10 E 104 342 241000 000 241 000		02/26/2019	0.00	1,500.00
2		Transfer funds because principal is not attending the national conference	10 E 104 411 110000 000 241 000		02/26/2019	1,500.00	0.00
TOTALS						1,500.00	1,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00204	Funds for PD Stipend Costs for 4-K Teachers	2018-2019	02/26/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds for PD Stipend Costs for 4-K Teachers	10 E 828 411 110000 000 828 000		02/26/2019	1,568.00	0.00
2		Funds for PD Stipend Costs for 4-K Teachers	10 E 828 415 241000 000 828 000		02/26/2019	0.00	500.00
3		Funds for PD Stipend Costs for 4-K Teachers	10 E 828 411 241000 000 828 000		02/26/2019	0.00	500.00
4		Funds for PD Stipend Costs for 4-K Teachers	10 E 828 342 241000 000 828 000		02/26/2019	0.00	568.00
TOTALS						1,568.00	1,568.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00203	Keyboard purchase	2018-2019	02/26/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Keyboard purchase	10 E 300 432 222200 031 220 000		02/26/2019	0.00	990.00
2		Keyboard purchase	10 E 300 482 222200 031 220 000		02/26/2019	990.00	0.00
TOTALS						990.00	990.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00202	WI Math Conference (Sarah Trimmer (free) paid	2018-2019	02/25/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		WI Math Conference (Sarah Trimmer (free) paid for Amy Adamus	10 E 825 310 221200 000 210 000		02/25/2019	0.00	225.00
2		WI Math Conference (Sarah Trimmer (free) paid for Amy Adamus	10 E 106 342 241000 000 241 000		02/25/2019	225.00	0.00
TOTALS						225.00	225.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00201	Transfer to pay for MS Tech Ed supplies from	2018-2019	02/25/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for MS Tech Ed supplies from correct account	10 E 200 440 136000 000	136 000	02/25/2019	0.00	134.76
2		Transfer to pay for MS Tech Ed supplies from correct account	10 E 200 411 136000 000	136 000	02/25/2019	134.76	0.00
TOTALS						134.76	134.76

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00200	Large purchase to make per teacher	2018-2019	02/22/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Large purchase to make per teacher	10 E 106 417 125000 000	125 000	02/21/2019	0.00	10.61
2		Large purchase to make per teacher	10 E 106 434 125000 000	125 000	02/21/2019	0.00	90.55
3		Large purchase to make per teacher	10 E 106 411 125000 000	125 000	02/21/2019	101.16	0.00
TOTALS						101.16	101.16

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00199	transfer to cover learning a-z purch	2018-2019	02/21/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover learning a-z purch	10 E 200 353 263000 000	241 000	02/21/2019	0.00	110.00
2		transfer to cover learning a-z purch	10 E 200 360 241000 000	241 000	02/21/2019	110.00	0.00
TOTALS						110.00	110.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00197	Transfer to pay for teacher hotel room - WSST	2018-2019	02/20/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for teacher hotel room - WSST conference - from correct account	10 E 300 411 126000 000	126 000	02/20/2019	0.00	119.00
2		Transfer to pay for teacher hotel room - WSST conference - from correct account	10 E 300 342 126000 000	126 000	02/20/2019	119.00	0.00
TOTALS						119.00	119.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00196	transfer to cover travel expenses for upcomin	2018-2019	02/20/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover travel expenses for upcoming conferences	10 E 825 310 221200 000	210 000	02/20/2019	0.00	2,000.00
2		transfer to cover travel expenses for upcoming conferences	10 E 825 342 221100 000	210 000	02/20/2019	2,000.00	0.00
TOTALS						2,000.00	2,000.00

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

**To:** Dr. Kristine A. Gilmore, *Superintendent*

**From:** Dr. Casey J. Nye, *Administrative Liaison DC Everest Idea School*

**Subject:** Start College Now

**Date:** Monday, March 11, 2019

I have received applications from the following high school students for the Start College Now Program enrollment at NTC the second semester of the 2019-20 school year. These course selections meet the requirements for SCN course enrollments. I recommend these applications be approved and tuition be paid in full by the district.

<i>Student</i>	<i>Course(s) Applied For</i>
Student 1	Intro to Reading and Study Skills



# D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

Michael J. Raether, Principal  
 Todd J. Bohm, Assistant Principal  
 Jeffrey A. See, Assistant Principal

March 15, 2019

Dr. Kristine Gilmore, Superintendent  
 D.C. Everest Senior High School  
 6300 Alderson Street  
 Schofield, WI 54476

Dear Dr. Gilmore:

I have received application from the following high school students for the Start College Now Program at NTC for the first semester of the 2019-20 school year. These course selections meet the requirements for the Start College Now Program enrollment. I recommend these applications be approved and tuition be paid in full by the district.

Name	Course(s) Applied For	HS Credit	Alternate Course(s)	HS Credit
Student 1 (see below)	Oral/Interpersonal Communications, 10801196	.75		
Student 2	CNA, 30543300	.75		
Student 3 (see below)	CNA, 30543300	.75	Acute Care Nursing Assistant, 10543117 Customer-Focused Caregiving, 10543162 Oral/Interpersonal Communication, 10801196	.5 .5 .75
Student 4	CNA, 30543300	.75		
Student 5 (see below)	CNA, 30543300 Digital Literacy of Healthcare, 10501107	.75 .5		
Student 6	CNA, 30543300	.75		
Student 7	CNA, 30543300	.75		
Student 8	American Sign Language 1, 10533113	.5		
Student 9	CNA, 30543300	.75		
Student 10	CNA, 30543300	.75		

I have received applications from the following students at the high school for the Start College Now Program enrollment at NTC for the first semester of the 2019-20 school year. Please be aware that these courses are comparable courses to what we offer at the high school; therefore, the students are required to pay full tuition for these courses.

Name	Course(s) Applied For	HS Credit	Alternate Course(s)	HS Credit
Student 1 (see above)	Intro. To Psychology, 10809198	0		
Student 3 (see above)			Medical Terminology, 10501101	0
Student 5 (see above)	Medical Terminology, 10501101	0		

Sincerely,

Michael J Raether, Principal



# D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

Michael J. Raether, Principal  
 Todd J. Bohm, Assistant Principal  
 Jeffrey A. See, Assistant Principal

March 18, 2019

Dr. Kristine Gilmore, Superintendent  
 D.C. Everest Senior High School  
 6300 Alderson Street  
 Schofield, WI 54476

Dear Dr. Gilmore:

I have received applications from the following high school students for the Early College Credit Program enrollment at UWSP Wausau Center for the first semester of the 2019-20 school year. These course selections meet the requirements for Early College Credit course enrollment. I recommend these applications be approved and tuition be paid in full.

Name	Course(s) Applied For	HS Credit
Student 1	College Writing and Critical Reading, ENG101	.75
Student 2 (see below)	Sociology of Race & Ethnicity, SOC234 Intro. To Philosophy, PHI101 Nutrition & Weight Management, HES209 Personal Health & Wellness, HES206	.75 .75 .75 .75
Student 3 (see below)	Nutrition & Weight Management, HES209 History of Wisconsin, HIS290 College Physics 1, PHY201	.75 .75 1.25
Student 4 (see below)	Survey of Astronomy, AST100 College Algebra, MAT110 Intro. To Philosophy, PHI101	.75 .75 .75
Student 5	Philosophy of Love, Sex, and Friendship, PHI205 Nutrition and Weight Management, HES209	.75 .75

I have received applications from the following students at the high school for the Early College Credit Program enrollment at UWSP-Wausau Center for the first semester of the 2019-20 school year. Please be aware that all the courses are comparable courses to what we offer at the high school; therefore, the students are required to pay their own tuition in full.

Name	Course(s) Applied For	HS Credit
Student 2 (see above)	Intro. To College Writing, ENG098 Politics of Crime & Punishment, POL120 Academic Reading, LEA101 Intro. To Physical Geography, GEO120	0 0 0 0
Student 3 (see above)	Intro. To College Writing, ENG098	0
Student 4 (see above)	Intro. To Psychology, PSY202	0
Student 5	Academic Reading, LEA101 Politics of Crime and Punishment, POL120	0 0

Sincerely,

Michael J. Raether, Principal


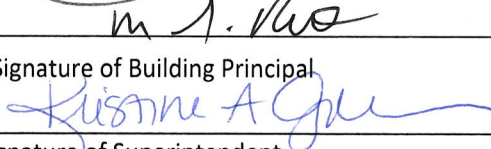
Fundraiser Application

Name of Group or Organization	Class of 2020 (Juniors)	
Representative Completing Form	Jennifer Gipp	
Work Phone Number	715-359-6961 x.4424	
Cell Phone Number	715-470-3337	
E-Mail Address	jgipp@dce.k12.wi.us	
Please describe the details of the fundraiser below.		
Post-Prom party		
What do you expect your total revenues to be?	1000	
What do you anticipate your total expenses to be?	\$ 3000 (donations)	
Estimated fundraiser profit	\$ 0	
Describe how profits from this fundraiser will be used this year to enhance the experience of all students in the program.		
post-prom party (entertainment & food)		
Fundraiser Start Date	3-15-19	
Fundraiser End Date	4-27-19	
<b>Two fundraisers that include non-exempt food items sold during the school day are allowed for each group per year. Duration of these fundraisers may not exceed 2 weeks.</b>		
<b>Please place an 'X' in the YES or NO column below for each question</b>		
Will fundraiser include non-exempt food items sold during the day?		X
Have you been approved for a non-exempt food item fundraiser previously?		X
Will you be soliciting local businesses? (Fundraisers that solicit local businesses require school board approval.)	X	
Will alcohol be served or sold during the activity?		X
Will these funds be housed in a district activity account?	X	
Will the fundraiser use the name of D.C. Everest Schools?*	X	

**Instructions:**

- 1) Complete and sign form (teacher, coach, co-curricular supervisor, or designated staff member.) 2) Submit to the principal for approval and signature.
- 3) Principal submits form to superintendent and school board for approval.

\*Fundraisers using the name of D.C. Everest Schools, either directly or indirectly or implied are not permitted without approval.

Signature of Fundraiser Representative		Date	3-4-19
Signature of Building Principal		Date	3-11-19
Signature of Superintendent		Date	3-12-19

School Board  
Approved 10/13/16

Date

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

STUDENTS  
5830F/page 1

Fundraiser Application

Name of Group or Organization	Seeley's Steps		
Representative Completing Form	Isaiah Winowiski & Herbie Richardson		
Work Phone Number	715-803-8653		
Cell Phone Number	715-803-8653		
E-Mail Address			
Please describe the details of the fundraiser below.			
A Fun Fun at Striehm Stadium with <del>raffles</del> , and other games and events for all ages <u>silent auction</u>			
What do you expect your total revenues to be?			
What do you anticipate your total expenses to be?			\$0.00
Estimated fundraiser profit			\$
Describe how profits from this fundraiser will be used this year to enhance the experience of all students in the program.			
It will help provide enough support for the food pantry at our school to consistently have enough food to provide for each family that depends on it.			
Fundraiser Start Date	June 4th, 2019		
Fundraiser End Date	June 4th, 2019		
<b>Two fundraisers that include non-exempt food items sold during the school day are allowed for each group per year. Duration of these fundraisers may not exceed 2 weeks.</b>			
<b>Please place an 'X' in the YES or NO column below for each question</b>			
			<b>Yes</b>
			<b>No</b>
Will fundraiser include non-exempt food items sold during the day?			X
Have you been approved for a non-exempt food item fundraiser previously?			X
Will you be soliciting local businesses? (Fundraisers that solicit local businesses require school board approval.)			X
Will alcohol be served or sold during the activity?			X
Will these funds be housed in a district activity account?			X
Will the fundraiser use the name of D.C. Everest Schools?*			X

**Instructions:**

- 1) Complete and sign form (teacher, coach, co-curricular supervisor, or designated staff member.)
- 2) Submit to the principal for approval and signature.
- 3) Principal submits form to superintendent and school board for approval.

\*Fundraisers using the name of D.C. Everest Schools, either directly or indirectly or implied are not permitted without approval.

Herbie Richardson	2/28/2019
Signature of Fundraiser Representative	Date
M.J. Pato	3-15-19
Signature of Building Principal	Date
Kristine Blue	3/19/19
Signature of Superintendent	Date

School Board	Date
Approved 10/13/16	



Book	Policy Manual
Section	Second Reading by Board
Title	HOMEBOUND INSTRUCTION PROGRAM - Revised
Code	po2412 March, 20, 2019
Status	Second Reading
Adopted	May 25, 2016

## 2412 - HOMEBOUND INSTRUCTION PROGRAM

Subject to applicable State and Federal law, the School Board may shall provide, pursuant to rules of the Department of Public Instruction or appropriate State agency and State/Federal law, individual instruction to students of legal school age who are unable not able to attend classes because they are temporarily not in proper physical or mental condition. of a physical or emotional disability. In addition, subject to applicable State and Federal law, the District may provide a homebound study as part of a program or curriculum modification.

A request for homebound instruction should be placed in writing and include the following information: Applications for homebound instruction shall be made by a physician licensed to practice in this State and shall:

- A. ~~certify~~ the nature of the medical condition disability;
- B. ~~state~~ the probable duration ~~of the confinement~~;
- C. ~~request such instruction~~;
- D. present evidence of the student's inability to participate in an educational program.
- E. indicate whether the student currently has an Individualized Education Plan (IEP) and, if so, whether the student's parent is requesting that the IEP Team reconvene;
- F. indicate whether the student currently has a Section 504 Plan;
- G. indicate whether the student should be evaluated for an IEP and/or Section 504 Plan;
- H. indicate whether the student is or will become a school-age parent;
- I. indicate whether homebound study is requested as part of a program or curriculum modification.

~~Applications must be approved by the Director of Pupil Services and Special Education.~~

Requests for homebound instruction will be considered by the Superintendent or Designee. The Superintendent or Designee will issue a decision within ninety (90) calendar days of the written request. If the student has been evaluated for special education, but was not found to be eligible for special education, then the Superintendent or Designee will provide a written decision within thirty (30) calendar days of the written request.

If the request for homebound instruction is granted, a licensed teacher must provide the homebound instruction, and the homebound instruction will commence as soon as practicable after the date of notification for non-special education students. In the case of special education students or students with a Section 504 Plan, homebound instruction will commence as provided in the applicable Plan. Homebound status should be recalculated regularly.

~~The District shall recommend that the instruction begin as soon as practicable after the date of notification for nonspecial education students. In the case of EEN students under an IEP, the instruction is to begin as soon as practicable after the IEP Committee has met to develop an appropriate IEP. The program of homebound instruction given each student shall be in accordance with rules of the Department of Instruction or other appropriate agency. Where permitted by law, the District reserves the right to withhold homebound instruction when:~~

- ~~A. the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;~~
- ~~B. a parent or other adult in authority is not at home with the student during the hours of instruction;~~
- ~~C. the condition of the student is such as to preclude his/her benefit from such instruction.~~

~~The Superintendent shall develop administrative guidelines for implementing the policy.~~

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Legal

118.15(3)(a), Wis. Stats.

Last Modified by Ellen Suckow on February 28, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	RECORDING OF IEP TEAM MEETINGS - Revised
Code	po2461 March 20, 2019
Status	Second Reading
Adopted	May 25, 2016

### 2461 - **RECORDING OF IEP TEAM MEETINGS**

In order to facilitate parents' ability to fully participate in the IEP process, parents of students with disabilities are ordinarily permitted to audio record IEP Team meetings in accordance with the procedures set forth.

- A. Parents wishing to audio record an IEP Team meeting must utilize their own recording device and tapes and provide notice to the District prior to the date of the scheduled IEP Team meeting.
- B. Parents must obtain the consent of any staff member or other participant in the IEP meeting prior to the meeting in order to tape record the meeting. If any member of the IEP team does not consent to an audio recording of the meeting, the parent will not be permitted to record the meeting, but other accommodations will be made, if the tape recording is requested for the parent due to his/her own disability to access the IEP process.
- C. If parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting and maintain as a student record, in accordance with State and Federal law.

Video recording an IEP Team meeting is prohibited, unless it is required to permit a parent to access the IEP process, ensure that the parent is able to understand the IEP or implement the IEP ~~only video recording the IEP meeting~~ will effectively remove a parent(s) barrier to access ~~to~~ the IEP process caused by a disability. Documentation of the parent's disability and need for accommodations is ~~A health care provider's verification of this necessity will be~~ required.

If the District records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

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Last Modified by Ellen Suckow on February 28, 2019



**D.C. EVEREST  
SENIOR HIGH SCHOOL**

6500 Alderson Street  
Weston, WI 54476

**To:** Kristine Gilmore  
**From:** Mike Raether  
**Date:** March 15, 2019  
**Subject:** Thailand, Cambodia & Vietnam Trip for Board Approval

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We are seeking approval for an overseas trip to Thailand, Cambodia and Vietnam July 12-22, 2021. The trip has a 9-day itinerary and is sponsored by EF Educational Tours. A per student cost is \$4460. The only district expense is the teacher/advisor stipend of \$450 for the advisor. Students will raise money through fundraisers to pay for their expenses of the trip.

I am asking that you bring this request to the attention of the School Board for approval of the trip. Thank you for your time and assistance with this request.



**D.C. EVEREST  
SENIOR HIGH SCHOOL**

6500 Alderson Street  
Weston, WI 54476

**To:** Kristine Gilmore  
**From:** Mike Raether  
**Date:** March 15, 2019  
**Subject:** France Trip for Board Approval

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We are seeking approval for an overseas trip to France in June 2020. The trip has a 15-day itinerary and is sponsored by Eperitas. A per student cost is \$4119. The only district expense is the teacher/advisor stipend of \$500 per advisor (possible 2-3 advisors). Students will raise money through fundraisers to pay for their expenses of the trip.

I am asking that you bring this request to the attention of the School Board for approval of the trip. Thank you for your time and assistance with this request.



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**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:** End-Of-Year Spending

**DATE:** March 5, 2019

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The School Board is asked to authorize the District Administration to carefully plan for effective one-time spending of any budget monies that may become available as we approach the end of the fiscal year.

The benefits of spending the money in this way allows us the opportunity to complete some needed projects and purchases that normally would not fit in the budget and affords the district the ability to maximize our state aid for 2019-2020.

**Recommendation:**

Allow administration to spend end-of-year funds strategically to best meet the needs of the district.



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422 March
Status	First Reading
Adopted	May 25, 2016

#### 1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The ~~School~~ Board does not discriminate in the employment of administrative staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ~~national origin~~, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

#### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kimberly Hall  
 Director of Human Resources  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1225

khall@dce.k12.wi.us  
 (E-mail Address)

Jack Stoskopf, Assistant Superintendent  
 Business/Personnel Services  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1243

jstoskopf@dce.k12.wi.us  
 (E-mail Address)

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

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation

Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

## Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employees who receives such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and member of the Board), a resident of the District, or a visitor to the District. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

## Investigation and Complaint Procedure

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

## Complaint Procedure

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other supervisory employees. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

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

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy

of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained in accordance with the School Board's records retention policy.~~

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.

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

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

### **Education and Training**

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

### **Retention of Investigatory Records and Materials**

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All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

## Legal

111.31 et seq., 111.335(d)(2), 118.195, 118.20, Wis. Stats.  
Fourteenth Amendment, U.S. Constitution  
20 U.S.C. Section 1681, Title IX of Education Amendment Act  
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974  
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act  
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975  
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended  
34 C.F.R. Part 110 (7/27/93)  
42 U.S.C. 2000e et seq., Civil Rights Act of 1964  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended  
29 C.F.R. Part 1635

## Cross References

ag1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

[1422,1662,3122,3363,4122,4362 Discrimination & Harassment Form Fillable.pdf \(126 KB\)](#)

Last Modified by Ellen Suckow on March 13, 2019



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po1662
Status	First Reading
Adopted	May 25, 2016

## 1662 - EMPLOYEE ANTI-HARASSMENT

### Prohibited Harassment

The Board ~~of Education~~ is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the ~~School~~ Board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

### Definitions

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

- A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;
- C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, participation in athletics or extra-curricular programs or events, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

- I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

### **Boundary Invasions**

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text-messaging or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly "touchy" with students;
- P. favoring certain students by inviting them to come to the classroom at non--class times;
- Q. getting a student out of class to visit with the staff member;

- R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student "secrets" and having "secrets" with a student;
- V. other similar activities or behavior.

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

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Age Harassment**

Prohibited age based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Race/Color Harassment**

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining

individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other school officials who have or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate school officials are as follows:
  1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who shall assume the role of the District Compliance Officer for such complaints.
  2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kimberly Hall  
 Director of Human Resources  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1225

khall@dce.K12.wi.us  
 (E-mail Address)

Jack Stoskopf, Assistant Superintendent  
 Business/Personnel Services  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1243

jstoskopf@dce.K12.wi.us  
 (E-mail Address)

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.

### **Investigation and Complaint Procedure**

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to unlawful harassment or has witnessed unlawful harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

### **Complaint Procedure**

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant," may file a complaint, either orally or in writing with a teacher, Principal, CO, Superintendent, or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of the CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received.

~~Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, t~~The Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent and a copy of this policy or information about where to find it. The Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written

~~response to the allegations in the complaint. shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.~~

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subjected to harassment. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the School Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

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

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 3340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

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

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

### **Privacy/Confidentiality**

The School District will employ ~~all~~ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of unlawful harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the law.~~

### **Directives During Investigation**

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

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

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

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Allegations Constituting Criminal Conduct**

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the District Administrator shall be advised that local law enforcement was notified.

If the complainant has been the victim of criminal conduct and the accused is the Superintendent, such knowledge should be reported by the CO to local law enforcement. After such report has been made the Board President shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's work status or work environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **Miscellaneous**

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A link to this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

## **Retention of Investigatory Records and Materials**

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less

than three (3) years, but longer if required by the District's records retention schedule.

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Legal

Wis. Stats. 111.31, 118.195, 118.20

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)

20 U.S.C. 1681 et seq.

20 U.S.C. 1681 et seq., Title IX

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

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

29 C.F.R. Part 1635

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

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

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Ellen Suckow on March 8, 2019



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260 March
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 25, 2017

## 2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The ~~School~~Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 – Nondiscrimination and Equal Employment Opportunity.

In order to achieve the aforesaid goal, the Superintendent shall:

- A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes, various races, ethnic groups, etc. toward the development of human society;
2. provide that necessary programs are available for students with limited use of the English language;

#### B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems bias based upon the Protected Classes in all aspects of the program;

#### C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

#### D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

#### E. Student Evaluation

Verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Superintendent or designee shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive a public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

#### **Reporting Procedures**

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

#### **Title IX Compliant Coordinators/~~District~~ Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kimberly Hall  
Director of Human Resources  
6300 Alderson Street  
Weston, WI 54476

715-359-4221 ext. 1225

khall@dce.k12.wi.us  
(E-mail Address)

Jack Stoskopf, Assistant Superintendent  
Business/Personnel Services  
6300 Alderson Street  
Weston, WI 54476

715-359-4221 ext. 1243

jstoskopf@dce.k12.wi.us  
(E-mail Address)

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

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

### **Investigation and Complaint Procedure**

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the principal and Superintendent prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

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

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the Complaint;

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding or request time to gather additional information. . A copy of the Superintendent's final decision will be delivered to the complainant.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

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

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

### **Additional School District Action**

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or Superintendent shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

### **Confidentiality**

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8310). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

### Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

1. all written reports;

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2. narratives of all verbal reports or statements;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. written witness statements;
6. narratives or audio, video, or digital recordings of verbal witness statements;
7. any documentary evidence;
8. handwritten and contemporaneous notes;
9. e-mails, texts, or social media posts related to the investigation and allegations;
10. dated written determinations;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders; and
13. documentation of all actions taken to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy the discriminatory effects.

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

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

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Legal

118.13 Wis. Stats.  
P.I. 9, 41, Wis. Adm. Code  
Fourteenth Amendment, U.S. Constitution  
20 U.S.C. Section 1681, Title IX of Education Amendments Act  
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974  
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act  
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended  
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964  
42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act  
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975  
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended  
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Last Modified by Ellen Suckow on March 13, 2019



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122 March
Status	First Reading
Adopted	May 25, 2016
Last Reviewed	October 4, 2018

### 3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The ~~School~~ Board does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ~~national origin~~, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

#### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kimberly Hall  
 Director of Human Resources  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1225

khall@dce.K12.wi.us  
 (E-mail Address)

Jack Stoskopf, Assistant Superintendent  
 Business/Personnel Services  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1243

jstoskopf@dce.K12.wi.us  
 (E-mail Address)

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

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

regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

### **Reports and Complaints of Unlawful Discrimination and Retaliation**

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other Supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other Supervisory employees who receives such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and members of the Board), a resident of the District, or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure (See Form 3122 F2)**

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

### **Complaint Procedure**

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other supervisory employees. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

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

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained in accordance with the School Board's records retention policy.~~

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.

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

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

### **Education and Training**

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

### **Retention of Investigatory Records and Materials**

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no- contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

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## Legal

111.31 et seq., 111.335(d)(2), 118.195, 118.20, Wis. Stats.  
Fourteenth Amendment, U.S. Constitution  
20 U.S.C. Section 1681, Title IX of Education Amendment Act  
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974  
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act  
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975  
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended  
34 C.F.R. Part 110 (7/27/93)  
42 U.S.C. 2000e et seq., Civil Rights Act of 1964  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended  
29 C.F.R. Part 1635

## Cross References

ag3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

[1422,1662,3122,3363,4122,4362 Discrimination & Harassment Form Fillable.pdf \(126 KB\)](#)

Last Modified by Ellen Suckow on March 13, 2019



Book	Policy Manual
Section	First Reading by Board
Title	DELETE POLICY - NON-RENEWAL OF ADMINISTRATIVE CONTRACTS
Code	po3143 March
Status	First Reading
Adopted	May 25, 2016

**DELETE POLICY - VOL. 28, NO. 1 - Replaced by 3140**

**~~3143—NON-RENEWAL OF ADMINISTRATIVE CONTRACTS~~**

~~If the Board of Education intends to non-renew a contract, it shall give the administrator written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.~~

~~If the administrator files a written request with the Board within seven (7) days after receiving such notice, the administrator has a right to a hearing prior to being given the notice of non-renewal of the contract. The administrator may request a public or private hearing and request that the Board provide its reasons for non-renewal, in writing, prior to the hearing.~~

~~At least four (4) months prior to the expiration of the contract of an administrator, the Board shall provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full Board.~~

~~Non-renewal of administrative contracts shall be consistent with State law and with the provisions of the employment contract between the Board and the administrator.~~

~~By mutual agreement of the Board and the administrator, the employment contract may be modified or terminated. See also Policy 1241 which applies to the District Administrator.~~

Legal 118.24(6), and (7), Wis. Stats.

Last Modified by Ellen Suckow on February 27, 2019



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po3362 MARCH
Status	First Reading
Adopted	May 25, 2016

### 3362 - **EMPLOYEE ANTI-HARASSMENT**

#### **Prohibited Harassment**

The ~~School~~Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ~~national origin~~, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee- to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the ~~School~~Board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

#### **Definitions**

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

- A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;
- C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or

otherwise creates a hostile work environment; and

- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

### **Boundary Invasions**

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text-messaging or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly "touchy" with students;
- P. favoring certain students by inviting them to come to the classroom at non--class times;
- Q. getting a student out of class to visit with the staff member;
- R. to act in the role of a professional counselor, unless authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);

- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student "secrets" and having "secrets" with a student;
- V. other similar activities or behavior.

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

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Age Harassment**

Prohibited age based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Race/Color Harassment**

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.

- B. Teachers, administrators, and other school officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate school officials are as follows:
1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who shall assume the role of the District Compliance Officer for such complaints.
  2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kimberly Hall  
 Director of Human Resources  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1225

khall@dce.K12.wi.us  
 (E-mail Address)

Jack Stoskopf, Assistant Superintendent  
 Business/Personnel Services  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1243

jstoskopf@dce.K12.wi.us  
 (E-mail Address)

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations Superintendent. All members of the School District community

should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.

### **Investigation and Complaint Procedure**

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

### **Complaint Procedure**

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant," may file a complaint, either orally or in writing with a teacher, Principal, CO, Superintendent, or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of the CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "R~~e~~spondent", that a complaint has been received.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, tThe Rrespondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent and a copy of this policy or information about where to find it. The Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint. shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

~~Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of this policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.~~

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subjected to harassment. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

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

The decision of the Superintendent shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 3340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

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

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

### **Privacy/Confidentiality**

The School District will employ ~~all~~ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so shall instruct all members of the School District community and third parties who are interviewed about the

importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the law.~~

### **Directives During Investigation**

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

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

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

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Allegations Constituting Criminal Conduct**

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the Superintendent shall be advised that local law enforcement was notified.

If the complainant has been the victim of criminal conduct and the accused is the Superintendent, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the Board President shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's work status or work environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Miscellaneous**

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A link to this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

### **Retention of Investigatory Records and Materials**

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

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Legal

Wis. Stats. 111.31, 118.195, 118.20

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)

20 U.S.C. 1681 et seq.

20 U.S.C. 1681 et seq., Title IX

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

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

29 C.F.R. Part 1635

29 U.S.C. 6101, The Age Discrimination Act of 1975 42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

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

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Cross References

[ag3362A - REPORTING THREATENING BEHAVIORS](#)

Last Modified by Ellen Suckow on March 8, 2019



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122 March
Status	First Reading
Adopted	May 25, 2016
Last Reviewed	October 4, 2018

#### 4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The ~~School~~ Board does not discriminate in the employment of support staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ~~national origin~~, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

#### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kimberly Hall  
 Director of Human Resources  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1225

khall@dce.K12.wi.us  
 (E-mail Address)

Jack Stoskopf, Assistant Superintendent  
 Business/Personnel Services  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1243

jstoskopf@dce.K12.wi.us  
 (E-mail Address)

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

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

regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

### **Reports and Complaints of Unlawful Discrimination and Retaliation**

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other Supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other Supervisory employees who receives such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and members of the Board), resident of the District, or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure (See Form 3122 F2)**

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

### **Complaint Procedure**

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other supervisory employees. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

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

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained in accordance with the School Board's records retention policy.~~

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies and/or the Employee Handbook.

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

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

### **Education and Training**

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

### **Retention of Investigatory Records and Materials**

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

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## Legal

111.31 et seq., 111.335(d)(2), 118.195, 118.20, Wis. Stats.  
Fourteenth Amendment, U.S. Constitution  
20 U.S.C. Section 1681, Title IX of Education Amendment Act  
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974  
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act  
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975  
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended  
34 C.F.R. Part 110 (7/27/93)  
42 U.S.C. 2000e et seq., Civil Rights Act of 1964  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended  
29 C.F.R. Part 1635

## Cross References

ag4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

[1422,1662,3122,3363,4122,4362 Discrimination & Harassment Form Fillable.pdf \(126 KB\)](#)

Last Modified by Ellen Suckow on March 13, 2019



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po4362 MARCH
Status	First Reading
Adopted	May 25, 2016

#### 4362 - **EMPLOYEE ANTI-HARASSMENT**

##### **Prohibited Harassment**

The ~~School~~ Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ~~national origin~~, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee- to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the ~~School~~ Board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

##### **Definitions**

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

- A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;
- C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or

otherwise creates a hostile work environment; and

- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

### **Boundary Invasions**

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text-messaging or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly "touchy" with students;
- P. favoring certain students by inviting them to come to the classroom at non- class times;
- Q. getting a student out of class to visit with the staff member;
- R. to act in the role of a support counselor, unless authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);

- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student "secrets" and having "secrets" with a student;
- V. other similar activities or behavior.

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

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Age Harassment**

Prohibited age based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Race/Color Harassment**

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.

- B. Teachers, administrators, and other school officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate school officials are as follows:
1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who shall assume the role of the District Compliance Officer for such complaints.
  2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Kimberly Hall  
 Director of Human Resources  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1225

khall@dce.K12.wi.us  
 (E-mail Address)

Jack Stoskopf, Assistant Superintendent  
 Business/Personnel Services  
 6300 Alderson Street  
 Weston, WI 54476

715-359-4221 ext. 1243

jstoskopf@dce.K12.wi.us  
 (E-mail Address)

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will

oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.

### **Investigation and Complaint Procedure**

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

### **Complaint Procedure**

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, Principal, CO, Superintendent, or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other Supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "R~~e~~spondent", that a complaint has been received.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent and a copy of this policy or information about where to find it. The Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint. shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

~~Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of this policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.~~

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subjected to harassment. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

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

The decision of the Superintendent shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 4340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

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

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

### **Privacy/Confidentiality**

The School District will employ ~~all~~ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so shall instruct all members of the School District community and third parties who are interviewed about the

importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the law.~~

### **Directives During Investigation**

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

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

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

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Allegations Constituting Criminal Conduct**

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the Superintendent shall be advised that local law enforcement was notified.

If the complainant has been the victim of criminal conduct and the accused is the Superintendent, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the Board President shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's work status or work environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Miscellaneous**

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A link to this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

### **Retention of Investigatory Records and Materials**

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

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Legal

Wis. Stats. 111.31, 118.195, 118.20

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)

20 U.S.C. 1681 et seq.

20 U.S.C. 1681 et seq., Title IX

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

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

29 C.F.R. Part 1635

29 U.S.C. 6101, The Age Discrimination Act of 1975 42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

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

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Cross References

po4362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS

ag4362A - REPORTING THREATENING BEHAVIORS

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## 5517 - STUDENT ANTI-HARASSMENT

### Prohibited Harassment

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

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

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

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

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

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

### Other Violations of the Anti-Harassment Policy

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

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

## Definitions

### Bullying

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

### Harassment

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

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

### Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  2. rating a person's sexuality or attractiveness;
  3. staring or leering at various parts of another person's body;
  4. spreading rumors about a person's sexuality;
  5. letters, notes, telephone calls, or materials of a sexual nature;
  6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;
  - H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
  - I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

### **Race/Color Harassment**

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

### **Religious (Creed) Harassment**

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

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of

interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

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

### **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students, who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

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

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

**Employee Issues:**

Kimberly Hall  
 Director of Human Resources  
 6300 Alderson Street  
 Weston, WI 54476

khall@dce.k12.wi.us  
 (E-mail Address)

Jack Stoskopf, Assistant Superintendent  
 Business/Personnel Services  
 6300 Alderson Street  
 Weston, WI 54476  
 715-359-4221 ext. 1243

jstoskopf@dce.k12.wi.us  
 (E-mail Address)

**Student Issues:**

Mary Jo Lechner  
 Assistant Superintendent Curriculum and Learning  
 D.C. Everest Area School District  
 6300 Alderson Street  
 Weston, WI 54476  
 715-359-4221 Ext. 1327

mjlechner@dce.k12.wi.us

Jennifer Zynda  
 Student Services Director  
 D.C. Everest Area School District  
 6300 Alderson Street  
 Weston, WI 54476  
 715-359-4221 Ext. 1222

jzynda@dce.k12.wi.us

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

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) business days of learning of the incident.

**Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

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

### **Complaint Procedure**

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

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;

D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

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

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

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

### **Additional School District Action**

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

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

### **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.~~

### **Sanctions and Monitoring**

The Board shall enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the

Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Complaint Coordinators, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

### Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation including but not limited to:

1. all written reports;
2. narratives of all verbal reports or statements;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. written witness statements;
6. narratives or audio, video, or digital recordings of verbal witness statements;
7. any documentary evidence;
8. handwritten and contemporaneous notes;
9. e-mails, texts, or social media posts related to the investigation and allegations;
10. dated written determinations;

11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders; and
13. documentation of all actions taken to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy the discriminatory effects.

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

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

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Legal

48.981, Wis. Stats.  
 118.13, Wis. Stats.  
 P.I. 9, 41 Wis. Admin. Code  
 Fourteenth Amendment, U.S. Constitution  
 20 U.S.C. 1415  
 20 U.S.C. 1681 et seq., Title IX of Education Amendments Act  
 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974  
 29 U.S.C. 794, Rehabilitation Act of 1973  
 42 U.S.C. 1983  
 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964  
 42 U.S.C. 2000d et seq.  
 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990  
 34 C.F.R. Sec. 300.600-300.662

5517F1 Student Harassment Complaint Form - Fillable.pdf (61 KB)

Last Modified by Ellen Suckow on March 13, 2019



Book	Policy Manual
Section	First Reading by Board
Title	FUND BALANCE - Revised
Code	po6235 March
Status	First Reading
Adopted	May 25, 2016

## 6235 - FUND BALANCE

### Operating Reserve

~~The School Board recognizes a need to maintain an operating reserve in the General Fund for the following reasons:~~

- ~~A. To provide adequate working capital sufficient to meet the cash flow requirements of the District thus minimizing cash flow (temporary) borrowing needs.~~
- ~~B. To serve as a safeguard against unanticipated expenditures and unrealized revenues.~~
- ~~C. To maintain or improve the District's favorable credit rating.~~

The Board places the responsibility of administering the budget, once adopted, with the Superintendent. The Superintendent shall monitor the Fund 10 balance and shall report the balance to the Board at the end of each budget year. The Fund 10 fund balance shall be maintained at a level sufficient to minimize or avoid short term borrowing for cash flow purposes.

In recognition of these needs, the School Board shall support and continually strive to develop and maintain sufficient funds to achieve a minimum of seventeen ~~fifteen~~ percent (17~~15~~%) of total annual operating expenses in the fund balance as measured at fiscal year-end (June 30).

~~The School Board shall report its fund balance in accordance with generally accepted accounting principles. The District shall classify fund balance into the following categories:~~

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors and Assistant Superintendent of Business/Personnel. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor and Assistant Superintendent of Business/Personnel. The applicable categories for fund balance designations are:

- A. Non-spendable Fund Balance - amounts that cannot be spent because they are either (a) not in spendable form (which includes items that are not expected to be converted to cash - e.g., inventories or prepaid amounts) such as inventory and prepaid expenses) or (b) legally or contractually required to be maintained intact (e.g. the corpus of an endowment fund).
- B. Restricted Fund Balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation. Should be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
- C. Committed Fund Balance - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint. Specific purposes pursuant to constraints imposed by formal action of the district's highest level of decision-making authority.

- D. Assigned Fund Balance - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority. ~~Reflects amounts that are constrained by the government's intent to be used for specific purposes, but meet neither the restricted nor committed forms of constraint.~~
- E. Unassigned Fund Balance- amounts that are available for any purpose; these amounts are reported only in the general fund. ~~The residual classification for the general fund only.~~

If during the fiscal year, it appears to the Superintendent that the fund balance will be less than estimated, the Superintendent will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

~~The fund balance for general fund shall be designated as unassigned other than the amount restricted for self-insurance. The fund balance for the spendable portions of the special revenue trust fund, debt service fund, capital projects fund, food service fund, postretirement fund and the community service fund shall be designated as restricted.~~

~~In the event that the School Board may want to reclassify fund balances into a new category, they may do so by a majority vote during a posted and open meeting.~~

~~For any fund where the current year results in expenditures exceeding revenues, the deficit will first reduce unassigned fund balance, then assigned fund balance and finally to committed fund balance until exhausted.~~

~~Fund balance information shall be published and reported in accordance with state law requirements. The Board shall annually review the status of the operating reserve following the audit of the District's financial statements.~~

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Legal

Government Accounting Standards Board Statement 54

Last Modified by Ellen Suckow on February 27, 2019



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

6300 Alderson Street  
Weston, WI 54476  
Phone 715-359-4221  
www.dce.k12.wi.us

Aaron Nelson  
Finance Manager

**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:** Jack E. Stoskopf, Jr., Assistant Superintendent for Business/Personnel Services  
Dr. Kristine A. Gilmore, Superintendent

**FROM:** Aaron Nelson, Finance Manager

**RE:** Workers' Compensation Rating for 2019-20

**DATE:** March 5, 2019

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The Workers Compensation Experience Factor for our district, recently determined by the Wisconsin Compensation Rating Bureau for the 2019-20 school year is .90. This is an increase when compared to the current school year Experience Rating of .81. Over the past ten years, our average experience factor is also .90, with our lowest rating being .74 and our highest being 1.14. The average industry rating is 1.0. As always, we continue to emphasize safety, improvement of accident reporting and return to work and light duty initiatives.

Over the years we have taken many steps to reduce our Worker's Compensation losses and premiums. We have also worked closely with our insurance carrier to help improve work place safety throughout the district. The safety of our staff is a constant concern and we work hard to stay in front of issues, promote a return to work program and reduce our loss ratio.

Insurance premiums and dividends will be determined in the next couple months.

*Thank You*

for your words  
of sympathy,

Your voice of *Concern*,  
your gesture of Caring,

and the *Love*  
you offer.

DC. Everest  
School Board,

Thank you very much for the beautiful garden basket you gave in memory of dad. Dad loved gardening, so this basket is perfect for him! Thanks also for all the messages of support you gave during

*The Family of Gordy Burzinski*  
this difficult time. What a blessing it is to be a part of the Everest family!  
Much love, Carol, David + Lynn

Thank you for the gift  
of the plants at my  
mother's funeral! It was  
beautiful! My mother  
was also a teacher!

Thanks again!

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

Your expression  
of sympathy will always  
be remembered

Christina Amman

# Confidential

Regular School Board Meeting  
Closed Session  
Wednesday, February 27, 2019  
DCE Administration Building  
6300 Alderson St., Weston, WI 54476



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## - MINUTES -

- 1. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(c) for Review of Administrator Contracts, Teacher Salary Negotiations, and the Superintendent's Yearly Review**  
Motion by Ackermann, second by Felch to Adjourn to Closed Session Pursuant to W.S.S. 19.85(1)(c) for Review of Administrator Contracts, Teacher Salary Negotiations, and the Superintendent's Yearly Review. Norrbom – yes, Felch – yes, Ackermann – yes, Schaefer – yes. Time was 7:29 p.m.
- 2. Approve Minutes from January 31, 2019, Closed Session**  
Motion by Norrbom, second by Schaefer to approve the minutes from January 31, 2019, Closed Session. With a voice vote, all yes, motion carried.
- 3. The Board discussed changes to administrator contracts as suggested by Attorney Shana Lewis.**
- 4. The Board discussed what amount to approve the Administration could negotiate with the teachers. Motion by Norrbom, second by Felch to approve CPI.**
- 5. The Board carried forward discussion of the Superintendent's Review.**
- 6. Reconvene in Open Session**

Motion by Ackermann, second by Felch to reconvene to open session. With a voice vote all yes. Motion carried. Time was 7:36 p.m.

Respectfully submitted,

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Yee Leng Xiong, Clerk

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Ellen Suckow, Executive Secretary to the  
Board & Superintendent