



– 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.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Hearing of Delegations

VI. Consent Agenda

A. Approval of Minutes

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C. Treasurer's Report - General/Other Fund Bills 11

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F. Fund Raising Requests

G. Gifts/Donations

H. Bus Accidents

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2. Policy 1662 Employee Anti-Harassment 66

3. Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity 76

4. Policy 3122 Nondiscrimination and Equal Employment Opportunity 81

5. Policy 3143 Non-Renewal of Administrative Contracts - Delete 87

6. Policy 3362 Employee Anti-Harassment 88

7. Policy 4122 Nondiscrimination and Equal Employment Opportunity 98

8. Policy 4362 Employee Anti-Harassment 104

9. Policy 5517 Student Anti-Harassment 114

10. Policy 6235 Fund Balance 123

VII. Reports/Considerations

A. Board Clerk's Election Report

B. WASB Legislative Network Member

C. Student Representative

D. Superintendent

1. Recognition of Paul Aleckson, 2019 Wisconsin Senior High National History Day Teacher of the Year and nominated for the MacGregor Teacher of the Year History Teacher Award

2. AASA Conference on SEL

3. Meeting with Legislators

4. Referendum Update

5. Safety

6. Update on Snow Days

7. Football Field

VIII. Unfinished Business

A. Board Goals

IX. New Business

A. Election of Officers for 2019-2020

1. President -

2. Vice President -

3. Treasurer -

4. Clerk -

B. Appointment of Representatives

1. WASB Legislative Network Representative -

2. WASB Assembly Delegate -

3. CESA #9 Annual Convention Representative -

4. CESA #9 Board of Control Representative -

5. D.C. Everest Area Education Foundation Board of Directors -

C. Board Member Professional Development

D. School District Depository Resolution 125

E. School Board Facsimile Resolution 126

F. Resolution Authorizing the Transfer of Funds, the Establishment of an Escrow Account with Respect to and the Defeasance of Certain of the General Obligation School Building and Improvement Bonds, Series 2018, Dated July 2, 2018. 127

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I. Hourly Pay Schedule Adjustments 133

J. 2019-2020 Student Accident Insurance 134

K. Insurance Consultant Recommendation 135

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.

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1. Policy 5600 Student Discipline - Proposed Delete - Redundant with Policy 5500	142
2. Policy 8407 School Resource Officer Program - Revised	144
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4. Policy 8462.01 Threats of Violence - New Policy	148
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A. Memorial Tribute Thank You	
1. Thank You for Memorial Tribute from Barb Simon and Family	150
2. Thank You for Memorial from Diane Schulz	151
3. Thank You from Val Duerkop	152
XI. Future Meeting Dates	
A. Next Regular Board Meetings	
1. Regular School Board Meeting	
a. Wednesday, May 22, 2019, 6:30 pm D.C. Everest Administration Building Board Room	
b. Wednesday, June 26, 2019, 6:30 pm D.C. Everest Administration Board Room	
B. Future Gatherings	
1. Groundbreaking at Rothschild Elementary Monday, April 29, at 11:30 a.m. 810 First Street Rothschild, WI 54474	
2. District Recognition Celebration Dinner April 29, 2019, 5:30 Social / 6:30 Dinner and Program Central WI Expo Center 10101 Market Street Rothschild, WI 54474	
3. Senior High Graduation June 6, 2019, at 7:30 p.m. D.C. Everest Senior High 6500 Alderson Street Weston, WI 54476	
XII. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(c) for Discussion of a Personnel Issue Concerning a Retirement and Final Review of Individual Administrator Contracts	
A. Accept Minutes from Closed Session on March 20, 2019.	153
XIII. Adjourn	



– MINUTES –

I. Call to Order

The meeting was called to order at 6:30 p.m.

II. Roll Call

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

III. Pledge of Allegiance

IV. Approval of Agenda

Schaefer announce 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)(g) for Discussion of Legal Advice Regarding a Personnel Issue and the Superintendent's Review.

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

V. Hearing of Delegations

VI. Consent Agenda

Motion by Ackermann, second by Dickerson to approve the agenda with the exception of H. With a roll call vote: Xiong – yes, Ackermann - yes, Dickerson – yes, Felch – yes, Norrbom – yes, Schaefer - yes, motion carried.

Motion by Xiong, second by Norrbom to approve the Start College Now requests. With a roll call vote: Norrbom – yes, Felch abstained, Dickerson – yes, Ackermann – yes, Xiong – yes, Schaefer– yes, motion carried.

A. Approval of Minutes

1. Regular Meeting of February 27, 2019

B. Recommended Employment Changes

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

D. Balance Sheet

E. Budget Transfers

F. Bus Accident Reports

G. Gifts & Donations

H. Start College Now

1. Idea Start College Now Request
2. Senior High Start College Now Request

I. Early College Credit

J. Fundraising

1. Senior High Class of 2020 Fundraiser

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.

2. Senior High Fundraiser Request

K. Second Reading of Policy

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

VII. Reports/Considerations

- A. WASB Legislative Network Member– Felch reported spring schedule of events is published. New Board member orientation is April 16 in Marathon.
- B. CESA Representative – Ackermann reported the CESA Board completed the evaluation of the Director and heard a report on the history of the Wisconsin Virtual School. CESA #9 is working to form a partnership with other CESA’s.
- C. Student Representative – Radies told the Board DECA is sending some competitors to nationals, Forensics is going to state, and Mock Trial tied for third in the state competition. The Junior Level Musical Xanadu was successful. The Sadie Hawkins dance was very successful. Student Council is sponsoring dress up days this week. The Junior class is holding a prom dress consignment sale with proceeds going to the Women’s Community. Student Council will have a Staff Appreciation Brunch on May 21. May 29 will be Fun Day for the students. Will Vraney will be the new Student Representative to the Board for next year.
- D. Superintendent
 1. Kohl Teacher Fellowships – Dawn Bohm & Matt Cypress
 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, teachers, & students
 2. Update on Standards Based Grading
Presenter: Dr. Casey Nye, Director of Secondary Education/Innovation, Kelly Thompson, Director of PK-12 Literacy/Assessment, Erin Stoffel, & Anne Marie Jagodzinski

IX. New Business

- A. Board Recognition of Service
The Board recognized Helen Ackermann for her nine years of service.
- B. Overview of Fund 80 and District Facility Usage
Presenter: Aaron Mull
- C. Senior High Trip Requests
Motion by Xiong, second by Ackermann to approve the Senior High trips to Thailand, Cambodia, Vietnam, and France. With a voice vote, all yes, motion carried.
 1. Trip to Thailand, Cambodia, and Vietnam July 12-22, 2021
 2. Senior High Trip to France June 2020
- D. Authorization of Year-End Spending

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.

Motion by Xiong, second by Felch to allow administration to strategically spend end-of-year funds to best meet the needs of the District. With a voice vote, all yes, motion carried.

E. First Reading of Policy

Motion by Felch, second by Dickerson to approve on first reading the policies listed. With a voice vote, all yes, motion carried.

1. Policy 1422 Nondiscrimination and Access to Equal Opportunity
2. Policy 1662 Employee Anti-Harassment
3. Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
4. Policy 3122 Nondiscrimination and Equal Employment Opportunity
5. Policy 3142 Non-Renewal of Administrative Contracts - DELETE
6. Policy 3362 Employee Anti-Harassment
7. Policy 4122 Nondiscrimination and Equal Employment Opportunity
8. Policy 4362 Employee Anti-Harassment
9. Policy 5517 Student Anti-Harassment
10. Policy 6235 Fund Balance

F. Workers' Compensation Report

Motion by Norrbom, second by Xiong to accept the Workers' Compensation Report. With a voice vote, all yes, motion carried.

X. Petitions and Communications

A. Thank You Notes for Memorial Tributes

1. Thank You for Memorial Tribute
 - a. Lynn Burzinski and Family
 - b. Christian Ammon

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)

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.

Motion by Xiong, second by Dickerson/Ackermann to adjourn to closes 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.

With a roll call vote: Xiong – yes, Ackermann – yes, Dickerson – yes, Felch – yes, Norrbom – yes, Schaefer – yes, all yes, motion carried. Time was 8:55 p.m.

A. Approval of Minutes from February 27, 2019

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

Motion Felch, second by Norrbom by to pay out the Superintendent’s unused vacation days. With a voice vote, all yes, motion carried.

Motion by Xiong and second by Felch to have the President place a letter in the Superintendent’s personnel file reflecting positive outcome of her evaluation. With a voice vote, all yes, motion carried.

XIV. Adjourned at 9:51 p.m.

Respectfully submitted,

Yee Leng Xiong, Clerk

Ellen Suckow, Executive Assistant to the
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the April 24, 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>
Katrina Raskie	School Counselor/SH	1	August 20, 2019
Hannah Arrigoni	English Teacher/SH	1	August 27, 2019
Ava Giebel	Grade 1 Teacher/MB	1	August 27, 2019
Erin Jablonski	Grade 1 Teacher/RI	1	August 27, 2019
John Laedtke	English Teacher/MS	1	August 27, 2019
Stephanie McGrath	Grade 4 Teacher/MB	1	August 27, 2019
Patrisha Kroshus	EC Special Education Teacher	1	August 27, 2019
Mark Ekiss	Science Teacher/MS	1	August 27, 2019
Tom Reamer	Science Teacher/JH	1 (1-Year Contract)	August 27, 2019
Alexis Eaton	Cross-Cat SPED Teacher/RI	1	August 27, 2019
Erin Fetting	Science Teacher/JH	0.51	August 27, 2019

Support Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Collin Suchomski	Housekeeper/SH	1	April 1, 2019
JoEllen Tinjum	SWD Assistant/EV	0.62	April 1, 2019
Heidi Henrichs	Before & After/GFH	0.46	April 10, 2019
Emily Hunt	Before & After/GFH	0.46	April 15, 2019
Dustin McNeil	Housekeeper/JH	1	April 22, 2019
Todd Warner	Seasonal Groundskeeper	Summer	May 1, 2019
Sydney Schwantes	Summer Camp Staff	0.21	May 31, 2019
Caroline Kluge	Summer Camp Staff	0.21	May 31, 2019
Preston Pagel	Summer Camp Staff	0.21	May 31, 2019
Alena Raczkowski	Summer Camp Staff	0.21	May 31, 2019
Brady Sendelbach	Summer Camp Staff	0.21	May 31, 2019
Katelynn Shimanski	Summer Camp Staff	0.21	May 31, 2019
Hunter Szitta	Summer Camp Staff	0.21	May 31, 2019
Delaney Erickson	Summer Camp Staff	0.21	May 31, 2019
Scott Rasmussen	Supervisor of Strength &	1	June 3, 2019
Maddie Mittelsteadt	Summer Weight Room Supervisor	0.12	June 3, 2019

Students

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Justin Jakubek	Before & After Care/GFH	0.28	April 3, 2019

Resignation(s)/Retirement(s)

All Staff

<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Kyle Zuk	Lifeguard	Resignation	September 21, 2018

Jeffrey Ross	Overnight Naturalist/Twin Oaks	Resignation	March 6, 2019
McKenzie Grant	Overnight Naturalist/Twin Oaks	Resignation	March 7, 2019
Demitrio Covarrubias	Student Concessions/GFH	Resignation	March 14, 2019
Tyler Hackbarth	Before & After/GFH	Resignation	March 29, 2019
Ashley Kroll	Adventure Care/GFH	Resignation	April 3, 2019
Patrick Kieper	Housekeeper/JH	Resignation (staying on	April 19, 2019
Chari Schalow	SWD Assistant/4K/EC	Termination	April 24, 2019
Danyell Alger	Spanish Teacher/JH	Resignation	June 7, 2019
Michael Hanke	Business Ed Teacher/SH	Resignation	June 7, 2019
Amanda Delgadillo	English Teacher/JH	Resignation	June 7, 2019
Hillary Byrun	English Teacher/JH	Resignation	June 7, 2019
Jody Cieslewicz	Cross-Cat Teacher/MS	Resignation	June 7, 2019
Chelsea Allendorf	Grade 4 Teacher/WE	Resignation	June 7, 2019
Valerie Duerkop	Student Services Secretary/MS	Retirement	June 14, 2019
Nancy Rhodes	Secretary to Elementary Principal/F	Retirement	June 28, 2019

Adjustments

Certified Staff

Name	Position From	Position To	Effective Date
Shelby Penrod	Grade 3/RO (not replacing)	Grade 2/MB	August 27, 2019
Craig Braunel	IMC Specialist 1.0 FTE	IMC Specialist .60 FTE	August 27, 2019
Dallas Rennie	FACE Teacher/MS	Dean of Students/MS	August 27, 2019
Devanne Skalitzky	Grade 1/RO	Math Interventionist/RO	August 27, 2019
Luke Coenen	Math Teacher/JH	Math Teacher/SH	August 27, 2019
William Franklin	Phy Ed Teacher .83 FTE	Phy Ed Teacher 1.0 FTE	August 27, 2019

Support Staff

Name	Position From	Position To	Effective Date
Tracey Blaser	Coordinator Secretary/SH	Accounts Payable Clerk/Admin	April 15, 2019

DCE Senior High School				
Name	Position	Begin	End	%
Merrill, Seth	Baseball - JV Assistant Coach	3/18/19	6/13/19	2
Nielsen, Joshua	Baseball - Assistant Coach	3/18/19	6/13/19	3
Paisar, Riley	Baseball - JV Assistant Coach	3/18/19	6/13/19	2

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

TREASURER'S REPORT

APRIL 17, 2019

CASH BALANCE AS OF MARCH 13, 2019	(\$57,323.25)	
INVESTMENT ACCOUNT TRANSFERS		\$5,170,721.34
RECEIPTS CR#26924 - CR#27094	\$7,114,422.34	
CHECKS FOR APPROVAL #224265 - #224479 ACH: # 181901988-181902281		\$1,959,526.87
<u>VOIDS:</u>		
CK #223748, 223787, 224476	\$390.00	
CASH BALANCE AS OF APRIL 17, 2019		(\$72,759.12)
	\$7,057,489.09	\$7,057,489.09

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (03/13/2019-04/17/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224265	MARK HARRING STANDING CHAPTER 13 TRUSTEE	03152019A	3/15/2019	1,526.24
224266	MESSERLI & KRAMER PA	03152019A	3/15/2019	324.62
224267	UNEMPLOYMENT INSURANCE	03152019A	3/15/2019	197.15
224268	UNITED WAY OF MARATHON CNTY	20190315ADUWAY	3/15/2019	656.49
224269	HSU GINSENG ENTERPRISES	3088	3/15/2019	807.00
224270	KWIK TRIP INC	43497	3/15/2019	500.00
224271	LAMERS BUS LINES, INC.	550608	3/15/2019	346.00
224271	LAMERS BUS LINES, INC.	551281	3/15/2019	315.18
224271	LAMERS BUS LINES, INC.	551282	3/15/2019	371.44
224271	LAMERS BUS LINES, INC.	551286	3/15/2019	895.83
224271	LAMERS BUS LINES, INC.	551279	3/15/2019	283.49
224271	LAMERS BUS LINES, INC.	551280	3/15/2019	320.18
224271	LAMERS BUS LINES, INC.	550322	3/15/2019	1,225.00
224272	MS GRAPHICS, LLC	2014-2313	3/15/2019	105.00
224273	SECURIAN FINANCIAL GROUP, INC.	43556	3/15/2019	19,122.25
224274	SECURITY HEALTH PLAN	43556	3/15/2019	823,042.60
224275	ALLIANT UTILITIES/WP&L	43497	3/15/2019	848.93
224276	APPLE INC - AR	AA06940006	3/15/2019	494.95
224277	ASHTON, HOLLY	43497	3/15/2019	14.50
224278	BOELTER COMPANIES, THE	96897571	3/15/2019	754.66
224278	BOELTER COMPANIES, THE	96905874	3/15/2019	401.15
224278	BOELTER COMPANIES, THE	96905875	3/15/2019	136.36
224279	BURGER, RENEE	43525	3/15/2019	55.00
224280	COLLINS, HEATHER	43497	3/15/2019	17.28
224281	DC EVEREST SENIOR HIGH SCHOOL	43525	3/15/2019	15,000.00
224282	DEAN FOODS OF WISCONSIN, INC.	43524	3/15/2019	14,905.81
224283	ECOLAB, INC.	1825766	3/15/2019	971.98
224284	ELEGANT HOMES CLEANING SERVICE	31119	3/15/2019	1,398.00
224285	FEDEX, INC.	6-481-33675	3/15/2019	29.00
224286	GORDON FOOD SERVICE INC	192596297	3/15/2019	19.69
224286	GORDON FOOD SERVICE INC	12583829	3/15/2019	-17.49
224286	GORDON FOOD SERVICE INC	192377936	3/15/2019	337.65
224286	GORDON FOOD SERVICE INC	192377935	3/15/2019	490.75
224286	GORDON FOOD SERVICE INC	192377934	3/15/2019	1,860.36
224286	GORDON FOOD SERVICE INC	192377937	3/15/2019	172.40
224286	GORDON FOOD SERVICE INC	192436138	3/15/2019	346.67
224286	GORDON FOOD SERVICE INC	192436141	3/15/2019	5,135.37
224286	GORDON FOOD SERVICE INC	192436139	3/15/2019	895.84
224286	GORDON FOOD SERVICE INC	192436143	3/15/2019	38.79
224286	GORDON FOOD SERVICE INC	192436136	3/15/2019	2,572.32
224286	GORDON FOOD SERVICE INC	192538246	3/15/2019	63.27
224286	GORDON FOOD SERVICE INC	192538244	3/15/2019	172.28
224286	GORDON FOOD SERVICE INC	192538251	3/15/2019	387.36
224286	GORDON FOOD SERVICE INC	192538245	3/15/2019	193.07
224286	GORDON FOOD SERVICE INC	192538249	3/15/2019	1,719.48
224286	GORDON FOOD SERVICE INC	192436133	3/15/2019	2,065.85
224286	GORDON FOOD SERVICE INC	192596301	3/15/2019	46.30
224286	GORDON FOOD SERVICE INC	192596302	3/15/2019	907.09
224286	GORDON FOOD SERVICE INC	192596304	3/15/2019	1,397.35
224286	GORDON FOOD SERVICE INC	192596300	3/15/2019	5,526.75
224286	GORDON FOOD SERVICE INC	192596298	3/15/2019	606.01
224286	GORDON FOOD SERVICE INC	192596295	3/15/2019	150.18

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (03/13/2019-04/17/2019)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224286	GORDON FOOD SERVICE INC	192596293	3/15/2019	2,483.29
224286	GORDON FOOD SERVICE INC		3/15/2019	0.00
224287	GRAND LODGE WATERPK. RESORT(BY STONEY CREEK)	281100	3/15/2019	475.00
224288	HEARTLAND BUSINESS SYSTEMS INC	304039-H	3/15/2019	2,437.50
224288	HEARTLAND BUSINESS SYSTEMS INC	304040-H	3/15/2019	487.50
224289	LAMERS BUS LINES, INC.	551287	3/15/2019	792.68
224289	LAMERS BUS LINES, INC.	551285	3/15/2019	80.89
224290	MARA CTY TREASURER'S OFFICE	19022609	3/15/2019	8.00
224291	MARSHFIELD CLINIC, INC.	8003939FEB2019	3/15/2019	258.35
224292	NASCO INC - EDUCATION	307161	3/15/2019	334.76
224293	NEOFUNDS BY NEOPOST INC.	02.18.-2.21.2019	3/15/2019	1,000.00
224294	SHRED-IT USA	031219 shred	3/15/2019	102.09
224295	SIGN HERE INTERPRETING LLC	DCE190303	3/15/2019	131.25
224296	SONOVA USA, INC.	5159158994	3/15/2019	604.99
224297	STAPLES ADVANTAGE	3407151067	3/15/2019	54.50
224298	TIRY, IVY	1	3/15/2019	140.00
224299	VIKING ELECTRIC SUPPLY	S002297294.001	3/15/2019	48.31
224299	VIKING ELECTRIC SUPPLY	S002371170.002	3/15/2019	34.20
224299	VIKING ELECTRIC SUPPLY	S002371170.001	3/15/2019	34.20
224299	VIKING ELECTRIC SUPPLY	S002393552.001	3/15/2019	23.20
224299	VIKING ELECTRIC SUPPLY	S002304815.004	3/15/2019	237.24
224299	VIKING ELECTRIC SUPPLY	S002290626.001	3/15/2019	-233.25
224299	VIKING ELECTRIC SUPPLY		3/15/2019	0.00
224300	WASTE MANAGEMENT	43525	3/15/2019	2,087.72
224301	WI FCCLA	270004	3/15/2019	480.00
224302	BEST WESTERN GREEN BAY INN	CVB11393-1	3/22/2019	166.00
224302	BEST WESTERN GREEN BAY INN	CVB11393-2	3/22/2019	996.00
224303	DC EVEREST SENIOR HIGH SCHOOL	19-0319	3/22/2019	90.00
224304	KOLF SPORTS CENTER	31219	3/22/2019	175.00
224305	LAMERS BUS LINES, INC.	551283	3/22/2019	991.74
224305	LAMERS BUS LINES, INC.	550363	3/22/2019	1,000.00
224305	LAMERS BUS LINES, INC.	551119	3/22/2019	399.00
224306	MARSHFIELD HIGH SCHOOL	32119	3/22/2019	125.00
224306	MARSHFIELD HIGH SCHOOL	40219	3/22/2019	125.00
224306	MARSHFIELD HIGH SCHOOL	41119	3/22/2019	100.00
224307	ONALASKA HIGH SCHOOL	32919	3/22/2019	200.00
224308	STEVENS PT AREA HS SPASH	31619	3/22/2019	165.00
224308	STEVENS PT AREA HS SPASH	31519	3/22/2019	165.00
224308	STEVENS PT AREA HS SPASH	40919	3/22/2019	175.00
224309	TRAVEL CONSULTANTS, INC.	1P-MEQYC5/1P-2EQYWN	3/22/2019	7,335.76
224310	UW STOUT-TRACK AND FIELD	32319	3/22/2019	125.00
224311	WAUSAU REGION CHAMBER OF COMMERCE	Recog. Dinner	3/22/2019	3,055.00
224312	WI DECA	1123114	3/22/2019	3,600.00
224313	APPLEGATE, ANN	19.3.15	3/22/2019	100.00
224314	BOUND TO STAY BOUND, INC.	110143	3/22/2019	21.67
224315	BREUNIG, KEITH	43525	3/22/2019	65.00
224316	BURKE, JOHN	31219	3/22/2019	100.00
224317	BYTESPEED LLC	INV0130459	3/22/2019	2,990.00
224318	CITY OF WAUSAU	CITYOFWAUSAU31819	3/22/2019	200.00
224319	CITY PAGES, INC.	31013	3/22/2019	342.50
224320	ENTERPRISE RENT-A-CAR COMPANY OF WI, LLC	20439721	3/22/2019	419.32
224321	ERC WIPING PRODUCTS, INC.	690359	3/22/2019	448.02

**DC EVEREST AREA SCHOOL DISTRICT
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
224322	FEDEX, INC.	6-488-06281	3/22/2019	46.98
224323	GORDON FOOD SERVICE INC	192763750	3/22/2019	150.44
224323	GORDON FOOD SERVICE INC	192763751	3/22/2019	110.69
224324	HABECK, MIKE	31219	3/22/2019	50.00
224325	HEIL, JESSICA	26799	3/22/2019	36.30
224326	HIORNS PIANO SERVICE	3.9.19	3/22/2019	45.00
224327	HOLZEM, LEANNA	31219	3/22/2019	40.00
224328	HUBING'S PRESSURE WASHERS	280680	3/22/2019	4,724.35
224329	IROW	280680	3/22/2019	100.00
224330	J.H. FINDORFF & SON, INC.	191031	3/22/2019	1,465.48
224330	J.H. FINDORFF & SON, INC.	191030	3/22/2019	613.08
224331	LAMERS BUS LINES, INC.	550709	3/22/2019	240.26
224331	LAMERS BUS LINES, INC.	551292	3/22/2019	141.29
224331	LAMERS BUS LINES, INC.	549576	3/22/2019	56.96
224331	LAMERS BUS LINES, INC.	551301	3/22/2019	47.65
224331	LAMERS BUS LINES, INC.	551303	3/22/2019	62.70
224331	LAMERS BUS LINES, INC.	551278	3/22/2019	437.00
224332	LARSON, DAN	3.15.19	3/22/2019	100.00
224333	LOCKSMITH SHOPPE	13999	3/22/2019	10.00
224334	MS GRAPHICS, LLC	2014-2329	3/22/2019	70.00
224335	NAPA AUTO PARTS, INC.	DCE103-FEB	3/22/2019	251.40
224336	NASCO INC - EDUCATION	312771	3/22/2019	921.84
224337	NASSP/NHS	9001180949	3/22/2019	385.00
224338	NORTHWOODS CAB	4	3/22/2019	260.00
224338	NORTHWOODS CAB	5	3/22/2019	260.00
224339	NTC CAMPUS STORE	RC1-00015057	3/22/2019	48.50
224339	NTC CAMPUS STORE	RC1-00015056	3/22/2019	48.50
224340	PAGEL, ELIZABETH	43525	3/22/2019	65.00
224341	PETERSON, JARETT	30719	3/22/2019	35.00
224342	RADDENBACH, ASHLEY	30719	3/22/2019	35.00
224343	ROMA, BRENDA	ROMA31219	3/22/2019	35.00
224344	SEKEL, AMY	30719	3/22/2019	35.00
224345	SIGN HERE INTERPRETING LLC	181212	3/22/2019	150.00
224345	SIGN HERE INTERPRETING LLC	DCE190315	3/22/2019	137.50
224346	SKILLSUSA	M283225P	3/22/2019	296.00
224347	SONOVA USA, INC.	5159211706	3/22/2019	68.99
224348	STAPLES ADVANTAGE	3407312273	3/22/2019	43.12
224348	STAPLES ADVANTAGE	3407473114	3/22/2019	87.69
224348	STAPLES ADVANTAGE	3407473116	3/22/2019	29.83
224349	THE MILLSPEC GROUP	1005	3/22/2019	98.75
224349	THE MILLSPEC GROUP	1200	3/22/2019	511.00
224350	TIRY, IVY	2	3/22/2019	140.00
224351	UNITED RENTALS INC	166754527-001	3/22/2019	988.70
224352	UWC STUDENT FINANCIALS	502060-030719	3/22/2019	2,850.32
224353	VIKING ELECTRIC SUPPLY	s002402437.001	3/22/2019	69.63
224353	VIKING ELECTRIC SUPPLY	S002304815.002	3/22/2019	1,229.43
224354	WCASS	3212	3/22/2019	350.00
224355	WENZEL, JESSICA	3.7.19	3/22/2019	75.00
224356	DC EVEREST SENIOR HIGH SCHOOL	19-2003	3/29/2019	55.00
224357	MADISON NATL LIFE INS CO	43556	3/29/2019	16,141.07
224358	PITNEY BOWES	32519	3/29/2019	1,000.00
224359	SCHOOL NUTRITION ASSN	401389_2019CERT	3/29/2019	11.00

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224360	APPLE INC - AR	AA09828572	3/29/2019	494.95
224361	BETHLEHEM COMM-RO.,INC.	BETH-4K-MAR2019	3/29/2019	8,877.74
224362	BOELTER COMPANIES, THE	96914181	3/29/2019	679.43
224363	CDW GOVT IN EDUCATION	RNB0576	3/29/2019	66,000.00
224364	CITY PAGES, INC.	31073	3/29/2019	313.25
224365	CONNOR, CARLYNN	ChildFindMAR19	3/29/2019	33.75
224366	EBERHARDY, TERI	ChildFindMAR19	3/29/2019	26.25
224367	FEDEX, INC.	6-495-50584	3/29/2019	38.61
224368	GLACIER CANYON LODGE	3202019	3/29/2019	164.00
224368	GLACIER CANYON LODGE	03202019-183	3/29/2019	191.00
224369	GORDON FOOD SERVICE INC	192704859	3/29/2019	9.82
224369	GORDON FOOD SERVICE INC	192704857	3/29/2019	709.80
224369	GORDON FOOD SERVICE INC	192704855	3/29/2019	2.46
224369	GORDON FOOD SERVICE INC	192704767	3/29/2019	263.34
224369	GORDON FOOD SERVICE INC	192704853	3/29/2019	2,488.22
224369	GORDON FOOD SERVICE INC	192704854	3/29/2019	109.06
224369	GORDON FOOD SERVICE INC	192704860	3/29/2019	66.32
224369	GORDON FOOD SERVICE INC	1927004851	3/29/2019	602.32
224369	GORDON FOOD SERVICE INC	192763749	3/29/2019	6,942.86
224369	GORDON FOOD SERVICE INC	192763743	3/29/2019	2,331.91
224369	GORDON FOOD SERVICE INC	192763748	3/29/2019	76.29
224369	GORDON FOOD SERVICE INC	192763747	3/29/2019	1,341.36
224369	GORDON FOOD SERVICE INC	192763746	3/29/2019	472.74
224369	GORDON FOOD SERVICE INC	192763744	3/29/2019	59.02
224369	GORDON FOOD SERVICE INC	192763745	3/29/2019	2,942.34
224370	GRAND LODGE WATERPK. RESORT(BY STONEY CREEK)	314189	3/29/2019	505.00
224371	GREENHECK FIELD HOUSE	43545	3/29/2019	134.25
224372	J.H. FINDORFF & SON, INC.	191069	3/29/2019	1,191.66
224373	K12 MANAGEMENT INC. DBA FUELED	INV-19005	3/29/2019	1,799.00
224374	LAMERS BUS LINES, INC.	551304	3/29/2019	55.62
224374	LAMERS BUS LINES, INC.	552090	3/29/2019	230,438.25
224375	MARA CTY TREASURER'S OFFICE	19031205	3/29/2019	8.00
224376	MS GRAPHICS, LLC	2014-2332	3/29/2019	125.00
224377	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC.	43566	3/29/2019	168.03
224378	SCHOOL TECHNOLOGY ASSO INC	inv-6321	3/29/2019	137.00
224379	SIGN HERE INTERPRETING LLC	DCE1903192	3/29/2019	187.50
224379	SIGN HERE INTERPRETING LLC	DCE1903193	3/29/2019	150.00
224379	SIGN HERE INTERPRETING LLC	DCE190319HS	3/29/2019	425.00
224380	ST JOHN LUTHERAN SCHOOL	STJO-4K-MAR2019	3/29/2019	4,177.76
224381	STAPLES ADVANTAGE	3407777589	3/29/2019	12.89
224381	STAPLES ADVANTAGE	3408275041	3/29/2019	101.43
224381	STAPLES ADVANTAGE	3408275042	3/29/2019	95.35
224381	STAPLES ADVANTAGE	3408275043	3/29/2019	43.52
224381	STAPLES ADVANTAGE	3408032432	3/29/2019	12.39
224381	STAPLES ADVANTAGE	3408032431	3/29/2019	28.09
224381	STAPLES ADVANTAGE	3407777588	3/29/2019	2.96
224381	STAPLES ADVANTAGE	3407777587	3/29/2019	9.39
224382	STARR COMMONWEALTH	SGLN-3236	3/29/2019	208.31
224383	TSA CONSULTING GROUP, INC.	35606	3/29/2019	304.56
224384	VIKING ELECTRIC SUPPLY	S002423327.001	3/29/2019	98.97
224384	VIKING ELECTRIC SUPPLY	S002428573.002	3/29/2019	18.99
224384	VIKING ELECTRIC SUPPLY	S002428573.001	3/29/2019	694.83

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224385	WCASS	3211	3/29/2019	500.00
224386	ERICKSON, JAMES	03292019A	3/29/2019	957.00
224387	MARK HARRING STANDING CHAPTER 13 TRUSTEE	03292019A	3/29/2019	540.85
224388	RBE PROPERTY MANAGEMENT, LLC.	03292019A	3/29/2019	304.83
224389	UNEMPLOYMENT INSURANCE	03292019A	3/29/2019	224.49
224390	UNITED WAY OF MARATHON CNTY	20190329ADUWAY	3/29/2019	656.49
224391	MESSERLI & KRAMER PA	03292019A	3/29/2019	324.62
224392	THE CHIAVARI CHAIR COMPANY	1292	4/5/2019	37.00
224393	BOELTER COMPANIES, THE	96920557	4/5/2019	749.35
224394	CAMPBELL, NANCY	43556	4/5/2019	65.00
224395	CENTURY LINK	1463387164	4/5/2019	200.26
224396	CORAL LANES INC	CORALLANES4219	4/5/2019	222.00
224397	EKON-O-PAC, LLC.	92956	4/5/2019	300.00
224398	FEDEX, INC.	6-503-20806	4/5/2019	54.57
224399	FRAAZA ROCKS & SAND	4294	4/5/2019	1,250.00
224400	GARCIA, MAYRA	24722	4/5/2019	19.55
224401	GORDON FOOD SERVICE INC	192868253	4/5/2019	1,994.74
224401	GORDON FOOD SERVICE INC	192868249	4/5/2019	456.19
224401	GORDON FOOD SERVICE INC	192868254	4/5/2019	417.27
224401	GORDON FOOD SERVICE INC	192868255	4/5/2019	438.82
224401	GORDON FOOD SERVICE INC	12645029	4/5/2019	-22.48
224401	GORDON FOOD SERVICE INC	12643748	4/5/2019	-21.98
224401	GORDON FOOD SERVICE INC	192923872	4/5/2019	22.70
224401	GORDON FOOD SERVICE INC	192923870	4/5/2019	1,030.08
224401	GORDON FOOD SERVICE INC	192923863	4/5/2019	6,562.77
224401	GORDON FOOD SERVICE INC	192923867	4/5/2019	3,432.70
224401	GORDON FOOD SERVICE INC	192923871	4/5/2019	1,303.84
224401	GORDON FOOD SERVICE INC	192923865	4/5/2019	18.68
224401	GORDON FOOD SERVICE INC	192923869	4/5/2019	75.01
224402	HIBBLER, VALEISHA	53626	4/5/2019	50.05
224403	HORST DISTRIBUTING INC	76636-000	4/5/2019	127.45
224403	HORST DISTRIBUTING INC	76866-000	4/5/2019	192.70
224403	HORST DISTRIBUTING INC	76988-000	4/5/2019	122.99
224404	KENOSHA PUBLIC MUSEUMS	42319	4/5/2019	378.00
224405	KRENZ SNOW MANAGEMENT	31140	4/5/2019	4,225.00
224405	KRENZ SNOW MANAGEMENT	31236	4/5/2019	1,727.00
224405	KRENZ SNOW MANAGEMENT	31237	4/5/2019	2,084.00
224406	KYLES CONSULTING LLC	43525	4/5/2019	1,550.00
224407	LAMERS BUS LINES, INC.	551914	4/5/2019	168.38
224407	LAMERS BUS LINES, INC.	551912	4/5/2019	92.16
224407	LAMERS BUS LINES, INC.	552361	4/5/2019	141.02
224407	LAMERS BUS LINES, INC.	551897	4/5/2019	242.55
224407	LAMERS BUS LINES, INC.	551907	4/5/2019	123.87
224407	LAMERS BUS LINES, INC.	552347	4/5/2019	399.41
224407	LAMERS BUS LINES, INC.	552356	4/5/2019	273.99
224407	LAMERS BUS LINES, INC.	552357	4/5/2019	93.14
224407	LAMERS BUS LINES, INC.	552354	4/5/2019	168.62
224407	LAMERS BUS LINES, INC.	552351	4/5/2019	94.63
224407	LAMERS BUS LINES, INC.		4/5/2019	0.00
224408	LOCKSMITH SHOPPE	14019	4/5/2019	15.00
224408	LOCKSMITH SHOPPE	14029	4/5/2019	15.00
224409	LONDERVILLE ENTERPRISES	519409	4/5/2019	3,168.65

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224410	MALBRIT MECHANICAL INC	179435	4/5/2019	376.00
224410	MALBRIT MECHANICAL INC	179595	4/5/2019	180.00
224410	MALBRIT MECHANICAL INC	179411	4/5/2019	274.26
224411	METRO FIRE PROTECTION INC	40853	4/5/2019	375.50
224412	OTIS ELEVATOR CO	CW16026001	4/5/2019	319.80
224412	OTIS ELEVATOR CO	cvw15680001	4/5/2019	387.25
224412	OTIS ELEVATOR CO	cvw65086B18	4/5/2019	1,019.49
224413	RE-VI DESIGN LLC	17613	4/5/2019	1,007.50
224413	RE-VI DESIGN LLC	17485	4/5/2019	5,460.00
224413	RE-VI DESIGN LLC	17492	4/5/2019	3,395.00
224413	RE-VI DESIGN LLC	17490	4/5/2019	4,948.00
224414	ROMA, BRENDA	ROMA4219	4/5/2019	12.50
224415	SIGN HERE INTERPRETING LLC	DCE181212a	4/5/2019	187.50
224416	STAPLES ADVANTAGE	3408341007	4/5/2019	33.89
224416	STAPLES ADVANTAGE	3408766760	4/5/2019	37.29
224416	STAPLES ADVANTAGE	3408429398	4/5/2019	228.90
224416	STAPLES ADVANTAGE	3408496330	4/5/2019	197.95
224416	STAPLES ADVANTAGE	3408496329	4/5/2019	126.05
224416	STAPLES ADVANTAGE	34082275040	4/5/2019	120.89
224416	STAPLES ADVANTAGE	3408574806	4/5/2019	125.80
224416	STAPLES ADVANTAGE	3408766758	4/5/2019	13.49
224417	STERLING WATER INC	342X07311007	4/5/2019	944.30
224418	SUNBELT, INC.	87691497-0001	4/5/2019	909.32
224419	TEACHER DIRECT	INV/2019/5476/44	4/5/2019	223.74
224420	THE ONLINE ITINERANT	23780	4/5/2019	1,237.50
224421	VIKING ELECTRIC SUPPLY	S002446058.001	4/5/2019	188.31
224421	VIKING ELECTRIC SUPPLY	S002439299.001	4/5/2019	221.31
224421	VIKING ELECTRIC SUPPLY	S002441250.001	4/5/2019	328.87
224421	VIKING ELECTRIC SUPPLY	S002441865.001	4/5/2019	158.47
224421	VIKING ELECTRIC SUPPLY	S002451826.001	4/5/2019	98.00
224421	VIKING ELECTRIC SUPPLY	S002459759.001	4/5/2019	68.58
224421	VIKING ELECTRIC SUPPLY		4/5/2019	0.00
224422	WAUSAU SHARPENING SRVS LLC	2029	4/5/2019	393.75
224422	WAUSAU SHARPENING SRVS LLC	2028	4/5/2019	49.50
224423	WESTON MUNICIPAL UTILITIES	MS DEC-MAR2019	4/5/2019	4,585.50
224423	WESTON MUNICIPAL UTILITIES	MTN BAY DEC-MAR2019	4/5/2019	2,933.52
224424	WI ASSOC OF SKILLSUSA , INC.	1318	4/5/2019	275.00
224425	WISCONSIN MECHANICAL SOLUTIONS, INC	782	4/5/2019	1,585.00
224426	DC EVEREST SENIOR HIGH SCHOOL	18-1412	4/4/2019	80.00
224427	DC EVEREST SENIOR HIGH SCHOOL	7203\$0407	4/12/2019	153.58
224428	KWIK TRIP INC	43556	4/12/2019	500.00
224429	LAMERS BUS LINES, INC.	552349	4/12/2019	278.96
224429	LAMERS BUS LINES, INC.	552346	4/12/2019	230.28
224429	LAMERS BUS LINES, INC.	552352	4/12/2019	496.83
224429	LAMERS BUS LINES, INC.	552518	4/12/2019	572.00
224429	LAMERS BUS LINES, INC.	552325	4/12/2019	454.00
224430	LAMERS BUS LINES, INC.	552358	4/12/2019	111.16
224431	PETERSON, GREGORY	2019040200213	4/12/2019	54.25
224432	ROSHOLT SCHOOLS	DCEPETERSON2019	4/12/2019	25.00
224433	WAUSAU REGION CHAMBER OF COMMERCE	Retiree	4/12/2019	100.00
224434	WHSFA	StForRegFee	4/12/2019	145.00
224435	ALLIANT UTILITIES/WP&L	43525	4/12/2019	963.08

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224436	BOELTER COMPANIES, THE	96927076	4/12/2019	1,050.46
224437	BP	4990244701-MAR2019	4/12/2019	162.38
224438	BURKE, JOHN	32119	4/12/2019	50.00
224439	CELLCOM - WAUSAU	450425	4/12/2019	688.58
224440	CESA 5, INC.	1902041	4/12/2019	2,400.00
224441	CHARTER COMMUNICATIONS, INC.	72595030919	4/12/2019	1,760.00
224442	DC EVEREST SENIOR HIGH SCHOOL	SHINDOORSOCCER4419	4/12/2019	1,625.00
224442	DC EVEREST SENIOR HIGH SCHOOL	SHINTRAMURALSOC4319	4/12/2019	580.00
224442	DC EVEREST SENIOR HIGH SCHOOL	100	4/12/2019	61.23
224443	DC EVEREST SOCCER BOOSTERS	SOCCERBOOSTERS4419	4/12/2019	3,189.00
224444	DEAN FOODS OF WISCONSIN, INC.	3312019	4/12/2019	17,076.10
224445	DOMBROWSKI, CHELSEA	43525	4/12/2019	138.24
224446	EAI EDUCATION	INV0926389	4/12/2019	144.31
224447	FEDEX, INC.	6-510-34043	4/12/2019	48.49
224448	FRONEK, AMY	MAR2019 ITEMS REIMB.	4/12/2019	439.96
224449	GLASS ON WHEELS OF C WI	040392D	4/12/2019	69.95
224450	GORDON FOOD SERVICE INC	193232372	4/12/2019	208.02
224450	GORDON FOOD SERVICE INC	192923868	4/12/2019	2,131.54
224450	GORDON FOOD SERVICE INC	193078138	4/12/2019	29.85
224450	GORDON FOOD SERVICE INC	193078125	4/12/2019	8,401.78
224450	GORDON FOOD SERVICE INC	193078127	4/12/2019	1,870.01
224450	GORDON FOOD SERVICE INC	193078139	4/12/2019	186.93
224451	HABECK, MIKE	32119	4/12/2019	50.00
224452	LAKESHORE LEARNING MAT	1892560419	4/12/2019	68.78
224453	LAMERS BUS LINES, INC.	552359	4/12/2019	234.46
224453	LAMERS BUS LINES, INC.	551905	4/12/2019	186.50
224453	LAMERS BUS LINES, INC.	552372	4/12/2019	88.72
224453	LAMERS BUS LINES, INC.	553036	4/12/2019	62.45
224453	LAMERS BUS LINES, INC.	553042	4/12/2019	209.69
224453	LAMERS BUS LINES, INC.	553040	4/12/2019	88.92
224454	MARA CTY TREASURER'S OFFICE	INV#19032705	4/12/2019	8.00
224455	MARCO	24576260	4/12/2019	39,048.15
224456	MAROHL, CARRIE	22453	4/12/2019	96.60
224457	NAPA AUTO PARTS, INC.	DCE103MAR2019	4/12/2019	254.76
224458	NEOFUNDS BY NEOPOST INC.	43525	4/12/2019	1,000.00
224459	SANCHEZ, LUIS	JAN-MAY2019	4/12/2019	1,670.00
224460	SCHMITZ, KURT	32119	4/12/2019	40.00
224461	SCHUSTER, KALEB	32119	4/12/2019	40.00
224462	SEKEL, ANDLER	32119	4/12/2019	40.00
224463	SEKEL, TAYLOR	32119	4/12/2019	40.00
224464	STAPLES ADVANTAGE	3409074175	4/12/2019	504.36
224464	STAPLES ADVANTAGE	3408991792	4/12/2019	83.35
224464	STAPLES ADVANTAGE	3409159110	4/12/2019	10.59
224464	STAPLES ADVANTAGE	3408991793	4/12/2019	98.06
224465	TEACHER DIRECT	INV/2019/7025	4/12/2019	91.72
224466	TRINITY TOOL CO (TRINCO)	620331	4/12/2019	125.85
224467	VIKING ELECTRIC SUPPLY	S002439299.001a	4/12/2019	1.00
224467	VIKING ELECTRIC SUPPLY	S002476236.001	4/12/2019	44.69
224468	WASTE MANAGEMENT	43556	4/12/2019	1,926.30
224469	WAUSAU EARLY BIRD ROTARY	1675	4/12/2019	148.00
224470	ZAHRT, CARRIE	ZAHRT4819	4/12/2019	45.00
224471	ERICKSON, JAMES	04122019A	4/12/2019	843.80

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224472	MARK HARRING STANDING CHAPTER 13 TRUSTEE	04122019A	4/12/2019	540.85
224473	MESSERLI & KRAMER PA	04122019A	4/12/2019	324.62
224474	UNEMPLOYMENT INSURANCE	04122019A	4/12/2019	118.54
224475	UNITED WAY OF MARATHON CNTY	20190412ADUWAY	4/12/2019	656.49
224476	VILLAGE OF ROTHSCHILD	0	4/12/2019	50.00
224476	VILLAGE OF ROTHSCHILD	0000A	4/12/2019	100.00
224477	VILLAGE OF ROTHSCHILD	0	4/12/2019	50.00
224478	VILLAGE OF ROTHSCHILD	0000A	4/12/2019	100.00
224479	WAUSAU REGION CHAMBER OF COMMERCE	Retirement	4/12/2019	100.00
181901988	ADAMUS, AMY	43497	3/15/2019	138.10
181901989	ADVANCED DISPOSAL SOLID WASTE MIDWEST, LLC	43497	3/15/2019	2,057.00
181901990	ALPHA BAKING CO., INC.	190126066008	3/15/2019	59.98
181901990	ALPHA BAKING CO., INC.	190126066009	3/15/2019	40.39
181901990	ALPHA BAKING CO., INC.	190126066010	3/15/2019	88.30
181901990	ALPHA BAKING CO., INC.	190126070006	3/15/2019	137.95
181901990	ALPHA BAKING CO., INC.	190126070007	3/15/2019	113.60
181901990	ALPHA BAKING CO., INC.	190126070008	3/15/2019	505.85
181901991	AMAZON CAPITAL SERVICES	1WMC-FV4K-VN41	3/15/2019	90.30
181901991	AMAZON CAPITAL SERVICES	1CX4-WT6D-Y1GY	3/15/2019	22.07
181901991	AMAZON CAPITAL SERVICES	1TVL-H9Q1-PYCN	3/15/2019	12.91
181901991	AMAZON CAPITAL SERVICES	14PW-DNVW-MTPK	3/15/2019	203.67
181901991	AMAZON CAPITAL SERVICES	1JGM-F7GH-1JXW	3/15/2019	88.93
181901991	AMAZON CAPITAL SERVICES	1R1M-PFXW-HRNF	3/15/2019	34.99
181901991	AMAZON CAPITAL SERVICES	1JGM-F7GH-LLWR	3/15/2019	122.91
181901991	AMAZON CAPITAL SERVICES	14PW-DNVW-3JYG	3/15/2019	19.94
181901991	AMAZON CAPITAL SERVICES	111K-DDNC-VD14	3/15/2019	106.11
181901991	AMAZON CAPITAL SERVICES	1JK9-DWTJ-FL1L	3/15/2019	23.77
181901991	AMAZON CAPITAL SERVICES	1XF9-HQP1-676N	3/15/2019	24.28
181901991	AMAZON CAPITAL SERVICES	1LNT-CC3C-HTD4	3/15/2019	72.53
181901991	AMAZON CAPITAL SERVICES		3/15/2019	0.00
181901992	ANDREW, SARA	43497	3/15/2019	8.70
181901993	ARCHIQUETTE, JEANNE	43466	3/15/2019	104.40
181901993	ARCHIQUETTE, JEANNE	43497	3/15/2019	69.60
181901994	ATKINSON, SCOTT	43497	3/15/2019	11.02
181901995	BAHR, MICHELLE	43497	3/15/2019	234.60
181901996	BASSETT MECHANICAL, INC.	6034866C	3/15/2019	744.00
181901997	BENZ, CATHERINE	FEB2019A	3/15/2019	26.10
181901998	BRANTON, MICHELLE	43497	3/15/2019	10.38
181901999	BRECKE, ROXANNE	43497	3/15/2019	18.10
181902000	CARTER, TONIA	CARTER3819	3/15/2019	454.50
181902001	CESA #4	9805	3/15/2019	750.00
181902001	CESA #4	9656	3/15/2019	100.00
181902002	CESA 9, INC.	11221	3/15/2019	11,800.00
181902003	CUMMINGS, LONA	43497	3/15/2019	64.50
181902004	DAVIES, ELYSE	43497	3/15/2019	9.28
181902005	DIPPEL, ASHLEY	43525	3/15/2019	30.89
181902006	FAMILY SERVICE MADISON, INC.	1655	3/15/2019	1,090.74
181902007	FIRST SUPPLY LLC	78468-00	3/15/2019	1,450.67
181902007	FIRST SUPPLY LLC	78298-014	3/15/2019	128.88
181902008	FLETCHER, TAMRA	FLETCHER3519	3/15/2019	27.00
181902009	FOSTER, BRYAN	43525	3/15/2019	10.39
181902010	FRANCE PROPANE SERVICE	255802	3/15/2019	402.95

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181902011	GILBERTSON, MOLLIE	43497	3/15/2019	61.31
181902012	GOETSCH, DIANE	43497	3/15/2019	126.15
181902013	GRAHAM, CONNIE	43497	3/15/2019	6.61
181902014	GULDAN, DONNA	43497	3/15/2019	103.59
181902015	HACKBARTH, LINDA	HACKBARTH3619	3/15/2019	234.00
181902016	HALL, KIMBERLY	JAN-FEB2019	3/15/2019	362.50
181902017	HERDRICH, LEAH	HERDRICH3619	3/15/2019	93.00
181902018	HOFFMAN, AARON	43497	3/15/2019	31.09
181902019	HOFFMAN, SARA	43497	3/15/2019	135.49
181902020	HUDDLESTON, DUDLEY	43497	3/15/2019	17.18
181902021	HUGHES, JAYMI	43525	3/15/2019	12.72
181902022	INDIANHEAD FOODSERVICE DISTRIBUTOR	516865	3/15/2019	710.60
181902023	JENKIN, DOUGLAS	JENKIN3719	3/15/2019	180.50
181902024	JIRIK, SCOTT	JAN-FEB2019	3/15/2019	86.74
181902025	KOENIG, TAMMY	43497	3/15/2019	2.88
181902026	KOSTKA, RACHAEL	43497	3/15/2019	40.02
181902027	KOWALKE, KATHLEEN	43497	3/15/2019	18.94
181902028	KRISS PREMIUM PROD INC	160772	3/15/2019	369.97
181902029	KWIK TRIP INC	00054784 FEB2019	3/15/2019	2,868.74
181902030	LEPAK, MOLLY	43497	3/15/2019	161.53
181902031	LUKASKO, TIFFANY	43497	3/15/2019	125.34
181902032	MACIAZ, KENNETH	43466	3/15/2019	48.02
181902033	MEAD, WILLIAM	43497	3/15/2019	122.44
181902034	MEYER, REBECCA	JAN-MAY2019	3/15/2019	1,461.60
181902035	MID WISCONSIN BEVERAGE	2588204	3/15/2019	333.60
181902035	MID WISCONSIN BEVERAGE	2588205	3/15/2019	484.61
181902036	MILLER, STEPHANIE	MILLER3719	3/15/2019	197.50
181902037	MINNIHAN, JOHN	43466	3/15/2019	42.01
181902038	MMG EMPLOYER SOLUTIONS, INC.	144022	3/15/2019	50.00
181902038	MMG EMPLOYER SOLUTIONS, INC.	143747	3/15/2019	150.00
181902038	MMG EMPLOYER SOLUTIONS, INC.	143744	3/15/2019	100.00
181902038	MMG EMPLOYER SOLUTIONS, INC.	144122	3/15/2019	50.00
181902039	MUELLER, MARLEE	43525	3/15/2019	13.74
181902040	MURPHY, MELISSA	43466	3/15/2019	18.02
181902041	NANOTEK DEVICE REPAIR LLC	677	3/15/2019	1,330.00
181902042	O'BRIEN, RENEE	43497	3/15/2019	90.83
181902043	OLSON, JULIE	43497	3/15/2019	483.84
181902044	PARKIN, KELSEY	43497	3/15/2019	26.04
181902045	PETERSON, STACY	43525	3/15/2019	47.26
181902046	PLACE, AMY	43497	3/15/2019	126.32
181902047	PRUST, MARIA	43497	3/15/2019	56.61
181902048	REISER, ALLISON	REISER3519	3/15/2019	230.00
181902049	REXFORD, KRISTEN	43497	3/15/2019	178.64
181902050	RUPPERT, ELISSA	43497	3/15/2019	22.74
181902051	SCHOOL SPECIALTY	208122511796	3/15/2019	213.90
181902052	SCHUELLER, DAWNEEN	43497	3/15/2019	45.47
181902053	SEEHAFER, DAWN	43525	3/15/2019	63.53
181902053	SEEHAFER, DAWN	43497	3/15/2019	29.75
181902054	SUN PRINTING INC	103460	3/15/2019	447.00
181902055	TESKE, STEFANIE	43497	3/15/2019	68.79
181902056	THOMPSON, CHAD	FEB-MAR2019	3/15/2019	192.01
181902057	TRAIN 4 YOUR BEST	G1901	3/15/2019	340.00

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181902057	TRAIN 4 YOUR BEST	G1902	3/15/2019	620.00
181902058	USIC LOCATING SERVICES INC	319532	3/15/2019	201.62
181902059	WENDORF, BROOKE	43497	3/15/2019	103.68
181902060	WI PUBLIC SERVICE	2620785530-00000	3/15/2019	70,367.30
181902060	WI PUBLIC SERVICE	SH GAS FEB2019	3/15/2019	1,351.72
181902060	WI PUBLIC SERVICE	GHF GAS FEB2019	3/15/2019	918.29
181902060	WI PUBLIC SERVICE	MS GAS FEB2019	3/15/2019	894.67
181902060	WI PUBLIC SERVICE	JH GAS FEB2019	3/15/2019	1,102.88
181902060	WI PUBLIC SERVICE	MBAY GAS FEB2019	3/15/2019	535.34
181902061	WODALSKI, CHELSE	43497	3/15/2019	124.17
181902062	WSMA	136236	3/15/2019	21.45
181902063	1ST PLACE TROPHY & ENGRAVING	2732	3/22/2019	47.00
181902063	1ST PLACE TROPHY & ENGRAVING	2733	3/22/2019	75.00
181902063	1ST PLACE TROPHY & ENGRAVING	2713	3/22/2019	14.95
181902063	1ST PLACE TROPHY & ENGRAVING	2752	3/22/2019	75.50
181902064	ABLE DISTRIBUTING CO INC	S013969546.001	3/22/2019	131.74
181902064	ABLE DISTRIBUTING CO INC	S013926201.002	3/22/2019	-58.20
181902065	ALPHA BAKING CO., INC.	190126073008	3/22/2019	59.36
181902065	ALPHA BAKING CO., INC.	190126073009	3/22/2019	47.09
181902065	ALPHA BAKING CO., INC.	190126073010	3/22/2019	74.90
181902066	AMAZON CAPITAL SERVICES	1VX7-M39W-W9WT	3/22/2019	15.18
181902066	AMAZON CAPITAL SERVICES	1D9K-YCGV-F3JG	3/22/2019	305.63
181902066	AMAZON CAPITAL SERVICES	1CV1-GPN4-PDR3	3/22/2019	50.54
181902066	AMAZON CAPITAL SERVICES	14XP-GDYT-96RK	3/22/2019	205.34
181902066	AMAZON CAPITAL SERVICES	1DHH-KHHR-XDJF	3/22/2019	52.99
181902066	AMAZON CAPITAL SERVICES	1RKK-RL1W-4QYX	3/22/2019	152.28
181902066	AMAZON CAPITAL SERVICES	1DHH-KHHR-4G1W	3/22/2019	271.94
181902066	AMAZON CAPITAL SERVICES	1WPW-VTX9-C77D	3/22/2019	79.57
181902066	AMAZON CAPITAL SERVICES	1WPW-VTX9-FCKF	3/22/2019	35.37
181902066	AMAZON CAPITAL SERVICES	1LNT-CC3C-KC9M	3/22/2019	256.24
181902066	AMAZON CAPITAL SERVICES	1WPW-VTX9-6NN6	3/22/2019	51.74
181902066	AMAZON CAPITAL SERVICES	1HP6-N3PQ-CVDR	3/22/2019	163.94
181902066	AMAZON CAPITAL SERVICES	1WPW-VTX9-1MC9	3/22/2019	37.66
181902066	AMAZON CAPITAL SERVICES	1RQJ-LKTP-1YTV	3/22/2019	81.31
181902066	AMAZON CAPITAL SERVICES	1KGG-YLFT-JKJ4	3/22/2019	30.36
181902066	AMAZON CAPITAL SERVICES	13XL-FGT7-CXN1	3/22/2019	189.62
181902066	AMAZON CAPITAL SERVICES	1LNT-CC3C-94NK	3/22/2019	189.70
181902066	AMAZON CAPITAL SERVICES	13XL-FGT7-HKLC	3/22/2019	-169.94
181902066	AMAZON CAPITAL SERVICES	1GH7-FJYW-GFC4	3/22/2019	-19.60
181902066	AMAZON CAPITAL SERVICES		3/22/2019	0.00
181902067	AMERICAN WELDING & GAS INC	6204952	3/22/2019	255.76
181902068	ANDERSON, NICOLE	43497	3/22/2019	245.04
181902069	APFELBECK (ROBERT) TRUCKING	1	3/22/2019	125.00
181902070	ASSOCIATED TRUST COMPANY	11479	3/22/2019	475.00
181902071	BATES, CRISTIE	43525	3/22/2019	60.68
181902072	BOHM, DAWN	43525	3/22/2019	457.06
181902073	DAVIES, THOMAS	MAR2019A	3/22/2019	3.58
181902073	DAVIES, THOMAS	43525	3/22/2019	55.05
181902074	EDF ENERGY SERVICES, LLC	87263ES	3/22/2019	17,774.43
181902075	ENGEN, TERI	43497	3/22/2019	61.94
181902076	FIRST SUPPLY LLC	76892-01	3/22/2019	35.00
181902077	FOX, GRETCHEN	FEB2019A	3/22/2019	25.52

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181902078	FRANKLIN, WILLIAM II	43497	3/22/2019	115.13
181902079	FULLER, TARYN	43497	3/22/2019	45.24
181902079	FULLER, TARYN	JAN2019A	3/22/2019	88.30
181902080	GRAFF, CHRISTOPHER	43525	3/22/2019	11.37
181902081	HART, JOSEPH	FEB-MAR2019	3/22/2019	114.84
181902082	HARVANEK, ANGELA	43525	3/22/2019	52.87
181902082	HARVANEK, ANGELA	MAR2019A	3/22/2019	35.87
181902083	HEID MUSIC COMPANY, INC.	2351626	3/22/2019	80.00
181902084	J.W. PEPPER & SON	07A76594	3/22/2019	222.25
181902085	JERRYS MUSIC INC	138144	3/22/2019	150.00
181902086	KENITZER, DICK	30719	3/22/2019	55.00
181902087	KONKOL, LOIS	JAN-FEB2019	3/22/2019	269.30
181902087	KONKOL, LOIS	43525	3/22/2019	303.60
181902088	MARCO TECHNOLOGIES LLC	INV5883233	3/22/2019	495.13
181902089	MARTIN, BREANNA	JAN-FEB2019	3/22/2019	113.56
181902090	MCDONNELL, BRITTANY	43497	3/22/2019	183.51
181902091	MEP SOLUTIONS, LLC	1568	3/22/2019	1,316.04
181902092	MEYER, REBECCA	43525	3/22/2019	30.33
181902093	MUELLER, MARLEE	MAR2019A	3/22/2019	42.13
181902094	NEITZEL, BRENDA	43525	3/22/2019	19.99
181902095	NIELSEN, TONYA	43525	3/22/2019	82.64
181902096	NYE, CASEY	43497	3/22/2019	85.55
181902097	PER MAR SECURITY SERVICES, INC.	2015563	3/22/2019	327.50
181902098	PISCA, SARAH	PISCA3619	3/22/2019	191.50
181902099	PLAMANN, LIBERTAD	43497	3/22/2019	9.86
181902100	QUALITY ROOFING INC	19-078	3/22/2019	10,113.00
181902101	REINHART FOODS INC	693257	3/22/2019	374.20
181902102	RUDER WARE, L.L.S.C.	312509	3/22/2019	1,075.50
181902103	SCHOOL SPECIALTY	208122375041	3/22/2019	275.25
181902104	SKYWARD INC	197159	3/22/2019	38,049.00
181902105	SPIEGEL, TINA	43497	3/22/2019	59.62
181902106	STACHOVAK, AMY	43497	3/22/2019	51.39
181902107	STRANG PATTESON RENNING LWEIS & LACY S.C.	402668	3/22/2019	8,766.81
181902108	SUN PRINTING INC	103449	3/22/2019	97.50
181902109	SYBELDON, THERESA	43525	3/22/2019	81.39
181902110	TEAM SPORTING GOODS INC	AAF012631	3/22/2019	800.00
181902111	TOMASIEWICZ, SARAH	FEB2019A	3/22/2019	71.57
181902112	WEGGE, KAREN	INV-220	3/22/2019	235.00
181902113	WISTROM, LISA	43497	3/22/2019	13.92
181902114	1ST PLACE TROPHY & ENGRAVING	2755	3/29/2019	32.00
181902115	ABLE DISTRIBUTING CO INC	s014005837.001	3/29/2019	113.86
181902115	ABLE DISTRIBUTING CO INC	S014015750.001	3/29/2019	131.38
181902115	ABLE DISTRIBUTING CO INC	S014005158.001	3/29/2019	327.53
181902115	ABLE DISTRIBUTING CO INC	S014019091.001	3/29/2019	854.11
181902116	ALDRICH, ALISSA	43525	3/29/2019	144.80
181902117	ALPHA BAKING CO., INC.	190126077007	3/29/2019	110.14
181902117	ALPHA BAKING CO., INC.	19012607706	3/29/2019	139.02
181902117	ALPHA BAKING CO., INC.	190126077008	3/29/2019	423.90
181902118	AMAZON CAPITAL SERVICES	1Y96-97LH-FLRN	3/29/2019	-3.10
181902118	AMAZON CAPITAL SERVICES	1TVL-H9Q1-MQ79	3/29/2019	45.88
181902118	AMAZON CAPITAL SERVICES	1YDK-KHVT-NJCR	3/29/2019	430.78
181902118	AMAZON CAPITAL SERVICES	1DHH-KHHR-6M4H	3/29/2019	148.15

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181902118	AMAZON CAPITAL SERVICES	1C6F-Y3FW-QG9G	3/29/2019	233.01
181902118	AMAZON CAPITAL SERVICES	1XF9-HQP1-XXHP	3/29/2019	28.10
181902118	AMAZON CAPITAL SERVICES	1HVL-GMTJ-JTDN	3/29/2019	112.60
181902118	AMAZON CAPITAL SERVICES	19Q1-YL96-94T7	3/29/2019	955.87
181902118	AMAZON CAPITAL SERVICES	16CC-9NPW-PNNL	3/29/2019	82.33
181902118	AMAZON CAPITAL SERVICES	1LFC-NJVV-HGY4	3/29/2019	109.98
181902118	AMAZON CAPITAL SERVICES	1GFT-JYRX-HFXT	3/29/2019	79.35
181902118	AMAZON CAPITAL SERVICES	1VLF-YYC6-4Y4W	3/29/2019	14.98
181902118	AMAZON CAPITAL SERVICES	1VM4-RQVK-CGWR	3/29/2019	33.41
181902118	AMAZON CAPITAL SERVICES	1JIL-WX4V-QJKH	3/29/2019	57.65
181902118	AMAZON CAPITAL SERVICES	1LFC-NJVV-6QGL	3/29/2019	52.31
181902118	AMAZON CAPITAL SERVICES	1314-PR9K-46MF	3/29/2019	33.72
181902118	AMAZON CAPITAL SERVICES	19Q1-YL96-74LR	3/29/2019	18.98
181902118	AMAZON CAPITAL SERVICES	19Q1-YL96-L6WC	3/29/2019	51.90
181902118	AMAZON CAPITAL SERVICES		3/29/2019	0.00
181902119	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-MAR2019	3/29/2019	26,111.00
181902120	BAIER, TERESE	43525	3/29/2019	25.00
181902120	BAIER, TERESE	MAR2019A	3/29/2019	123.54
181902121	CESA 9, INC.	11369	3/29/2019	30.00
181902122	CHAPMAN, DEBORAH	43525	3/29/2019	151.39
181902123	CHRISTIANSO, VICKIE	CHRISTIANSO32119	3/29/2019	383.00
181902124	CUMMINGS, LONA	43525	3/29/2019	58.67
181902125	EVANS, ALYSON	43525	3/29/2019	69.60
181902126	FIRST SUPPLY LLC	78687-00	3/29/2019	71.99
181902127	FOLLETT SCHOOL SOLUTIONS, INC	435794F	3/29/2019	299.98
181902128	GILMORE, KRISTINE	43525	3/29/2019	52.20
181902129	GREAT LAKES COCA-COLA DISTRIBUTION LLC	2747210523	3/29/2019	986.88
181902130	GROSSKREUTZ, BRENDA	43525	3/29/2019	153.12
181902131	HEID MUSIC COMPANY, INC.	2354042	3/29/2019	175.86
181902131	HEID MUSIC COMPANY, INC.	207735	3/29/2019	271.74
181902132	HINSON, DERALD	43374	3/29/2019	89.99
181902133	J.W. PEPPER & SON	07A77453	3/29/2019	69.99
181902134	JERRYS MUSIC INC	143985	3/29/2019	58.00
181902135	JORGENSEN, MARY	43525	3/29/2019	100.00
181902136	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-MAR2019	3/29/2019	9,661.07
181902137	KINDER CARE LEARNING CTR, INC.	KIND-4K-MAR2019	3/29/2019	7,833.30
181902138	LAMMERT, SARAH	43497	3/29/2019	94.73
181902139	LIGHTBODY, LLC	LIGHTBODY32019	3/29/2019	50.00
181902140	LINDELL, JEFF	43497	3/29/2019	84.10
181902140	LINDELL, JEFF	FEB2019A	3/29/2019	116.00
181902141	M3 INSURANCE SOLU INC	22764	3/29/2019	34,800.00
181902142	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-MAR2019	3/29/2019	3,916.65
181902143	MEYER, REBECCA	MAR2019A	3/29/2019	208.80
181902144	MID WISCONSIN BEVERAGE	2590212	3/29/2019	745.56
181902145	MOUNT OLIVE 4K PROGRAM	MTOL-4K-MAR2019	3/29/2019	11,227.73
181902146	NEWMAN CATHOLIC-ST MARK	STMA-4K-MAR2019	3/29/2019	9,138.85
181902147	NEWMAN CATHOLIC-ST THERESE	STTH-4K-MAR2019	3/29/2019	7,833.30
181902148	NORTHWAY COMMUNICATIONS INC	109043	3/29/2019	9.25
181902149	OFFICE ENTERPRISES INC	437843	3/29/2019	187.15
181902150	PRAHL, TINA	43525	3/29/2019	126.09
181902151	PRITZL, BRENDA	43525	3/29/2019	15.08
181902152	REINHART FOODS INC	700064	3/29/2019	477.39

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181902152	REINHART FOODS INC	700235	3/29/2019	313.63
181902153	ROCHESTER, TIMOTHY	43525	3/29/2019	51.27
181902154	SCHOMMER, MARK	43525	3/29/2019	55.00
181902155	SKALITZKY, DEVANNE	43525	3/29/2019	5.23
181902156	STORTECKY, LISA	43525	3/29/2019	179.21
181902157	TAYLOR, JULIANN	43525	3/29/2019	137.17
181902158	TESKE, STEFANIE	43525	3/29/2019	75.00
181902159	TIERNEY BROTHERS, INC.	791567	3/29/2019	958.44
181902160	TRAIN 4 YOUR BEST	DCE1814	3/29/2019	1,975.00
181902161	TREPTOW, FELECITY	43525	3/29/2019	183.80
181902162	WAUSAU CHILD CARE-CEDAR CR,INC.	WACC-4K-MAR2019	3/29/2019	6,005.53
181902163	WENNING GRINDING SUPPLY INC., J	97035	3/29/2019	88.00
181902164	WESENICK, CASEY	43525	3/29/2019	119.31
181902165	WIDMANN, SARA	JAN2019A	3/29/2019	19.71
181902166	ZYNDA, JENNIFER	JAN-MAR2019	3/29/2019	310.18
181902170	ADAMUS, AMY	43525	4/5/2019	143.15
181902171	ADVANCED DISPOSAL SOLID WASTE MIDWEST, LLC	D2000068990	4/5/2019	81.84
181902171	ADVANCED DISPOSAL SOLID WASTE MIDWEST, LLC	D2000068991	4/5/2019	98.56
181902172	ALLENDORF, CHELSEA	43466	4/5/2019	140.31
181902173	ALPHA BAKING CO., INC.	190126080008	4/5/2019	83.56
181902173	ALPHA BAKING CO., INC.	190126080009	4/5/2019	45.25
181902173	ALPHA BAKING CO., INC.	190126080010	4/5/2019	165.65
181902174	AMAZON CAPITAL SERVICES	1Q41-WWPW-R4TY	4/5/2019	28.94
181902174	AMAZON CAPITAL SERVICES	1CV1-GPN4-MXY7	4/5/2019	-8.30
181902174	AMAZON CAPITAL SERVICES	17D3-GM7V-XTQM	4/5/2019	139.99
181902174	AMAZON CAPITAL SERVICES	1LH7-WFLR-3LDC	4/5/2019	146.29
181902174	AMAZON CAPITAL SERVICES	1XG4-41X3-VNH1	4/5/2019	216.39
181902174	AMAZON CAPITAL SERVICES	19Q1-YL96-GTR9	4/5/2019	219.14
181902174	AMAZON CAPITAL SERVICES	1Q41-WWPW-LFXW	4/5/2019	24.95
181902174	AMAZON CAPITAL SERVICES	1JMP-MXDJ-Q13Y	4/5/2019	49.47
181902175	AMERICAN WELDING & GAS INC	6239390	4/5/2019	91.65
181902175	AMERICAN WELDING & GAS INC	6252118	4/5/2019	129.11
181902175	AMERICAN WELDING & GAS INC	6148226	4/5/2019	206.97
181902175	AMERICAN WELDING & GAS INC	6183755	4/5/2019	4.08
181902176	ATKINSON, SCOTT	43525	4/5/2019	238.75
181902177	BAUDHUIN, LATICIA	43525	4/5/2019	71.92
181902178	BENDER, ASHLEY	BENDER32119	4/5/2019	77.00
181902179	BRANDT, JOLENE	43497	4/5/2019	51.00
181902180	CARTER, TONIA	CARTER4219	4/5/2019	375.00
181902180	CARTER, TONIA	CARTER4219-2	4/5/2019	99.50
181902181	CESA 9, INC.	11404	4/5/2019	4,720.00
181902182	DEAF HH EDUCATIONAL CONSULTING	1064	4/5/2019	3,618.75
181902183	EDENS, SARAH	43525	4/5/2019	327.58
181902184	ETCO ELECTRIC SUPPLY INC	3297457	4/5/2019	625.31
181902184	ETCO ELECTRIC SUPPLY INC	3297456	4/5/2019	21.56
181902185	FIRST SUPPLY LLC	77464-00	4/5/2019	5.18
181902186	FOLLETT SCHOOL SOLUTIONS, INC	429263F	4/5/2019	1,499.00
181902186	FOLLETT SCHOOL SOLUTIONS, INC	434044F	4/5/2019	34.17
181902187	FOREMAN, RONALD	43556	4/5/2019	60.00
181902188	GAUGER, AMANDA	43525	4/5/2019	13.50
181902189	GINGERROOT LLC	1906	4/5/2019	3,750.00
181902190	HORAK REFRIGERATION INC	38842	4/5/2019	346.79

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181902191	JABLONSKI, JASON	43525	4/5/2019	306.24
181902192	JEHN, KALLY	43525	4/5/2019	89.20
181902193	JENKIN, DOUGLAS	JENKIN4119	4/5/2019	170.50
181902194	JIRIK, KRISTIN	43525	4/5/2019	98.03
181902195	JONES SCHOOL SUPPLY INC	164080	4/5/2019	101.37
181902196	KNAACK, ROBERT	43556	4/5/2019	60.00
181902197	KOEPKE, RICHARD	JAN-MAR2019	4/5/2019	67.74
181902198	MARA CTY SPEC ED	BB19-07	4/5/2019	104.64
181902199	MARATHON PEST CONTROL	28503	4/5/2019	28.00
181902199	MARATHON PEST CONTROL	28501	4/5/2019	28.00
181902199	MARATHON PEST CONTROL	28507	4/5/2019	35.00
181902199	MARATHON PEST CONTROL	28523	4/5/2019	28.00
181902199	MARATHON PEST CONTROL	28522	4/5/2019	28.00
181902199	MARATHON PEST CONTROL	28519	4/5/2019	35.00
181902199	MARATHON PEST CONTROL	28517	4/5/2019	35.00
181902199	MARATHON PEST CONTROL	28511	4/5/2019	28.00
181902199	MARATHON PEST CONTROL	28509	4/5/2019	28.00
181902199	MARATHON PEST CONTROL	28553	4/5/2019	28.00
181902199	MARATHON PEST CONTROL	28559	4/5/2019	28.00
181902200	MAVO SYSTEMS, LLC	5401	4/5/2019	5,172.75
181902201	MC MILLAN-HEHIR, HEATHER	43525	4/5/2019	16.24
181902202	NELSON, AARON	FEB-MAR2019	4/5/2019	4.64
181902203	NORTHWAY COMMUNICATIONS INC	109156	4/5/2019	118.60
181902204	OLSON, JULIE	43525	4/5/2019	345.60
181902205	OMNI GLASS & PAINT INC	0131805-IN	4/5/2019	5,160.00
181902206	PLACE, AMY	43525	4/5/2019	119.31
181902207	PRAHL, TINA	MAR2019A	4/5/2019	185.08
181902208	PREISIG, MONICA	PREISIG4219	4/5/2019	115.50
181902209	ROTO-GRAPHIC PRINTING INC	0949-19	4/5/2019	80.00
181902210	SCHOOL SPECIALTY	208122535041	4/5/2019	328.10
181902210	SCHOOL SPECIALTY	208122543413	4/5/2019	492.66
181902210	SCHOOL SPECIALTY	208122572132	4/5/2019	14.32
181902211	SCHUSTER, TERESE	43525	4/5/2019	49.47
181902212	STOSKOPF, JACK	43525	4/5/2019	100.46
181902213	USIC LOCATING SERVICES INC	324722	4/5/2019	302.43
181902214	WESTFALL, AJAY	FEB-MAR2019	4/5/2019	312.62
181902215	WI PUBLIC SERVICE	2639593717-00000	4/5/2019	66,196.65
181902216	ABLE DISTRIBUTING CO INC	S014005851.001	4/12/2019	284.66
181902216	ABLE DISTRIBUTING CO INC	s014052869.001	4/12/2019	52.93
181902216	ABLE DISTRIBUTING CO INC	S014008073.001	4/12/2019	19.88
181902217	ADVANCED DISPOSAL SOLID WASTE MIDWEST, LLC	43525	4/12/2019	2,057.00
181902218	ALECKSON, SARAH	StForJudge#2	4/12/2019	100.00
181902219	ALPHA BAKING CO., INC.	190126091006	4/12/2019	93.10
181902219	ALPHA BAKING CO., INC.	190126091007	4/12/2019	75.10
181902219	ALPHA BAKING CO., INC.	190126091008	4/12/2019	108.15
181902219	ALPHA BAKING CO., INC.	190126094008	4/12/2019	66.06
181902219	ALPHA BAKING CO., INC.	190126094009	4/12/2019	41.60
181902219	ALPHA BAKING CO., INC.	190126094018	4/12/2019	292.95
181902220	AMAZON CAPITAL SERVICES	1JNV-PCFP-DX3W	4/12/2019	304.75
181902220	AMAZON CAPITAL SERVICES	1FFW-RPWF-C7QP	4/12/2019	44.97
181902220	AMAZON CAPITAL SERVICES	17MK-XJTQ-JKVF	4/12/2019	191.30
181902220	AMAZON CAPITAL SERVICES	1FQQ-JJGY-9P1F	4/12/2019	138.31

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181902220	AMAZON CAPITAL SERVICES	1KQN-JVP3-LPDW	4/12/2019	43.46
181902220	AMAZON CAPITAL SERVICES	1KQN-JVP3-LDNL	4/12/2019	22.97
181902220	AMAZON CAPITAL SERVICES	1KQN-JVP3-H6CT	4/12/2019	79.98
181902220	AMAZON CAPITAL SERVICES	1KQN-JVP3-39G9	4/12/2019	126.90
181902220	AMAZON CAPITAL SERVICES	17XJ-RPPH-16M7	4/12/2019	41.57
181902220	AMAZON CAPITAL SERVICES	1PF9-GWVK-VTCN	4/12/2019	26.18
181902220	AMAZON CAPITAL SERVICES	1PF9-GWVK-RLLH	4/12/2019	71.90
181902220	AMAZON CAPITAL SERVICES	1TFY-MDND-GQMV	4/12/2019	15.95
181902220	AMAZON CAPITAL SERVICES		4/12/2019	0.00
181902221	ANDREAS, HEATHER	43556	4/12/2019	27.96
181902221	ANDREAS, HEATHER	APR2019B	4/12/2019	28.67
181902221	ANDREAS, HEATHER	APR2019A	4/12/2019	324.33
181902222	BARTLING, SHARON	MAR2019 MIL. REIMB.	4/12/2019	22.39
181902223	BASSETT MECHANICAL, INC.	6035099C	4/12/2019	744.00
181902224	BOUFFLEUR, BETH	43525	4/12/2019	48.26
181902225	BRECKE, ROXANNE	43525	4/12/2019	28.30
181902226	CERNY, CASSANDRA	43344	4/12/2019	129.00
181902227	CESA 9, INC.	11486	4/12/2019	23,589.25
181902228	DOESCHER, LAUREN	MAR2019 ITEMS REIMB.	4/12/2019	37.26
181902229	FIRST SUPPLY LLC	79288-00	4/12/2019	12.31
181902229	FIRST SUPPLY LLC	79295-00	4/12/2019	7.63
181902229	FIRST SUPPLY LLC	79315-01	4/12/2019	28.68
181902229	FIRST SUPPLY LLC	79206-00	4/12/2019	103.54
181902230	FOLLETT SCHOOL SOLUTIONS, INC	435102F	4/12/2019	819.70
181902231	FORMS SPECIALISTS INC	45300	4/12/2019	174.00
181902232	FRAAZA, MELISSA	404	4/12/2019	1,000.00
181902233	FRANCE PROPANE SERVICE	257919	4/12/2019	33.77
181902233	FRANCE PROPANE SERVICE	257787	4/12/2019	612.48
181902234	GILBERTSON, MOLLIE	MAR2019 MIL. REIMB.	4/12/2019	79.75
181902235	GILMORE, KRISTINE	MAR2019A	4/12/2019	1,422.53
181902235	GILMORE, KRISTINE	FEB2019B	4/12/2019	329.93
181902236	GULDAN, DONNA	43525	4/12/2019	92.68
181902237	HACKBARTH, LINDA	HACKBARTH	4/12/2019	237.00
181902238	HART, JOSEPH	MAR2019 MIL. REIMB.	4/12/2019	110.43
181902239	HEID MUSIC COMPANY, INC.	2361514	4/12/2019	3.77
181902239	HEID MUSIC COMPANY, INC.	2352663	4/12/2019	93.00
181902240	HOBART SALES AND SERVICE INC	ZB79453	4/12/2019	426.61
181902240	HOBART SALES AND SERVICE INC	ZB79325	4/12/2019	344.51
181902241	HOFFMAN, AARON	43525	4/12/2019	39.79
181902242	HORAK REFRIGERATION INC	38906	4/12/2019	673.03
181902242	HORAK REFRIGERATION INC	38899	4/12/2019	282.00
181902243	HUDDLESTON, DUDLEY	MAR2019 CONF	4/12/2019	61.53
181902243	HUDDLESTON, DUDLEY	MAR2019 ITEMS	4/12/2019	20.72
181902244	INDIANHEAD FOODSERVICE DISTRIBUTOR	F18087	4/12/2019	-54.00
181902244	INDIANHEAD FOODSERVICE DISTRIBUTOR	522556	4/12/2019	1,118.88
181902245	JERRYS MUSIC INC	143747	4/12/2019	14.50
181902245	JERRYS MUSIC INC	143635	4/12/2019	4.00
181902246	JIRIK, KRISTIN	MAR2019A	4/12/2019	144.29
181902247	KARCZ, KAYLIN	JAN-MAR2019	4/12/2019	139.20
181902248	KOSTKA, RACHAEL	43525	4/12/2019	51.07
181902249	KRANZ, BRANDON	43525	4/12/2019	54.10
181902250	KWIK TRIP INC	00054784 MAR2019	4/12/2019	2,178.43

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181902251	LEHMAN, GINA	43525	4/12/2019	69.72
181902252	LEMKE, ALEXSANDRA	APR2019 ITEMS REIMB.	4/12/2019	50.60
181902253	LUKASKO, TIFFANY	43525	4/12/2019	55.80
181902253	LUKASKO, TIFFANY	MAR2019A	4/12/2019	73.95
181902254	MAXWELL MEDALS & AWARDS INC.	3151888-IN	4/12/2019	185.30
181902255	MEAD, WILLIAM	43525	4/12/2019	88.97
181902256	MIDLAND PAPER COMPANY, INC.	IN01068630	4/12/2019	1,104.00
181902257	NELSON, JILL	StForJudge#1	4/12/2019	100.00
181902258	OLSON, ADAM	MAR2019 ITEMS REIMB.	4/12/2019	10.87
181902259	OLSTAD, GLENN	MAR2019 ITEMS REIMB.	4/12/2019	181.65
181902260	PARDE, KATHY	43525	4/12/2019	73.14
181902261	PARKIN, KELSEY	43525	4/12/2019	32.89
181902262	PISCA, SARAH	PISCA4919	4/12/2019	244.00
181902263	PODEWELTZ, KEVIN	MAR2019 CONF. REIMB.	4/12/2019	303.28
181902264	PORTER, JODIE	MAR-APR2019	4/12/2019	525.00
181902265	PRUST, MARIA	43525	4/12/2019	54.87
181902266	REALLY GOOD STUFF, LLC	6852868	4/12/2019	50.28
181902267	REISER, ALLISON	REISER4219	4/12/2019	246.25
181902268	ROCHESTER, TIMOTHY	MAR2019 ITEMS REIMB.	4/12/2019	39.97
181902268	ROCHESTER, TIMOTHY	MAR2019B ITEM REIMB.	4/12/2019	26.04
181902269	SCHALOW, CHARI	43525	4/12/2019	14.62
181902270	SCHOOL SPECIALTY	208122609036	4/12/2019	133.31
181902271	SCHUELLER, DAWNEEN	43525	4/12/2019	51.16
181902272	STACK, AMY	43525	4/12/2019	14.21
181902273	STOSKOPF, JACK	MAR2019A	4/12/2019	47.62
181902274	TEAM SPORTING GOODS INC	AAF012804	4/12/2019	18.95
181902275	TESKE, STEFANIE	MAR2019 MI REIMB.	4/12/2019	43.79
181902276	THOMPSON, KELLY	MAR2019 MIL. REIMB.	4/12/2019	102.02
181902277	TOMASIEWICZ, SARAH	43525	4/12/2019	30.97
181902278	TRIMNER, SARAH	43556	4/12/2019	134.74
181902279	VEHRS, CHERYL	43525	4/12/2019	101.04
181902280	WEBKO EMBROIDERY & SCREEN PRINTING, INC	3810	4/12/2019	625.00
181902281	WI PUBLIC SERVICE	SH GAS MAR2019	4/12/2019	1,236.32
181902281	WI PUBLIC SERVICE	MS GAS MAR2019	4/12/2019	820.67
181902281	WI PUBLIC SERVICE	JH GAS MAR2019	4/12/2019	961.21
181902281	WI PUBLIC SERVICE	GHF GAS MAR2019	4/12/2019	913.65
181902281	WI PUBLIC SERVICE	MBAY GASMAR2019	4/12/2019	476.47

1,959,526.87

49 FUND
BOARD CHECK REGISTER (03/13/2019-04/17/2019)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4900206	ELLIS CONSTRUCTION	Ellis18113	4/2/2019	165,148.94
4900207	NEWTON ELECTRIC CORP	Newton Pay App #2	4/2/2019	3,990.00
4900208	STAINLESS SPECIALISTS INC	Stainless#5	4/2/2019	9,500.00
4900209	STOCOR , LLC	32852 3227	4/2/2019	700.00
4900211	SAM'S CLUB #6535	SamsclubJH01	4/5/2019	99,900.00
181902167	FORE-FRONT MECHANICAL, INC.	Fore-Front #1	4/2/2019	17,746.48
181902168	NEXUS SOLUTIONS, LLC	795	4/2/2019	92,869.80
181902168	NEXUS SOLUTIONS, LLC	#794 Pay App #13	4/2/2019	124,869.37
181902169	MAVO SYSTEMS, LLC	MAVO REFSH	4/2/2019	6,734.60
				521,459.19

		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					
10	A	000	000	711000	000	000	000	000	000	000	000	000	000	GENERAL FUND/CLAIM ON CASH	-4,177,725.33	102,559,611.84	109,231,767.30	2,494,430.13
10	A	000	000	711100	000	000	000	000	000	000	000	000	000	GENERAL FUND/PAYROLL CLEARANCE ACCOUNT	0.00	28,058,203.89	28,058,203.89	0.00
10	A	000	000	711105	000	000	000	000	000	000	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	000	000	000	000	000	000	GENERAL FUND/PETTY CASH	980.00	0.00	0.00	980.00
10	A	000	000	712000	000	000	000	000	000	000	000	000	000	GENERAL FUND/INVESTMENTS	11,038,184.12	84,985,427.02	84,613,289.58	10,666,046.68
10	A	000	000	712999	000	000	000	000	000	000	000	000	000	GENERAL FUND/WISC INVESTMENT ACCOUNT, PMA	504,800.77	1,010,000.00	1,006,057.30	500,858.07
10	A	000	000	713100	000	000	000	000	000	000	000	000	000	GENERAL FUND/TAXES RECEIVABLE	6,808,614.81	18,059,077.33	18,248,511.00	6,998,048.48
10	A	000	000	713200	000	000	000	000	000	000	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	000	000	000	000	000	000	GENERAL FUND/SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10	A	000	000	713210	000	000	000	000	000	000	000	000	000	GENERAL FUND/TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10	A	000	000	714100	000	000	000	000	000	000	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	000	000	000	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	000	000	000	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	000	000	000	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	000	000	000	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	000	000	000	000	000	000	GENERAL FUND/FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10	A	000	000	753000	000	000	000	000	000	000	000	000	000	GENERAL FUND/FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10	A	000	000	754000	000	000	000	000	000	000	000	000	000	GENERAL FUND/FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10	A	000	000	754100	000	000	000	000	000	000	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	000	000	000	000	000	000	GENERAL FUND/N/A	0.00	0.00	0.00	0.00
10	L	000	000	811100	000	000	000	000	000	000	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	000	000	000	000	000	000	GENERAL FUND/ACCOUNTS PAYABLE	-384,739.58	16,165,019.72	16,549,759.30	0.00
10	L	000	000	811555	000	000	000	000	000	000	000	000	000	GENERAL FUND/AP P-CARD	0.00	0.00	0.00	0.00
10	L	000	000	811558	000	000	000	000	000	000	000	000	000	GENERAL FUND/AP STAPLES	0.00	0.00	0.00	0.00
10	L	000	000	811610	000	000	000	000	000	000	000	000	000	GENERAL FUND/MEDICARE	-48,060.38	1,015,439.72	1,063,500.10	0.00
10	L	000	000	811611	000	000	000	000	000	000	000	000	000	GENERAL FUND/FICA	-216,550.87	4,330,003.80	4,546,554.67	0.00
10	L	000	000	811612	000	000	000	000	000	000	000	000	000	GENERAL FUND/FEDERAL INCOME TAX	1,070.64	2,599,728.26	2,598,657.62	0.00
10	L	000	000	811613	000	000	000	000	000	000	000	000	000	GENERAL FUND/STATE INCOME TAX	-136,500.47	1,519,309.32	1,655,809.79	0.00
10	L	000	000	811620	000	000	000	000	000	000	000	000	000	GENERAL FUND/RETIREMENT DEDUCTION	-633,556.98	4,313,354.02	4,167,831.20	-779,079.80
10	L	000	000	811622	000	000	000	000	000	000	000	000	000	GENERAL FUND/HDHP - 4K / 8K	0.00	0.00	0.00	0.00
10	L	000	000	811624	000	000	000	000	000	000	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	000	000	000	000	000	000	GENERAL FUND/HSA - EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00
10	L	000	000	811628	000	000	000	000	000	000	000	000	000	GENERAL FUND/HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
10	L	000	000	811630	000	000	000	000	000	000	000	000	000	GENERAL FUND/DENTAL-PPO CONTRIBUTION	0.00	0.00	0.00	0.00
10	L	000	000	811631	000	000	000	000	000	000	000	000	000	GENERAL FUND/HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10	L	000	000	811632	000	000	000	000	000	000	000	000	000	GENERAL FUND/DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10	L	000	000	811633	000	000	000	000	000	000	000	000	000	GENERAL FUND/DISABILITY INS DEDUCTION	-8,738.72	118,046.82	121,327.62	-5,457.92
10	L	000	000	811634	000	000	000	000	000	000	000	000	000	GENERAL FUND/SPOUSE/DEP'DT LIFE INSURANCE	-2,017.69	10,098.42	9,458.26	-2,657.85
10	L	000	000	811635	000	000	000	000	000	000	000	000	000	GENERAL FUND/DEPENDENT CARE - CHPT125	-7,980.32	76,812.26	71,467.32	-13,325.26
10	L	000	000	811636	000	000	000	000	000	000	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	70,264.37	68,991.60	-5,240.17
10	L	000	000	811640	000 000 000	GENERAL FUND/UNITED WAY						0.00	16,798.56	16,798.56	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	95,808.83	34,431.31	-61,377.52
10	L	000	000	811644	000 000 000	GENERAL FUND/DENTAL INS. - SELF PAY						0.00	7,241.04	0.00	-7,241.04
10	L	000	000	811645	000 000 000	GENERAL FUND/LIFE INS - EMPLOYER CONTR						-13,982.98	71,412.47	74,815.72	-10,579.73
10	L	000	000	811647	000 000 000	GENERAL FUND/LIMITED FLEX PLAN-CHAPTER 125						1,213.49	9,206.69	5,974.42	-2,018.78
10	L	000	000	811648	000 000 000	GENERAL FUND/SUPPLEMENTAL LIFE INSURANCE						-3,299.53	35,582.07	34,485.56	-4,396.04
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	6,837.33	6,837.33	0.00
10	L	000	000	811655	000 000 000	GENERAL FUND/V VISION PLAN						-257.76	27,100.21	28,080.57	722.60
10	L	000	000	811656	000 000 000	GENERAL FUND/V SHORT TERM DISABILITY						3,820.25	46,066.90	43,279.15	1,032.50
10	L	000	000	811665	000 000 000	GENERAL FUND/ROTH 403(b)						0.00	47,264.25	47,264.25	0.00
10	L	000	000	811670	000 000 000	GENERAL FUND/TSA'S						0.00	775,748.67	775,748.67	0.00
10	L	000	000	811673	000 000 000	GENERAL FUND/RETIREE HEALTH						0.00	119,252.89	4,022.03	-115,230.86
10	L	000	000	811674	000 000 000	GENERAL FUND/RETIREE DENTAL						0.00	7,239.51	0.00	-7,239.51
10	L	000	000	811675	000 000 000	GENERAL FUND/RETIREE LIFE						-8,155.08	6,116.31	0.00	-14,271.39
10	L	000	000	811699	000 000 000	GENERAL FUND/MISCELLANEOUS						0.00	86,727.28	86,727.28	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	50,504,848.24	50,504,848.24	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	8,266,260.43	8,756,512.01	-311,994.87
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	837,378.48	736,186.39	-240,779.64
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	70,863,315.62	70,545,441.02		-317,874.60
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	129,871,218.86	120,738,327.07		-17,693,943.48
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	533,491,186.84	533,491,186.84		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	7,623,762.91	2,469,988.45	-4,561,907.49
27	A	000	000	711100	000	000	000	SPECIAL	EDUCATION	FUND/PAYROLL CLEARANCE ACCOUNT		0.00	7,329,590.26	7,329,590.26	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	2,291,567.08	2,291,567.08	0.00
27	A	000	000	713200	000	000	000	SPECIAL	EDUCATION	FUND/ACCOUNTS RECEIVABLE		0.00	0.00	0.00	0.00
27	A	000	000	714100	000	000	000	SPECIAL	EDUCATION	FUND/DUE FROM OTHER FUNDS		0.00	0.00	0.00	0.00
27	A	000	000	715420	000	000	000	SPECIAL	EDUCATION	FUND/DUE FROM CESA		0.00	0.00	0.00	0.00
27	A	000	000	715600	000	000	000	SPECIAL	EDUCATION	FUND/DUE FROM FED GOVERNMENT		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	653,618.06	656,033.24	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	9,267,707.06	9,267,707.06	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	13,381,561.37	13,371,127.39	-10,433.98
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	16,904,794.37	21,477,135.84	4,572,341.47
27	-	---	---	-----	---	---	---					0.00	57,757,831.22	57,757,831.22	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
50	A	000	000	711000	000 000 000	FOOD SERVICE FUND/CLAIM ON CASH						1,026,566.52	1,654,575.91	1,677,911.44	1,049,902.05
50	A	000	000	711100	000 000 000	FOOD SERVICE FUND/PAYROLL CLEARANCE ACCOUNT						0.00	843,629.97	843,629.97	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	899,586.07	899,586.07	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	800,714.37	809,475.71	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	854,841.93	854,841.93	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	130,463.45	130,213.72	-249.73
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	1,880,238.67	1,914,033.72	-963,265.17
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	7,140,849.43	7,140,849.43	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	1,200,340.88	1,193,921.48	72,006.37
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	644,707.51	644,707.51	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	3,386.91	0.00	1,805.35
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	469,501.52	487,632.67	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	676,637.69	676,637.69	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	2,745.00	5,272.29	-2,745.00
80	L	000	000	816901	000	000	000	COMMUNITY SERVICE FUND/DEFER.REV.-YOUTH ACTIVITY FEES	-35,780.08	21,922.13	35,780.08	-21,922.13
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	800.00	434.00	-800.00
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

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	Q	000	000	931000	000	000	000	COMMUNITY SERVICE FUND/FUND BALANCE-RESERVED	0.00	311,493.04	311,493.04	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	1,579,693.83	1,538,047.50	-49,624.59
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	5,244,096.02	5,244,096.02	0.00

<u>Fd T Loc Obj Func</u>				<u>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	259,224,829.67	258,771,319.72	17,224,032.64
Grand Liability Totals								-7,771,452.42	109,486,354.63	114,836,824.49	-2,420,982.56
Grand Equity Totals								-9,906,090.17	234,922,779.21	230,025,819.30	-14,803,050.08
Grand Totals								0.00	603,633,963.51	603,633,963.51	0.00

Number of Accounts: 216

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

REPORT SPECIFICATIONS

DISTRICT: D.C. Everest Area S.D.
 REPORT TITLE: GENERAL INPUT BUDGET TRANSFERS
 REQUESTED BY: ggadke DATE: 04/17/19
 PROGRAM NAME: fin/3amgip01. TIME: 7:54:00 AM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	04/17/2019	18-00307	Money Transfer for Pole Vault Pit Purchase
	04/17/2019	18-00306	Funds Needed to Pay Lamers Bill
	04/17/2019	18-00305	to cover hotel for July Conf for Anne and Daw
	04/16/2019	18-00304	to cover July Conference fees for Anne and Da
	04/16/2019	18-00303	to cover airline fare and shuttle bus for Jul
	04/16/2019	18-00302	to cover food for Glenn O upcoming event
	04/15/2019	18-00301	Transfer to cover higher than anticipated cos
	04/15/2019	18-00300	to cover state festival registration for ense
	04/15/2019	18-00299	to cover state festival registration for ense
	04/15/2019	18-00298	to cover state festival registration for ense
	04/15/2019	18-00297	Transfer to pay for JH Tech Ed department cla
	04/15/2019	18-00296	Transfer to pay for tank refill in SH Metals
	04/15/2019	18-00295	Adventure Day admission fees to correct acct
	04/15/2019	18-00294	Transfer to pay for replacement control box f
	04/15/2019	18-00293	Transferring money from 481 to 432
	04/15/2019	18-00292	Final year purchase of new equipment
	04/10/2019	18-00291	transfer to pay for teachers attendance at Dy
	04/10/2019	18-00290	Transfer to pay for dissection frogs from cor
	04/10/2019	18-00289	transfer funds to cover general supply cost-m
	04/10/2019	18-00288	For scrubber replacements
	04/10/2019	18-00277	Transfer of funds to purchase headphones
	04/09/2019	18-00287	transfer from sheet music account to purchase
	04/09/2019	18-00286	Mobility Plan purchases
	04/09/2019	18-00285	Transferring money to cover 432 account
	04/08/2019	18-00284	to cover Heid Invoice#2354028 Joe F
	04/08/2019	18-00283	Transfer from NSLP food to After School Snack
	04/08/2019	18-00282	Transfer to pay for Meg Peterson registration
	04/08/2019	18-00281	Higher than anticipated cost of Vision & Mobi
	04/08/2019	18-00280	Money not needed in Furniture

BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	04/05/2019	18-00279	Transfer to pay for Food at IMAGINE from corr
	04/05/2019	18-00278	TO COVER SHORTFALL
	04/05/2019	18-00276	Transfer to pay for bus to planetarium and UW
	04/05/2019	18-00275	Transfer to pay for Kindercare field trip 5/9
	04/05/2019	18-00274	\$50 short in food account for ACT Prep Course
	04/05/2019	18-00273	Transfer to pay for food ordered for Career F
	04/05/2019	18-00272	Transfer to pay for NBEA registration from co
	04/05/2019	18-00271	Transfer to cover cost of Proloquo2Go License
	04/05/2019	18-00270	to cover art supplies (balsa foam) for kelly
	04/03/2019	18-00269	to cover 3 apple pens for Chad Thompson and t
	04/03/2019	18-00268	to cover Heid invoice # 2352663 for Aly Evans
	04/03/2019	18-00267	to cover the Sunday Only for Matt Cypress fro
	04/03/2019	18-00266	to cover Glenn Olstads registration for Natio
	04/03/2019	18-00264	Transfer to pay for NTC Regional registration
	04/02/2019	18-00263	Transfer to pay for class lab supplies from c
	04/01/2019	18-00262	Transfer of funds to correct a \$48.00 charge
	04/01/2019	18-00261	Transfer funds because accompanist not used
	04/01/2019	18-00260	to cover school specialty order for jeanne ar
	04/01/2019	18-00259	to cover school specialty order for jeanne ar
	04/01/2019	18-00258	Transfer to pay for tool/blade sharpening fro
	03/22/2019	18-00257	Tr funds for music overage due to price incre
	03/22/2019	18-00256	Funds for 440 Account
	03/21/2019	18-00255	transfer to cover balance of Science A-Z rene
	03/21/2019	18-00254	trx to cover Innovative Schools network confe
	03/21/2019	18-00253	Transfer to pay for chef competition shirts f
	03/21/2019	18-00252	Registration for summer co-teaching conferenc
	03/21/2019	18-00251	Purchase wagon for classroom use - Aldrich MB
	03/20/2019	18-00250	End of Year Transfers
	03/20/2019	18-00249	Transfer to pay for screws and smaller hardwa
	03/20/2019	18-00248	Transfer to pay for paper/soap supplies from
	03/20/2019	18-00247	Transfer to cover higher than anticipated non
	03/19/2019	18-00246	Transfer to pay for portion of student hotel
	03/19/2019	18-00245	Transfer TRG funds for approved purchase
	03/19/2019	18-00244	Transfer to pay for Gro Lab lighting from cor
	03/19/2019	18-00243	to cover Sams receipt for paper plates Diane
	03/19/2019	18-00242	New SEL Cohort Opportunity from AASA
	03/19/2019	18-00241	to cover 1/4 pg ad for city pages for drama D

BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	03/19/2019	18-00240	Additional funds for coding and robotics purc
	03/19/2019	18-00239	to cover lamers Sh to wausau east Cristie Bat
	03/19/2019	18-00238	to cover JW Pepper Come Alive eprint, Havent
	03/15/2019	18-00237	Travel Fee and Membership were taken out of 8
	03/15/2019	18-00236	Transfer to pay for student membership for Me
	03/15/2019	18-00235	Transfer to pay for student rooms - FBLA Stat
	03/15/2019	18-00234	to cover supplies for Forensics party Dawn B
	03/15/2019	18-00233	to cover cupcakes for Forensics party Dawn B
	03/15/2019	18-00232	to cover forensics coaching materials for Daw
	03/15/2019	18-00231	Beth Martin requested transfer from Acct #482
	03/14/2019	18-00230	transfer funds to cover the cost of a Train-t
	03/13/2019	18-00229	Beth Martin requested transfer from Periodica
	03/13/2019	18-00228	funds for Aventure Day

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00307	Money Transfer for Pole Vault Pit Purchase	2018-2019	04/17/2019	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 Transfer for Pole Vault Pit Purchase	10 E 410 411 162000 000	160 000	04/16/2019	0.00	8,800.00
2		Money Transfer for Pole Vault Pit Purchase	10 E 410 551 162000 000	160 000	04/16/2019	8,800.00	0.00
TOTALS						8,800.00	8,800.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00306	Funds Needed to Pay Lamers Bill	2018-2019	04/17/2019	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 to Pay Lamers Bill for transport to state in Madison	10 E 809 420 162000 960	160 000	04/16/2019	0.00	1,100.00
2		Funds Needed to Pay Lamers Bill for transport to state in Madison	10 E 809 341 256740 960	160 000	04/16/2019	1,100.00	0.00
TOTALS						1,100.00	1,100.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00305	to cover hotel for July Conf for Anne and Daw	2018-2019	04/17/2019	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 hotel for July Conf for Anne and Dawn	10 E 400 415 122000 000	122 000	04/16/2019	0.00	142.83
2		to cover hotel for July Conf for Anne and Dawn	10 E 400 411 122000 000	122 000	04/16/2019	0.00	47.81
3		to cover hotel for July Conf for Anne and Dawn	10 E 400 342 122000 000	122 000	04/16/2019	190.64	0.00
TOTALS						190.64	190.64

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00304	to cover July Conference fees for Anne and Da	2018-2019	04/16/2019	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 July Conference fees for Anne and Dawn	10 E 400 440 122000 000	122 000	04/16/2019	0.00	400.00
2		to cover July Conference fees for Anne and Dawn	10 E 400 411 122000 000	122 000	04/16/2019	0.00	169.95
3		to cover July Conference fees for Anne and Dawn	10 E 400 940 122000 000	122 000	04/16/2019	569.95	0.00
TOTALS						569.95	569.95

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00303	to cover airline fare and shuttle bus for Jul	2018-2019	04/16/2019	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 airline fare and shuttle bus for July Florida convention for Anne J and Dawn W	10 E 400 411 122000 000	122 000	04/16/2019	0.00	44.39	
2		to cover airline fare and shuttle bus for July Florida convention for Anne J and Dawn W	10 E 400 342 122000 000	122 000	04/16/2019	44.39	0.00	
TOTALS						44.39	44.39	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00302	to cover food for Glenn O upcoming event	2018-2019	04/16/2019	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 food for Glenn O upcoming event on DCE Talks	10 E 400 479 127000 000	127 000	04/16/2019	0.00	200.00	
2		to cover food for Glenn O upcoming event on DCE Talks	10 E 400 415 127000 000	127 000	04/16/2019	200.00	0.00	
TOTALS						200.00	200.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00301	Transfer to cover higher than anticipated cos	2018-2019	04/15/2019	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 higher than anticipated cost of special education field trips	27 E 809 341 256770 341	809 000	04/15/2019	800.00	0.00	
2		Transfer to cover higher than anticipated cost of special education field trips	27 E 809 100 156200 341	809 205	04/15/2019	0.00	800.00	
TOTALS						800.00	800.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00300	to cover state festival registration for ense	2018-2019	04/15/2019	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 state festival registration for ensembles	10 E 400 417 125001 000	125 000	04/15/2019	0.00	214.28	
2		to cover state festival registration for ensembles	10 E 400 940 125001 000	125 000	04/15/2019	214.28	0.00	
TOTALS						214.28	214.28	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00299	to cover state festival registration for ense	2018-2019	04/15/2019	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 state festival registration for ensembles		10 E 400 411 125001 000	125 000	04/15/2019	0.00	310.35
2		to cover state festival registration for ensembles		10 E 400 940 125001 000	125 000	04/15/2019	310.35	0.00
TOTALS							310.35	310.35

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00298	to cover state festival registration for ense	2018-2019	04/15/2019	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 state festival registration for ensembles		10 E 300 310 125001 000	125 000	04/15/2019	0.00	105.90
2		to cover state festival registration for ensembles		10 E 300 940 125001 000	125 000	04/15/2019	105.90	0.00
TOTALS							105.90	105.90

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00297	Transfer to pay for JH Tech Ed department cla	2018-2019	04/15/2019	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 JH Tech Ed department classroom supplies from correct account		10 E 300 310 136000 000	136 000	04/15/2019	0.00	103.87
2		Transfer to pay for JH Tech Ed department classroom supplies from correct account		10 E 300 411 136000 000	136 000	04/15/2019	103.87	0.00
TOTALS							103.87	103.87

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
18-00296	Transfer to pay for tank refill in SH Metals	2018-2019	04/15/2019	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 tank refill in SH Metals from correct account		10 E 400 440 136360 000	136 000	04/15/2019	0.00	229.57
2		Transfer to pay for tank refill in SH Metals from correct account		10 E 400 310 136360 000	136 000	04/15/2019	229.57	0.00
TOTALS							229.57	229.57

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00295	Adventure Day admission fees to correct acct	2018-2019	04/15/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Adventure Day admission fees to correct acct	10 E 300 341 256770 000	241 000	04/15/2019	0.00	2,400.00
2		Adventure Day admission fees to correct acct	10 E 300 940 120000 000	241 000	04/15/2019	2,400.00	0.00
TOTALS						2,400.00	2,400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00294	Transfer to pay for replacement control box f	2018-2019	04/15/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for replacement control box from correct account	10 E 300 440 136610 000	136 000	04/12/2019	0.00	175.67
2		Transfer to pay for replacement control box from correct account	10 E 300 310 136610 000	136 000	04/12/2019	175.67	0.00
3		Transfer to pay for replacement control box from correct account	10 E 300 411 136610 000	136 000	04/12/2019	0.00	79.33
4		Transfer to pay for replacement control box from correct account	10 E 300 310 136610 000	136 000	04/12/2019	79.33	0.00
TOTALS						255.00	255.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00293	Transferring money from 481 to 432	2018-2019	04/15/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transferring money from 481 to 432	10 E 400 481 222200 000	220 000	04/12/2019	0.00	168.23
2		Transferring money from 481 to 432	10 E 400 432 222200 031	220 000	04/12/2019	168.23	0.00
TOTALS						168.23	168.23

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00292	Final year purchase of new equipment	2018-2019	04/15/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Final year purchase of new equipment	10 E 106 411 143000 000	140 000	04/11/2019	0.00	100.00
2		Final year purchase of new equipment	10 E 106 440 143000 000	140 000	04/11/2019	100.00	0.00
TOTALS						100.00	100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00291	transfer to pay for teachers attendance at Dy	2018-2019	04/10/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to pay for teachers attendance at Dynamic Earth June 10-14	10 E 300 411 126000 000	126 000	04/10/2019	0.00	631.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00291	transfer to pay for teachers attendance at Dy	2018-2019	04/10/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		transfer to pay for teachers attendance at Dynamic Earth June 10-14	10 E 300 342 126000 000	126 000	04/10/2019	631.00	0.00
TOTALS						631.00	631.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00290	Transfer to pay for dissection frogs from cor	2018-2019	04/10/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for dissection frogs from correct account	10 E 200 440 126000 000	126 000	04/10/2019	0.00	343.75
2		Transfer to pay for dissection frogs from correct account	10 E 200 411 126000 000	126 000	04/10/2019	343.75	0.00
TOTALS						343.75	343.75

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00289	transfer funds to cover general supply cost-m	2018-2019	04/10/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer funds to cover general supply cost-materials for mindfulness organization mental health	10 E 400 415 213000 000	213 000	04/10/2019	0.00	400.00
2		transfer funds to cover general supply cost-materials for mindfulness organization mental health	10 E 400 411 213000 000	213 000	04/10/2019	400.00	0.00
TOTALS						400.00	400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00288	For scrubber replacements	2018-2019	04/10/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		For scrubber replacements	10 E 833 561 253200 000	254 000	04/10/2019	40,000.00	0.00
2		For scrubber replacements	10 E 833 310 254200 000	254 000	04/10/2019	0.00	40,000.00
TOTALS						40,000.00	40,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
18-00277	Transfer of funds to purchase headphones	2018-2019	04/10/2019	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 of funds to purchase headphones	10 E 104 354 110000 000	241 000	04/05/2019	0.00	1,000.00
2		Transfer of funds to purchase	10 E 104 411 110000 000	241 000	04/05/2019	1,000.00	0.00
TOTALS						1,000.00	1,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
18-00287	transfer from sheet music account to purchase	2018-2019	04/09/2019	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 from sheet music account to purchase last few items for end of year activities	10 E 106 473 125000 000	125 000	04/09/2019	0.00	61.91
2		transfer from sheet music account to purchase last few items for end of year activities	10 E 106 411 125000 000	125 000	04/09/2019	61.91	0.00
TOTALS						61.91	61.91

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
18-00286	Mobility Plan purchases	2018-2019	04/09/2019	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		Mobility Plan purchases	10 E 300 411 222200 000	220 000	04/09/2019	0.00	1,181.50
2		Mobility Plan purchases	10 E 300 432 222200 031	220 000	04/09/2019	0.00	9,984.33
3		Mobility Plan purchases	10 E 300 439 222200 031	220 000	04/09/2019	0.00	1,073.33
4		Mobility Plan purchases	10 E 300 482 222200 031	220 000	04/09/2019	12,239.16	0.00
TOTALS						12,239.16	12,239.16

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
18-00285	Transferring money to cover 432 account	2018-2019	04/09/2019	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		Transferring money from 439 to 432	10 E 400 439 222200 031	220 000	04/08/2019	0.00	1,073.34
2		Transferring money from 481 to 432	10 E 400 481 222200 000	220 000	04/08/2019	0.00	255.52
3		Transferring money from 439 to 432	10 E 400 432 222200 031	220 000	04/08/2019	1,073.34	0.00
4		Transferring money from 481 to 432	10 E 400 432 222200 031	220 000	04/08/2019	255.52	0.00
TOTALS						1,328.86	1,328.86

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00284	to cover Heid Invoice#2354028 Joe F	2018-2019	04/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Heid Invoice#2354028 Joe F	10 E 400 310 125002 000	125 000	04/08/2019	0.00	25.33
2		to cover Heid Invoice#2354028 Joe F	10 E 400 411 125002 000	125 000	04/08/2019	25.33	0.00
TOTALS						25.33	25.33

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00283	Transfer from NSLP food to After School Snack	2018-2019	04/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		NSLP Food	50 E 834 415 257000 547	257 000	04/08/2019	0.00	3,000.00
2		After School Snack food	50 E 834 415 257000 561	257 000	04/08/2019	3,000.00	0.00
TOTALS						3,000.00	3,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00282	Transfer to pay for Meg Peterson registration	2018-2019	04/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Meg Peterson registration for Making Sense of Science from correct account	10 E 300 411 126000 000	126 000	04/08/2019	0.00	25.00
2		Transfer to pay for Meg Peterson registration for Making Sense of Science from correct account	10 E 300 940 126000 000	126 000	04/08/2019	25.00	0.00
TOTALS						25.00	25.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00281	Higher than anticipated cost of Vision & Mobi	2018-2019	04/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Higher than anticipated cost of Vision & Mobility Specialist	27 E 809 100 156200 341	809 205	04/08/2019	0.00	1,100.00
2		Higher than anticipated cost of Vision & Mobility Specialist	27 E 809 386 436000 341	809 000	04/08/2019	1,100.00	0.00
TOTALS						1,100.00	1,100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00280	Money not needed in Furniture	2018-2019	04/08/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Money no longer needed	10 E 200 440 213000 000	213 000	04/08/2019	0.00	26.03
2		Needed for end of year items	10 E 200 411 213000 000	213 000	04/08/2019	26.03	0.00
TOTALS						26.03	26.03

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00279	Transfer to pay for Food at IMAGINE from corr	2018-2019	04/05/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Food at IMAGINE from correct account	10 E 400 411 126000 000	126 000	04/05/2019	0.00	20.62
2		Transfer to pay for Food at IMAGINE from correct account	10 E 400 415 126000 000	126 000	04/05/2019	20.62	0.00
TOTALS						20.62	20.62

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00278	TO COVER SHORTFALL	2018-2019	04/05/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		BUDGET OVERAGE	80 E 861 324 254490 000	300 000	04/05/2019	0.00	2,200.00
2		BUDGET SHORTFALL	80 E 861 324 254300 000	300 000	04/05/2019	2,200.00	0.00
TOTALS						2,200.00	2,200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00276	Transfer to pay for bus to planetarium and UW	2018-2019	04/05/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for bus to planetarium and UW STOUT from correct account	10 E 400 440 126000 000	126 000	04/05/2019	0.00	198.45
2		Transfer to pay for bus to planetarium and UW STOUT from correct account	10 E 400 341 256770 000	126 000	04/05/2019	198.45	0.00
TOTALS						198.45	198.45

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00275	Transfer to pay for Kindercare field trip 5/9	2018-2019	04/05/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Kindercare field trip 5/9 from correct account	10 E 400 440 135000 000	135 000	04/04/2019	0.00	75.00
2		Transfer to pay for Kindercare field trip 5/9 from correct account	10 E 400 341 256770 000	135 000	04/04/2019	75.00	0.00
TOTALS						75.00	75.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00274	\$50 short in food account for ACT Prep Course	2018-2019	04/05/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		\$50 short in food account for ACT Prep Course student meals	10 E 809 415 213500 962	809 000	04/04/2019	50.00	0.00
2		money not needed in general funds	10 E 809 354 213500 962	809 000	04/04/2019	0.00	50.00
TOTALS						50.00	50.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00273	Transfer to pay for food ordered for Career F	2018-2019	04/05/2019	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		Transfer to pay for food ordered for Career Fair - May 7th from correct account	10 E 809 310 132000 577 809 000		04/04/2019	0.00	400.00
2		Transfer to pay for food ordered for Career Fair - May 7th from correct account	10 E 809 415 136000 577 809 000		04/04/2019	400.00	0.00
TOTALS						400.00	400.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00272	Transfer to pay for NBEA registration from co	2018-2019	04/05/2019	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		Transfer to pay for NBEA registration from correct account	10 E 400 360 132000 000 132 000		04/04/2019	0.00	174.00
2		Transfer to pay for NBEA registration from correct account	10 E 400 940 132000 000 132 000		04/04/2019	174.00	0.00
TOTALS						174.00	174.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00271	Transfer to cover cost of Proloquo2Go License	2018-2019	04/05/2019	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 additional 20 Proloquo2Go licenses at a very reduced cost	27 E 809 411 158000 341 809 000		04/03/2019	0.00	1,250.00
2		Purchase additional 20 Proloquo2Go licenses at a very reduced cost	27 E 809 362 295000 341 809 000		04/03/2019	1,250.00	0.00
TOTALS						1,250.00	1,250.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00270	to cover art supplies (balsa foam) for kelly	2018-2019	04/05/2019	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		to cover art supplies (balsa foam) for kelly S	10 E 300 417 121000 000 121 000		04/03/2019	0.00	36.04
2		to cover art supplies (balsa foam) for kelly S	10 E 300 411 121000 000 121 000		04/03/2019	36.04	0.00
TOTALS						36.04	36.04

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00269	to cover 3 apple pens for Chad Thompson and t	2018-2019	04/03/2019	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 3 apple pens for Chad Thompson and the SS dept at JH	10 E 300 341 256770 000	127 000	04/03/2019	0.00	252.96
2		to cover 3 apple pens for Chad Thompson and the SS dept at JH	10 E 300 481 127000 000	127 000	04/03/2019	252.96	0.00
TOTALS						252.96	252.96

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00268	to cover Heid invoice # 2352663 for Aly Evans	2018-2019	04/03/2019	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 Heid invoice # 2352663 for Aly Evans	10 E 200 411 125003 000	125 000	04/02/2019	0.00	93.00
2		to cover Heid invoice # 2352663 for Aly Evans	10 E 200 310 125003 000	125 000	04/02/2019	93.00	0.00
TOTALS						93.00	93.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00267	to cover the Sunday Only for Matt Cepress fro	2018-2019	04/03/2019	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 the Sunday Only for Matt Cepress from 3-17-19 thru 4-13-19	10 E 400 411 122000 000	122 000	04/02/2019	0.00	46.00
2		to cover the Sunday Only for Matt Cepress from 3-17-19 thru 4-13-19	10 E 400 434 122000 000	122 000	04/02/2019	46.00	0.00
TOTALS						46.00	46.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00266	to cover Glenn Olstads registration for Natio	2018-2019	04/03/2019	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 Glenn Olstads registration for National History Bee and Bowl	10 E 400 411 127000 000	127 000	04/02/2019	0.00	140.00
2		to cover Glenn Olstads registration for National History Bee and Bowl	10 E 400 940 127000 000	127 000	04/02/2019	140.00	0.00
TOTALS						140.00	140.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00264	Transfer to pay for NTC Regional registration	2018-2019	04/03/2019	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 NTC Regional registration event fees from correct account	10 E 400 440 136230 000	136 000	04/02/2019	0.00	275.00
2		Transfer to pay for NTC Regional registration event fees from correct account	10 E 400 940 136230 000	136 000	04/02/2019	275.00	0.00
TOTALS						275.00	275.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00263	Transfer to pay for class lab supplies from c	2018-2019	04/02/2019	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 class lab supplies from correct account	10 E 200 440 126000 000	126 000	04/02/2019	0.00	342.25
2		Transfer to pay for class lab supplies from correct account	10 E 200 411 126000 000	126 000	04/02/2019	342.25	0.00
TOTALS						342.25	342.25

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00262	Transfer of funds to correct a \$48.00 charge	2018-2019	04/01/2019	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 of funds to correct a \$48.00 fee that was taken out of the wrong account. The \$48.00 was to pay the Heid Music Company out of the Hatley music account, but the funds were mistakenly taken out of the Hatley food account instead. This transfer is to correct that mistake.	10 E 101 415 241000 000	241 000	04/01/2019	0.00	48.00
2		Transfer of funds to correct a \$48.00 fee that was taken out of the wrong account. The \$48.00 was to pay the Heid Music Company out of the Hatley music account, but the funds were mistakenly taken out of the Hatley food account instead. This transfer is to correct that mistake.	10 E 101 411 125000 000	125 000	04/01/2019	48.00	0.00
TOTALS						48.00	48.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00261	Transfer funds because accompanist not used	2018-2019	04/01/2019	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 funds because accompanist not used	10 E 104 310 125000 000	125 000	04/01/2019	0.00	200.00
2		Transfer funds because accompanist not used	10 E 104 411 110000 000	241 000	04/01/2019	200.00	0.00
TOTALS						200.00	200.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00260	to cover school specialty order for jeanne ar	2018-2019	04/01/2019	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		to cover school specialty order for jeanne archquette	10 E 200 310 121000 000	121 000	04/01/2019	0.00	144.70
2		to cover school specialty order for jeanne archquette	10 E 200 411 121000 000	121 000	04/01/2019	144.70	0.00
TOTALS						144.70	144.70

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00259	to cover school specialty order for jeanne ar	2018-2019	04/01/2019	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		to cover school specialty order for jeanne archquette	10 E 200 310 121000 000	121 000	04/01/2019	0.00	55.30
2		to cover school specialty order for jeanne archquette	10 E 200 417 121000 000	121 000	04/01/2019	55.30	0.00
TOTALS						55.30	55.30

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00258	Transfer to pay for tool/blade sharpening fro	2018-2019	04/01/2019	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 tool/blade sharpening from correct account	10 E 300 440 136610 000	136 000	04/01/2019	0.00	242.50
2		Transfer to pay for tool/blade sharpening from correct account	10 E 300 310 136610 000	136 000	04/01/2019	242.50	0.00
TOTALS						242.50	242.50

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00257	Tr funds for music overage due to price incre	2018-2019	03/22/2019	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		Tr funds from 411 to 479 for music overage due to price increase	10 E 108 411 125000 000	125 000	03/22/2019	0.00	1.95

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00257	Tr funds for music coverage due to price incre	2018-2019	03/22/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		Tr funds from 411 to 479 for music coverage due to price increase	10 E 108 479 125000 000 125 000		03/22/2019	1.95	0.00
TOTALS						1.95	1.95

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00256	Funds for 440 Account	2018-2019	03/22/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Capital to non-capital objects account	10 E 830 551 251000 000 251 000		03/22/2019	0.00	10,000.00
2		Capital to non-capital objects account	10 E 830 440 251000 000 251 000		03/22/2019	10,000.00	0.00
TOTALS						10,000.00	10,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00255	transfer to cover balance of Science A-Z rene	2018-2019	03/21/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover balance of Science A-Z renewal for EL	10 E 200 353 263000 000 241 000		03/21/2019	0.00	79.90
2		transfer to cover balance of Science A-Z renewal for EL	10 E 200 360 241000 000 241 000		03/21/2019	79.90	0.00
TOTALS						79.90	79.90

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00254	trx to cover Innovative Schools network confe	2018-2019	03/21/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		trx to cover Innovative Schools network conference for 6M (3 staff) 4-11	10 E 200 353 263000 000 241 000		03/21/2019	0.00	1,589.76
2		trx to cover Innovative Schools network conference for 6M (3 staff) 4-11	10 E 200 310 221300 000 241 000		03/21/2019	1,589.76	0.00
TOTALS						1,589.76	1,589.76

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00253	Transfer to pay for chef competition shirts f	2018-2019	03/21/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for chef competition shirts from correct account	10 E 400 411 135000 000 135 000		03/21/2019	0.00	55.00
2		Transfer to pay for chef competition shirts from correct account	10 E 400 420 135000 000 135 000		03/21/2019	55.00	0.00
TOTALS						55.00	55.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00252	Registration for summer co-teaching conferenc	2018-2019	03/21/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Registration for summer co-teaching conference and shortages in travel accounts	27 E 809 342 221300 341 809 000		03/20/2019	0.00	4,600.00
2		Registration for summer co-teaching conference and shortages in travel accounts	27 E 809 310 221300 341 809 000		03/20/2019	4,000.00	0.00
3		Registration for summer co-teaching conference and shortages in travel accounts	27 E 809 342 215000 341 809 000		03/20/2019	200.00	0.00
4		Registration for summer co-teaching conference and shortages in travel accounts	27 E 809 342 218200 341 809 000		03/20/2019	200.00	0.00
5		Registration for summer co-teaching conference and shortages in travel accounts	27 E 809 342 156600 341 809 000		03/20/2019	200.00	0.00
TOTALS						4,600.00	4,600.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00251	Purchase wagon for classroom use - Aldrich MB	2018-2019	03/21/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Purchase wagon for classroom use - Aldrich MB	27 E 809 440 158000 341 809 000		03/21/2019	144.00	0.00
2		Purchase wagon for classroom use - Aldrich MB	27 E 809 411 158000 341 809 000		03/21/2019	0.00	144.00
TOTALS						144.00	144.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00250	End of Year Transfers	2018-2019	03/20/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from 411 to 432	10 E 108 411 222200 000 220 000		03/20/2019	0.00	20.47
2		Transfer from 411 to 432	10 E 108 432 222200 031 220 000		03/20/2019	20.47	0.00
3		Transfer from 431 to 432	10 E 108 431 222200 031 220 000		03/20/2019	0.00	500.00
4		Transfer from 431 to 432	10 E 108 432 222200 031 220 000		03/20/2019	500.00	0.00
5		Transfer from 439 to 432	10 E 108 439 222200 031 220 000		03/20/2019	0.00	806.88
6		Transfer from 439 to 432	10 E 108 432 222200 031 220 000		03/20/2019	806.88	0.00
TOTALS						1,327.35	1,327.35

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00249	Transfer to pay for screws and smaller hardwa	2018-2019	03/20/2019	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 screws and smaller hardware from correct account	10 E 400 440 136360 000	136 000	03/20/2019	0.00	270.00
2		Transfer to pay for screws and smaller hardware from correct account	10 E 400 411 136360 000	136 000	03/20/2019	270.00	0.00
TOTALS						270.00	270.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00248	Transfer to pay for paper/soap supplies from	2018-2019	03/20/2019	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 paper/soap supplies from correct account	10 E 300 415 135000 000	135 000	03/20/2019	0.00	380.00
2		Transfer to pay for paper/soap supplies from correct account	10 E 300 411 135000 000	135 000	03/20/2019	380.00	0.00
TOTALS						380.00	380.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00247	Transfer to cover higher than anticipated non	2018-2019	03/20/2019	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 higher than anticipated non-instructional staff conference registration	27 E 809 342 223300 341	809 000	03/19/2019	0.00	340.00
2		Transfer to cover higher than anticipated non-instructional staff conference registration	27 E 809 310 264400 341	809 000	03/19/2019	340.00	0.00
TOTALS						340.00	340.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00246	Transfer to pay for portion of student hotel	2018-2019	03/19/2019	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 portion of student hotel rooms DECA ICDC from correct account	10 E 400 342 133000 000	133 000	03/19/2019	0.00	900.00
2		Transfer to pay for portion of student hotel rooms DECA ICDC from correct account	10 E 400 341 256770 000	133 000	03/19/2019	900.00	0.00
TOTALS						900.00	900.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00245	Transfer TRG funds for approved purchase	2018-2019	03/19/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer TRG funds for approved purchase	27 E 809 310 158000 451 809 000		03/19/2019	0.00	1,000.00
2		Transfer TRG funds for approved purchase	27 E 809 411 158000 451 809 000		03/19/2019	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00244	Transfer to pay for Gro Lab lighting from cor	2018-2019	03/19/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Gro Lab lighting from correct account	10 E 400 411 131000 000 131 000		03/19/2019	0.00	678.67
2		Transfer to pay for Gro Lab lighting from correct account	10 E 400 440 131000 000 131 000		03/19/2019	678.67	0.00
3		Transfer to pay for Gro Lab lighting from correct account	10 E 400 415 131000 000 131 000		03/19/2019	0.00	100.00
4		Transfer to pay for Gro Lab lighting from correct account	10 E 400 440 131000 000 131 000		03/19/2019	100.00	0.00
TOTALS						778.67	778.67

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00243	to cover Sams receipt for paper plates Diane	2018-2019	03/19/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Sams receipt for paper plates Diane G	10 E 300 940 122600 000 125 000		03/19/2019	0.00	19.48
2		to cover Sams receipt for paper plates Diane G	10 E 300 411 122600 000 125 000		03/19/2019	19.48	0.00
TOTALS						19.48	19.48

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00242	New SEL Cohort Opportunity from AASA	2018-2019	03/19/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		New SEL Cohort Opportunity from AASA	10 E 810 342 232000 000 232 000		03/18/2019	0.00	3,000.00
2		New SEL Cohort Opportunity from AASA	10 E 810 940 232000 000 232 000		03/18/2019	3,000.00	0.00
TOTALS						3,000.00	3,000.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00241	to cover 1/4 pg ad for city pages for drama D	2018-2019	03/19/2019	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 1/4 pg ad for city pages for drama Diane G	10 E 200 940 122600 000	125 000	03/18/2019	0.00	313.25
2		to cover 1/4 pg ad for city pages for drama Diane G	10 E 200 351 122600 000	125 000	03/18/2019	313.25	0.00
TOTALS						313.25	313.25

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00240	Additional funds for coding and robotics purc	2018-2019	03/19/2019	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 coding and robotics purchases	10 E 103 432 222200 031	220 000	03/18/2019	0.00	1,753.20
2		Funds needed for coding & robotics purchases.	10 E 103 439 222200 031	220 000	03/18/2019	1,753.20	0.00
TOTALS						1,753.20	1,753.20

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00239	to cover lamers Sh to wausau east Cristie Bat	2018-2019	03/19/2019	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 lamers Sh to wausau east Cristie Bates	10 E 400 411 125004 000	125 000	03/18/2019	0.00	75.90
2		to cover lamers Sh to wausau east Cristie Bates	10 E 400 341 256744 000	125 000	03/18/2019	75.90	0.00
TOTALS						75.90	75.90

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>		
18-00238	to cover JW Pepper Come Alive eprint, Havent	2018-2019	03/19/2019	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 JW Pepper Come Alive eprint, Havent met you yet, Holding out for a hero and wake me up	10 E 400 342 125004 000	125 000	03/18/2019	0.00	222.25
2		to cover JW Pepper Come Alive eprint, Havent met you yet, Holding out for a hero and wake me up	10 E 400 473 125004 000	125 000	03/18/2019	222.25	0.00
TOTALS						222.25	222.25

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>					
18-00237	Travel Fee and Membership were taken out of 8	2018-2019	03/15/2019	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		Travel Fee and Membership were taken out of 820-Will Purchase Additional Reading Support Materials	10 E 821 342 122110 000 210 000		03/15/2019	0.00	800.00			
2		Travel Fee and Membership were taken out of 820-Will Purchase Additional Reading Support Materials	10 E 821 411 122110 000 210 000		03/15/2019	800.00	0.00			
3		Travel Fee and Membership were taken out of 820-Will Purchase Additional Reading Support Materials	10 E 821 940 122110 000 210 000		03/15/2019	0.00	750.00			
4		Travel Fee and Membership were taken out of 820-Will Purchase Additional Reading Support Materials	10 E 821 411 122110 000 210 000		03/15/2019	750.00	0.00			
TOTALS						1,550.00	1,550.00			

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>					
18-00236	Transfer to pay for student membership for Me	2018-2019	03/15/2019	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 membership for Metallurgy from correct account	10 E 400 440 136230 000 136 000		03/15/2019	0.00	296.00			
2		Transfer to pay for student membership for Metallurgy from correct account	10 E 400 940 136230 000 136 000		03/15/2019	296.00	0.00			
TOTALS						296.00	296.00			

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>					
18-00235	Transfer to pay for student rooms - FBLA Stat	2018-2019	03/15/2019	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 rooms - FBLA State Leadership Conference from correct account	10 E 400 360 132000 000 132 000		03/14/2019	0.00	49.48			
2		Transfer to pay for student rooms - FBLA State Leadership Conference from correct account	10 E 400 341 256770 000 132 000		03/14/2019	49.48	0.00			
TOTALS						49.48	49.48			

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00234	to cover supplies for Forensics party Dawn B	2018-2019	03/15/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies for Forensics party Dawn B	10 E 300 342 122512 000 122 000		03/14/2019	0.00	9.10
2		to cover supplies for Forensics party Dawn B	10 E 300 411 122512 000 122 000		03/14/2019	9.10	0.00
TOTALS						9.10	9.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00233	to cover cupcakes for Forensics party Dawn B	2018-2019	03/15/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover cupcakes for Forensics party Dawn B	10 E 300 342 122512 000 122 000		03/14/2019	0.00	40.17
2		to cover cupcakes for Forensics party Dawn B	10 E 300 415 122512 000 122 000		03/14/2019	40.17	0.00
TOTALS						40.17	40.17

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00232	to cover forensics coaching materials for Daw	2018-2019	03/15/2019	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover forensics coaching materials for Dawn B	10 E 300 415 122512 000 122 000		03/14/2019	0.00	16.57
2		to cover forensics coaching materials for Dawn B	10 E 300 479 122512 000 122 000		03/14/2019	16.57	0.00
TOTALS						16.57	16.57

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
18-00231	Beth Martin requested transfer from Acct #482	2018-2019	03/15/2019	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 Acct #482 to Acct #432	10 E 200 482 222200 031 220 000		03/14/2019	0.00	1,127.39
2		Beth Martin requested transfer from Acct #482 to Acct #432	10 E 200 432 222200 031 220 000		03/14/2019	1,127.39	0.00
3		Beth Martin requested transfer from Acct #439 to Acct #432	10 E 200 439 222200 031 220 000		03/14/2019	0.00	1,068.33
4		Beth Martin requested transfer from Acct #439 to Acct #432	10 E 200 432 222200 031 220 000		03/14/2019	1,068.33	0.00
TOTALS						2,195.72	2,195.72

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00230	transfer funds to cover the cost of a Train-t	2018-2019	03/14/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer funds to cover the cost of a Train-the-Trainer conference	10 E 829 342 221201 000 210 000		03/14/2019	0.00	1,000.00
2		transfer funds to cover the cost of a Train-the-Trainer conference	10 E 829 310 221201 000 210 000		03/14/2019	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00229	Beth Martin requested transfer from Periodica	2018-2019	03/13/2019	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 Periodicals acct 434 to Books acct 432	10 E 200 434 222200 031 220 000		03/13/2019	0.00	475.68
2		Beth Martin requested transfer from Periodicals acct 434 to Books acct 432	10 E 200 432 222200 031 220 000		03/13/2019	475.68	0.00
3		Beth Martin requested transfer from Newspaper acct 433 to Book acct 432	10 E 200 433 222200 031 220 000		03/13/2019	0.00	134.34
4		Beth Martin requested transfer from Newspaper acct 433 to Book acct 432	10 E 200 432 222200 031 220 000		03/13/2019	134.34	0.00
5		Beth Martin requested transfer from AV Media acct 431 to Book acct 432	10 E 200 431 222200 031 220 000		03/13/2019	0.00	111.02
6		Beth Martin requested transfer from AV Media acct 431 to Book acct 432	10 E 200 432 222200 031 220 000		03/13/2019	111.02	0.00
TOTALS						721.04	721.04

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS		
18-00228	funds for Aventure Day	2018-2019	03/13/2019	Submit Transfer	History		
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for Adventure Day	10 E 300 341 256770 000 241 000		03/12/2019	3,596.00	0.00
2		funds for Adventure Day	10 E 300 310 120000 000 241 000		03/12/2019	0.00	250.00
3		funds for Adventure Day	10 E 300 417 120000 000 241 000		03/12/2019	0.00	2,047.00
4		funds for Adventure Day	10 E 300 353 263000 000 241 000		03/12/2019	0.00	800.00
5		funds for Adventure Day	10 E 300 420 120000 000 241 000		03/12/2019	0.00	499.00
TOTALS						3,596.00	3,596.00

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



Book	Policy Manual
Section	Second Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422 April 24, 2019
Status	Second 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 ~~Superintendent~~~~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 ~~Superintendent~~~~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 April 15, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po1662 April 24, 2019
Status	Second 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 Superintendent~~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~~ 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 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 "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, t~~The R~~e~~spondent 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 ~~Superintendent~~ ~~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 Superintendent~~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 Superintendent~~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 April 15, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260 April 24, 2019
Status	Second 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	<p>118.13 Wis. Stats.</p> <p>P.I. 9, 41, Wis. Adm. Code</p> <p>Fourteenth Amendment, U.S. Constitution</p> <p>20 U.S.C. Section 1681, Title IX of Education Amendments Act</p> <p>20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974</p> <p>20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act</p> <p>29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended</p> <p>42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964</p> <p>42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act</p> <p>42 U.S.C. 6101 et seq., Age Discrimination Act of 1975</p> <p>42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended</p> <p>Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979</p>
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Last Modified by Ellen Suckow on April 15, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122 April 24, 2019
Status	Second 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 April 15, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	DELETE POLICY - NON-RENEWAL OF ADMINISTRATIVE CONTRACTS
Code	po3143 April 24, 2019
Status	Second 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 March 22, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po3362 April 24, 2019
Status	Second 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").

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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 April 15, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122 April 24, 2019
Status	Second 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 April 15, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po4362 April 24, 2019
Status	Second 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, 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 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

Last Modified by Ellen Suckow on April 15, 2019



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Section	Second Reading by Board
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Status	Second Reading
Adopted	May 25, 2016

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 Superintendent~~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 Superintendent~~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 Superintendent~~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 April 15, 2019



Book	Policy Manual
Section	Second Reading by Board
Title	FUND BALANCE
Code	po6235 April 24, 2019
Status	Second 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 April 15, 2019

D.C. EVEREST AREA SCHOOL DISTRICT

April 24, 2019

DEPOSITORY RESOLUTION

WHEREAS, Section 120.12(7) Wisconsin Statutes provides for the designation by the School Board of a bank or banks with which School District funds shall be deposited.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the D.C. Everest Area School District that the following banks be and are hereby designated as public depositories for funds of the school district secondary and elementary activity accounts and authorizes as signers of the respective accounts the principal and principal’s secretary, and the assistant superintendent, business/personnel services.

- Intercity State Bank, Schofield
- M&I First American National Bank – Kronenwetter Bank
- River Valley Bank, Rothschild
- River Valley Bank, Weston Branch
- State of Wisconsin Local Government Investment Pool (LGIP), Madison, Wisconsin
- PMA Financial Network, Inc. (WISC), Milwaukee, Wisconsin

BE IT FURTHER RESOLVED that a copy of this resolution shall be delivered to each of the above named depositories, and said depositories may rely on this resolution until changed by lawful resolution and a copy of such resolution has been given to the cashier of the respective above-named depositories.

This is to certify, that the foregoing is a true and correct copy of a resolution duly and legally adopted by D.C. EVEREST AREA SCHOOL DISTRICT at a legal meeting held on the 24th day of April, 2019.

Date: April 24, 2019 (Signed) _____
Clerk

D.C. EVEREST AREA SCHOOL DISTRICT

April 24th, 2019

FACSIMILE RESOLUTION

WHEREAS, it is necessary for the D.C. Everest School District to issue checks for purposes of payrolls and accounts payable during the period of April 25, 2019, and June 30, 2019, and

WHEREAS, it is unlikely to have facsimile signature plates, carrying the respective hands of newly elected board officers, produced prior to this period, and

WHEREAS, the School Board did authorize, by resolution dated April 24, 2019, the use of facsimile signatures of duly elected officers.

NOW, THEREFORE, BE IT RESOLVED the facsimile signatures of the President, Treasurer, and Clerk adopted April 24, 2019, be authorized for use in signing school district checks or orders until new facsimile signature plates are acquired for the period mentioned above to wit:

BE IT FURTHER RESOLVED that the Clerk cause to be mailed to the respective depositories of the School District a certified copy of this resolution.

Adopted _____
Treasurer

Adopted _____
Clerk

Adopted _____
President

This is to certify, that the foregoing is a true and correct copy of a resolution duly and legally adopted by D.C. EVEREST AREA SCHOOL DISTRICT at a legal meeting held on the 24th day of April, 2019.

Date: April 24, 2019

(Signed) _____
Clerk



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.

TO: Dr. Kristine Gilmore, Superintendent

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

RE: Defeasance

DATE: April 24, 2019

The District has certain funds available to defease a portion of the principal and interest on the 2038 maturity of the General Obligation School Building and Improvement Bonds, Series 2018, dated July 2, 2018 (the "2018 Bonds"). The partial escrow defeasance of the 2018 Bonds will result in debt service cost savings to the District (and ultimately the taxpayers) of approximately \$255,515.

Recommendation: Approve attached resolution.

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS,
THE ESTABLISHMENT OF AN ESCROW ACCOUNT WITH RESPECT
TO AND THE DEFEASANCE OF CERTAIN OF THE
GENERAL OBLIGATION SCHOOL BUILDING AND IMPROVEMENT BONDS,
SERIES 2018, DATED JULY 2, 2018

WHEREAS, the D.C. Everest Area School District, Marathon County, Wisconsin (the "District") has outstanding its General Obligation School Building and Improvement Bonds, Series 2018, dated July 2, 2018 (the "2018 Bonds") which were issued for the purpose of paying the cost of a district-wide school building and improvement program consisting of: construction of classroom and technical education additions at Senior High; remodeling and building modernizations at Senior High, Junior High, Middle School, and Hatley Elementary; construction of cafetorium, classroom additions, and remodeling and reconfiguration at Rothschild, Weston, Riverside, and Evergreen Elementary Schools; district-wide safety and security, capital maintenance, building infrastructure and parking and site improvements including Mountain Bay Elementary; and acquisition of furnishings, fixtures, and equipment;

WHEREAS, the District has certain debt service funds and other funds on hand (the "Funds") sufficient to defease a portion of the debt service on the 2018 Bonds;

WHEREAS, the School Board of the District deems it desirable and in the best interest of the District to transfer and apply such Funds to the defeasance and early redemption of a portion of the 2018 Bonds; and

WHEREAS, since the 2018 Bonds are not currently callable, it is necessary for the available Funds to be irrevocably deposited into an escrow account, invested in direct obligations of the United States of America, treated as a portion of the debt service fund for the 2018 Bonds and applied to pay the principal of and interest on \$450,000 of the 2038 maturity of the 2018 Bonds (the "Defeased Obligations") on the April 1, 2027 early redemption date.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the D.C. Everest Area School District, Wisconsin, that:

1. Establishment of Escrow Account. The School Board hereby authorizes and directs the officers of the District to enter into an Escrow Agreement with Associated Trust Company, National Association, Green Bay, Wisconsin, as Escrow Agent (the "Escrow Agent"), for the purpose of effecting the provisions of the Resolution.
2. Transfer and Deposit to Escrow Account. The School Board hereby authorizes and approves the transfer and deposit of the Funds into the Escrow Account to be established with the Escrow Agent in an amount sufficient, together with earnings thereon, to provide for the payment of the Defeased Obligations concurrently with the execution of the Escrow Agreement, and the subsequent use, investment and disbursement thereof by the Escrow Agent in the manner provided by the Escrow Agreement.

3. Professional Services. The School Board hereby ratifies and approves the retention of PMA Securities, Inc. ("PMA") to provide financial advisory services in connection with this transaction; Quarles & Brady LLP ("Bond Counsel") to provide limited, special counsel legal services in connection with this transaction; _____ to provide bidding agent services for the escrow securities; and Dunbar, Breitweiser & Company, LLP to provide mathematical verification and related services in connection with this transaction.

4. Redemption of the Defeased Obligations, Notice of Defeasance and Redemption. The Defeased Obligations are hereby called for redemption on April 1, 2027. The School Board hereby directs the Escrow Agent pursuant to the Escrow Agreement to provide a notice of the defeasance of said Defeased Obligations and a notice with respect to the redemption of the Defeased Obligations at the times and in the manner set forth in the final Escrow Agreement.

5. Authorization of Officers and Agents. The School Board hereby authorizes the appropriate officers and agents of the District to work with PMA and the Escrow Agent to review and approve the finalized Escrow Agreement including the escrow deposit and other details, to provide the notices of defeasance and redemption and to execute and deliver all documents required by Bond Counsel with respect to this transaction.

Adopted and recorded April 24, 2019.

District President

ATTEST:

District Clerk

(SEAL)



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.

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

FROM: Aaron Nelson, Finance Manager

RE: 2018-19 Flow Through Allocation

DATE: 4/9/2019

The DPI increased the district's Flow Through allocation in the amount of \$959.00. These additional funds will be used for professional development of special education staff.

Please see the attached document for further review.

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
18-00005	Flow Through Final Allocation	2018-2019	04/09/2019	Web Batch Entry	Batch

<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		DPI Final Allocation Award	27 R 809 730 500000 341 000 000		04/09/2019	0.00	959.00
2		DPI Final Allocation Award - Purchased Services - Staff Training	27 E 809 310 221300 341 809 000		04/09/2019	959.00	0.00
TOTALS						959.00	959.00

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



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

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TO: Dr. Kristine Gilmore, Superintendent

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

RE: Negotiations with DCETA – Approval of CPI Offer

DATE: April 24, 2019

On March 18, 2019, administration met with leadership members for the D.C. Everest Teachers Association (DCETA) for the purpose of negotiating CPI (Consumer Price Index) for the 2019-2020 school year. The Wisconsin Department of Revenue (DOR) has advised the Wisconsin Employee Relations Commission (WERC), that the CPI-U increase applicable to one-year collective bargaining agreements with a term beginning on July 1, 2019, is 2.44%.

The administration offered the DCETA the CPI amount (pending both association and board approval) for the 2019-2020 bargaining year. The district received a communication from the DCETA informing us they have voted to accepted this offer.

Recommendation for Approval: Approve CPI increase of 2.44% with the DCETA Collective Bargaining Unit for the 2019-2020 school year and the continued movement of teachers on the formerly approved teacher salary schedule based on experience and completion of required professional development.

NOTE: Since the inception of the new salary schedule in 2015-2016, no changes were made to the teacher salary schedule. In 2018-2019 the board approved a small adjustment to individual cell amounts as well as an extension at the top of the schedule. A review of possible adjustments to the salary schedule takes place every three years.



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TO: Dr. Kristine Gilmore, Superintendent

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

RE: Hourly Pay Schedule Adjustments Request

DATE: April 24, 2019

At the February 2019 board meeting, the board approved hourly pay increases in the range of 2.25% and 2.7%. Since that range of increases was approved, it has come to our attention that the movement of some staff members on both the Support Staff Schedule and the Custodial Schedule will not provide the minimum increase of 2.25%. The range of cell adjustment amount is from \$.01 to \$.33 – depending on the job grade and step.

Recommendation: Permit administration to slightly adjust the cells on both the support staff and custodial salary schedules to ensure a minimum of a 2.25% increase.



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Aaron Nelson
Finance Manager

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

FROM: Aaron Nelson, Finance Manager

RE: 2019-20 Student Accident Insurance

DATE: April 2, 2019

We have only received one insurance proposal that provides parents the ability to purchase student accident insurance and it was from our current vendor. **I recommend that Guarantee Trust Life Insurance Company be selected to provide the district’s student accident insurance for the 2019-20 school year.** The policy offered by Guarantee Trust Life Insurance Company is the same policy the district chose last year. Premiums and coverage will remain the same as the current year.

In the current school year, no district families purchased student accident policies. Policy information is provided to families through building newsletters and the district's website.

Listed below is a summary of the coverage and premiums provided by Guarantee Trust Life Insurance Company:

80/20 Plan

Aggregate Policy Max of \$25,000

Premiums

- School Time Grades K-12 \$37.00 (No Sports)
\$88.00 (With sports except 9-12 football)
- 24 Hour Grades K-12 \$158.00 (No Sports)
\$215.00 (With sports except 9-12 football)
- Football Coverage Grades 9-12 \$341.00
- Dental Grades K-12 \$12.00

The D.C. Everest School District 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 programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies: Kimberly Hall, Director of Human Resources, 6300 Alderson Street, Weston, WI 54476, (715) 359-4221, ext. 1225, khall@dce.k12.wi.us or Jack Stoskopf, Assistant Superintendent, 6300 Alderson Street, Weston, WI 54476, (715) 359-4221, ext. 1243, jstoskopf@dce.k12.wi.us.



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Assistant Superintendent
Business/Personnel Services

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TO: Dr. Kristine Gilmore, Superintendent

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

RE: Insurance Consultant Recommendation

DATE: April 24, 2019

For the past nine (9) years, the district has used IMA Insurance Consultants out of Denver, Colorado to assist us with our medical, dental, and vision insurance consulting needs. In an effort to do our due diligence and explore possible local options for these services, we put out a request for presentations to IMA as well as six (6) other firms from Wisconsin. The parameters for the presentations were outlined including required documents and reporting samples, reference data, and other company information. The presentations and sharing of materials took place over a two-day period. The review team was made up of three members of the Business Office staff and three members of the Human Resources staff. (*Jack Stoskopf, Gary Gadke, Aaron Nelson, Kim Hall, Kristy Eder, and Riana Mefferd*).

An evaluation rating scale was created based on key areas of focus for the district relating to these kinds of services. All members of the committee evaluated each firm. Each evaluator rated the firms in order based on the provided scoring rubric. The choice for recommendation below was unanimous.

Our team learned from each presenting firm, and they all did an outstanding job in their efforts to earn our business. The firm we chose was M3 Insurance Services with offices in multiple locations in Wisconsin including Wausau. The transition date to M3 will occur as of June 1, 2019, in time for them to prepare for our January 1, 2020, renewals.

Recommendation: Approve the hiring of M3 Insurance services to assist the district with our medical, dental, and vision insurance benefit needs as of June 1, 2019.



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

FROM: Dr. Kimberly Hall, Director of Human Resources

DATE: April 19, 2019

RE: Pre-Employment Examination Provider

I reviewed two providers in addition to our current provider, and I am recommending that Marshfield Clinic Health System be utilized as the District's provider. Their proposal is attached.

As part of the process, Marshfield Clinic Health System has reviewed our pre-employment focused exams for School Nutrition and Custodial positions and will be making recommendations for updates to those exams. In addition, Marshfield Clinic Health System will be reviewing our Students with Disabilities Assistant positions and will possibly be making a recommendation for adding a pre-employment focused exam for those positions.



April 2, 2019

D.C. Everest Area School District
Attention: Kim Hall
6300 Alderson Street
Weston, WI 54476

RE: Price Confirmation for Preplacement Screens & Other Services

Thank you for requesting a proposal from Marshfield Clinic Health System to provide Occupational Health Services for your employees.

Marshfield Clinic Health System understands the importance of healthy employees. With that understanding you can trust Marshfield Clinic Health System to provide a full spectrum of service offerings to meet your workplace needs including: health promotion, drug free workplace, pre-work injury prevention, work injury care, industrial rehabilitation and compliance services. Let Marshfield Clinic Health System Care Team protect your biggest asset- your employee.

The following customized solution offerings reflect the services and fees which may be beneficial to your inquiry. We are pleased to offer these services at one of our convenient clinic locations.

Please note – each exam will include the following:

- Obtain Release of Information at Check – In
- Use Wisconsin TB Risk Assessment Screen
- Give TB screen (PPD Skin Test) only if Positive Questionnaire
- If information indicates the Hepatitis B Series has NOT been completed the Hepatitis B Series will be Offered

Certified Staff – Community Services – Support Staff

<u>Service Code</u>	<u>Service</u>	<u>Description</u>	<u>Fee</u>
44327	Preplacement Focused Exam	Focused exam based on health history review	\$66.10 each
42680	PPD Skin Test with Exam	TB skin test –Needed ONLY if there is risk per WI TB risk assessment questionnaire	\$25.30 each
40072	Hepatitis B Injection & Administration (Billing to employer)	3 separate injections, initial, 30 days and 6 months	\$78.33 each

Custodian or Maintenance

<u>Service Code</u>	<u>Service</u>	<u>Description</u>	<u>Fee</u>
44327	Preplacement Focused Exam	Focused exam based on health history review	\$66.10 each
42680	PPD Skin Test with Exam	TB skin test –Needed ONLY if there is risk per WI TB risk assessment questionnaire	\$25.30 each
48199	Pre-Work Screen – Level II	Completed by Physical Therapy	\$95.60 each
40072	Hepatitis B Injection & Administration (Billing to employer)	3 separate injections, initial, 30 days and 6 months	\$78.33 each

District Driver

Service Code	Service	Description	Fee
45740	Driver Exam	Driver Exam – NON – CDL	\$ 117.90 each
41684	Vision Screen		\$ 11.20 each
42680	PPD Skin Test with Exam	TB skin test –Needed ONLY if there is risk per WI TB risk assessment questionnaire	\$ 25.30 each
40072	Hepatitis B Injection & Administration (Billing to employer)	3 separate injections, initial, 30 days and 6 months	\$78.33 each
42257	Drug Screen Collection	Rapid 5 Panel	\$ 27.00 each
	Drug Screen Lab Kit	Rapid 5 Panel	\$ 11.00 each (estimate)
Estimate	Confirmation	Non-negative Lab Confirmation	\$ 30.00 each
Estimate	MRO Services	Non-negative Lab Result	\$ 50.00 each

Physical or Occupational Therapist Onsite

Service Code	Service	Description	Fee
	Physical or Occupational Therapist Onsite		\$ 95.00 per hour
	Travel & mileage		\$ 50.00 per visit

The fees quoted above are our current fees and will be charged for services provided through October 31, 2020. All payments for services are due Net 30 days upon receipt of billing statement.

Upon acceptance, we will create or update your customized account which may take up to 24-48 hours. Your customized services can be scheduled through our Occupational Health appointment line at **1-877-962-2633**.

Thank you for choosing Marshfield Clinic Business Services. Our Marshfield Clinic Care Team looks forward to working with you and your employees. If you have any questions about our proposal or any of our service offerings, please do not hesitate to contact me.



Rick Lang

Business Health Solutions Account Executive | East & North Region
 Marshfield Clinic Health System
Office: 1-715-847-0834 | **Ext:** 70834 or 800-498-5514
Cell Phone: 715-571-1293
Email: lang.richard@marshfieldclinic.org



D.C. Everest Area School District

6300 Alderson Street
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Jack E. Stoskopf, Jr., Ed.D.
Assistant Superintendent

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TO: Dr. Kristine Gilmore
FROM: Jack E. Stoskopf, Jr., Assistant Superintendent
RE: Acceptance of Junior High Referendum Contracts
DATE: April 24, 2019

Bid packs went out for the Junior High referendum construction projects and were reviewed by our bid review committee. The firms listed in the chart below were awarded a contract for their portion of the referendum work at the Junior High School.

The total bid amounts for this work is **\$1,411,490**. These are the referendum contract amounts only. The RLE (Revenue Limit Exemption) energy saving portion of the costs were approved in the Master RLE agreement in December of 2017. The the major Junior High upgrade costs will be funded through the RLE funds.

I recommend approval of the contracts with the companies and amounts listed below. **Note:** The Board is approving contract amounts only at this time, not the remaining allowance amounts as much of that is yet to be determined.

Junior High Referendum Contracts				
Altman Construction Company	Work Scope 1	Additions and Renovations	\$750,000	
Tweet-Garot Mechanical	Work Scope 2	Plumbing	72,390	
Van Ert Electrical Company, Inc.	Work Scope 4	Electrical	\$310,200	
Miracle Method Surface Refinishing	Work Scope 4	Glazed Block Covering	\$278,900	
		Total	\$1,411,490	
Remaining Allowances				
Fit and Finish Allowance IMC, Little Theater			\$250,000	
Fit and Finish Classrooms			\$200,000	
Remaining Allowances Total			\$450,000	
			Total	\$1,861,490



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MEMORANDUM OF AGREEMENT

On-Site Certificate in Teaching English as a Second Language

This Memorandum of Agreement is between the University of Wisconsin-Stevens Point (UWSP), College of Letters & Science, Department of World Languages and Literatures (herein referred to as UWSP-WLL) located at 1801 4th Street, Stevens Point, WI, and the D.C. Everest School District (herein referred to as the District) located at 6300 Alderson Street, Weston, WI 54476. The term of this Agreement is from June 2019 through June 2020.

1. This agreement is limited to courses offered in collaboration with the District and UWSP-WLL for an on-site Certificate in Teaching English as a Second Language.
2. Specifically, UWSP-WLL and the District agree to collaborate for the provision of a district on-site Certificate in Teaching English as a Second Language program.
3. The District agrees to market and advertise course offerings information to teachers and encourage teacher participation in such programming.
4. The location and times of District on-site courses will be determined collaboratively by the District and UWSP-WLL.
5. Instruction will be provided by faculty from UWSP. All courses offered in the District will meet the quality controls and expectations established within the UWSP-WLL.
6. Non-Discrimination Clause: The parties shall not discriminate against any person in any actions taken as a result of this Agreement on the basis of race, color, national origin, ancestry, creed, religion, sex, sexual orientation, marital status, pregnancy, parental status, physical condition, handicap, developmental or other disability.
7. Segregated fees do not apply to this program. Subsequently, students will not be eligible for the services and events provided to students paying segregated fees.
8. UWSP agrees to a tuition rate equal to the resident tuition rate of the participating UW System institution, minus the value of the facilities and other related services provided by the school district. This reduction reflects the in-kind efforts by the District in collaboration, coordination, marketing, recruiting and site support for courses offered in partnership with the district (see Attachment A). This reduction only occurs when enrollment in the qualifying courses results in the revenue exceeding expenses to run the course. The tuition for this program will be \$250.00 per credit for a minimum enrollment of 15 students. If this enrollment is not met in a course, the district and UWSP-WLL may continue to offer the course with an adjusted tuition waiver based on the amount required for the revenue to exceed the expenses to run the course. Although there has been a tuition freeze in the past several years, tuition is subject to change. UWSP-WLL will notify districts of any change in tuition prior to the start of the term in which the increase takes effect.



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- 9. The District agrees to manage facility provisions for these courses.
- 10. The District teachers will be required to register for these courses with UWSP. Invoices for Course FLED 344 Teaching English as a Second Language and ENGL 395 Workshop in English should be sent to the District for payment. District teachers will be required to register for FLED 397 Practicum and will be billed individually for payment of this course.
- 11. The District and UWSP-WLL agree that they will maintain ongoing communication to review the program and determine efficacy and needs, as well as to discuss opportunities for expanded collaboration.
- 12. Liability Clause: The liability of the University and other political subdivisions of the State of Wisconsin is governed and limited by Wis Stat. §§893.82 and 895.46.
Indemnification. To the extent permitted by law, each party will indemnify their own employees, officers, and agents against liability for damages arising out of their activities while acting within the scope of their respective employment or agency, either by providing insurance or for political subdivisions of the State of Wisconsin pursuant to §§ 893.82 and 895.46.

Greg Summers, Provost and
Vice Chancellor for Academic Affairs, UWSP

Date

Eric Yonke
Dean, College of Letters & Science

Date

Tobias Barske
Department Chair, World Languages and Literatures

Date

Kristine Gilmore, Ed.D.
Superintendent, D.C. Everest School District

Date

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Book	Policy Manual
Section	First Reading by Board
Title	DELETE POLICY - SPECIAL UPDATE - SCHOOL SAFETY - STUDENT DISCIPLINE
Code	po5600
Status	First Reading
Adopted	May 25, 2016

DELETE POLICY - SPECIAL UPDATE - SCHOOL SAFETY

~~5600—STUDENT DISCIPLINE~~

~~The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.~~

~~[] The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.~~

~~The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:~~

- ~~A. () conform to reasonable standards of socially acceptable behavior;~~
- ~~B. () respect the person and property of others;~~
- ~~C. () preserve the degree of order necessary to the educational program in which they are engaged;~~
- ~~D. () respect the rights of others;~~
- ~~E. () obey constituted authority and respond to those who hold that authority.~~

~~The District Administrator shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:~~

- ~~A. () are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;~~
- ~~B. () do not discriminate among students;~~
- ~~C. () do not demean students;~~
- ~~D. () do not violate any individual rights constitutionally guaranteed to students.~~

~~The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:~~

- A. ~~(-) relate in kind and degree to the infraction;~~
- B. ~~(-) help the student learn to take responsibility for his/her actions;~~
- C. ~~(-) be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.~~

~~The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the District Administrator shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.~~

~~The District Administrator shall publish to all students~~

~~(-) and their parents~~

~~the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.~~

~~[] The _____ shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.~~

~~[] Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students~~

~~(-) in all situations and in all places where such students are within the jurisdiction of this Board.~~

~~(-) when such conduct interferes with the educational program of the schools or threatens the health and safety of others.~~

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Legal 120.13(1), Wis. Stats.

Last Modified by Ellen Suckow on April 17, 2019



Book	Policy Manual
Section	First Reading by Board
Title	SCHOOL RESOURCE OFFICER PROGRAM
Code	po8407
Status	First Reading
Adopted	October 24, 2018

8407 - **SCHOOL RESOURCE OFFICER PROGRAM**

To promote a safe, secure, and supportive school environment, the Board believes it appropriate for the District to have a collaborative relationship with the law enforcement agency(ies) with jurisdiction in the District through a School Resource Officer (SRO) Program.

The SRO Program shall provide appropriate and relevant information, instruction, and resource services to students, teachers, and parents. These services, and the District's and the law enforcement agency's(ies') duties and obligations regarding the SRO Program, shall be set forth in an agreement between the District and the law enforcement agency(ies), including:

- A. placement of a designated School Resource Officer in specific schools on specific days and times;
- B. development of positive law enforcement officer/student relationships;
- C. investigation of alleged violations of law, consistent with the authority and duties of law enforcement officers, that involve student or staff conduct on or off of school property;
- D. educational presentations/discussions;
- E. preventative and/or informational discussions with students/parents;
- F. patrol and supervision of various school functions;
- G. creation and implementation of crime prevention and safety programs; and
- H. performance of duties of regular patrol officers that pertain to school resource matters

The Superintendent shall serve as the designated liaison between the District and the law enforcement agency(ies) and shall oversee the SRO Program. The District and the law enforcement agency(ies) shall collaborate in determining various responsibilities and requirements under the SRO Program, including programming services and development of the school safety plan (See Policy 8420 - School Safety and Emergency Preparedness). Any services or activities provided or performed by the law enforcement agency(ies) via the SRO Program shall not serve as a substitute for any responsibilities assigned to District personnel.

Sharing of confidential information and/or student record information with the law enforcement agency(ies) by the District shall fully comply with all relevant statutory provisions and District policies. Use of any devices by any member of the law enforcement agency(ies) to gather or store information in the course of an investigation (e.g., body camera footage) shall be done in full compliance with all law enforcement agency(ies) policies, as well as State and Federal law regarding the use of any such devices.

Legal

Wis. Stat. §§ 968.07(1)(d), (2)

Wis. Stat. § 165.85(2)(c)

Wis. Stat. § 121.02(1)(i)

Wis. Stat. § 120.44 (unified school districts)

Wis. Stat. § 120.13

Wis. Stat. § 118.257

Wis. Stat. § 118.127

Wis. Stat. § 118.125

Wis. Stat. § 118.001

Wis. Stat. § 66.0301

Last Modified by Ellen Suckow on April 17, 2019



Book	Policy Manual
Section	First Reading by Board
Title	SCHOOL SAFETY AND EMERGENCY PREPAREDNESS
Code	po8420 April 22, 2019
Status	First Reading
Adopted	May 25, 2016

8420 - **SCHOOL SAFETY AND EMERGENCY PREPAREDNESS**

The ~~School~~ Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed annually by the Board. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extracurricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

At least twice annually, the school must conduct drills in the proper method of evacuation or other appropriate action in case of a school safety incident, as described in the school safety plan.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to Wis. Stats. § 48.981 (2)(a). The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to Wis. Stats. § 175.32(2) and (3). If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence.

The Board must submit the following to the Wisconsin Office for School Safety annually:

1. A copy of its school safety plan.
2. The date of the required annual safety drill or drills held during the previous year.
3. Certification that the Board reviewed a required written evaluation of the drill or drills.
4. The date of the most recent school training on school safety and the number of attendees.
5. The most recent date the Board reviewed and approved the school safety plan.
6. The most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the District Administrator shall redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

The Board authorizes a system of emergency preparedness which shall require that:

- A. fire drills are conducted at least once each month; tornado drills are conducted at least twice annually and school safety incident action plan drills are conducted at least twice annually;
- B. the health and safety of students and staff are safeguarded;
- C. the time necessary for instructional purposes is not unduly diverted;
- D. minimum disruption to the educational program occurs.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the building plans for emergency preparedness.

Each school's emergency preparedness plan shall be reviewed by the Board at least once every three (3) years following initial adoption.

The District Administrator shall develop guidelines for the handling of all emergency evacuations.

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Legal 118.07, 121.02(g)(i), Wis. Stats.

Cross References ag8420A - SEVERE WEATHER AND TORNADOES
ag8430 - TELEPHONING OF BOMB THREATS

[8420F Violence Drill Report.pdf \(397 KB\)](#)

Last Modified by Ellen Suckow on April 17, 2019



Book	Policy Manual
Section	First Reading by Board
Title	THREATS OF VIOLENCE - NEW POLICY
Code	po8462.01
Status	First Reading

NEW POLICY - SPECIAL UPDATE - SCHOOL SAFETY

8462.01 - THREATS OF VIOLENCE

The Board strictly prohibits any threats of violence in or targeted at any school. All incidents or suspected incidents of such conduct must be reported as described in this policy and in State law and will be investigated. All District employees, regardless of position, are required to make a report if the following is present:

- A. A staff member, in the performance of his/her professional duties, hears or receives a threat of violence in or targeted at a school; and
- B. That staff member believes, in good faith, based on the threat that the health and safety of any person is in serious and imminent threat.

Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member shall immediately notify the building level administrator or ~~Superintendent District Administrator~~ that a report has been made and provide details concerning the basis for the report. ~~(-) If available, the staff member shall inform the school or District School Resource Officer (SRO).~~

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) regarding the laws governing the reporting of a threat of violence. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threatened or suspected child abuse or neglect as required in Policy 8462.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training. The ~~Superintendent District Administrator~~ shall submit a report to DPI annually by January 1st that identifies the training performed under this section, along with the reporting required under Policy 8420 - School Safety and Emergency Preparedness.

Procedures for Reporting - Threats of Violence

An employee, regardless of position, shall immediately inform, by telephone or personally, a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of a student or school employee or the public. The report shall contain detailed information concerning the nature of the threat. The staff member shall cooperate fully with law enforcement. When such a report is made, the staff member shall also inform the building administrator or ~~Superintendent District Administrator~~, as well as the School Resource Officer, if available. If a threat is reported to the building administrator, s/he shall immediately notify the ~~Superintendent District Administrator~~ and coordinate the District's coordination with law enforcement, students, and parents as the circumstances require.

Sanctions for Making Threats

All threats of violence are to be taken seriously. No staff member who reports a threat in good faith shall be subject to disciplinary action. Failure to report or undue delay in reporting a threat may result in disciplinary action.

Any student or staff member who makes a threat of violence will be evaluated for disciplinary action, up to possible referral for expulsion in the case of students (See Policy 5610) or termination from employment in the case of staff (See Policy 3140/Policy 4140).

The administration may, with the assistance of law enforcement personnel, remove from and/or prohibit the presence on school property, any member of the community, including a volunteer, parent, contractor, coach, etc., who makes a threat of violence in or against the school. In such a case, the Superintendent ~~District Administrator~~ shall notify the Board as soon as is practicable.

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Legal Wis. Stat. 118.07(5)
 Wis. Stat. 175. 32

Last Modified by Ellen Suckow on April 17, 2019

A special thanks
for the lovely
arrangement for Marks
service.

Thanks again for
your kindness and love!

*We deeply appreciate your expression
of sympathy during this difficult time.
- Mark Simon Family*

*Love,
Bob and family*

D.C. Everest School
Board,

Thank you for the
beautiful plant
arrangement after
my Mom's passing.
Your kindness is
greatly appreciated.

Sincerely,
Diane Schulz

I would like to thank
the D.C.E. School Board for
the lovely plant given to
my family in memory
my mother-in-law,
Patricia Duerkop.

It was very much appreciated.

Thank you

Valerie A. Duerkop

Confidential

Regular School Board Meeting
Closed Session
Wednesday, March 20, 2019
DCE Administration Building
6300 Alderson St., Weston, WI 54476



- MINUTES -

1. 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)

Motion by Xiong, second by Dickerson/Ackermann to adjourn 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.

With a roll call vote: Xiong – yes, Ackermann – yes, Dickerson – yes, Felch – yes, Norrbom – yes, Schaefer – yes, all yes, motion carried. Time was 8:55 p.m.

2. Approve Minutes from February 27, 2019, Closed Session

Motion by Ackermann, second by Dickerson to approve the minutes from February 27, 2019, Closed Session. With a voice vote, all yes, motion carried.

3. The Board discussed Attorney Shana Lewis' report on a personnel issue.

4. The Board discussed the Superintendent's Review.

6. Reconvene in Open Session

Motion by Xiong, second by Dickerson to reconvene to open session. With a voice vote all yes. Motion carried. Time was 9:50 p.m.

Respectfully submitted,

Yee Leng Xiong, Clerk

Ellen Suckow, Executive Secretary to the Board
& Superintendent