



# School District of Altoona

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1903 Bartlett Avenue • Altoona, Wisconsin 54720  
715-839-6033 • Fax 715-839-6066 • [www.altoona.k12.wi.us](http://www.altoona.k12.wi.us)

Regular Monthly Meeting of the Board of Education  
December 20, 2021 at 6:30 pm  
District Office Conference Room

This meeting is open to the public. If a member of the public requires an accommodation to attend the meeting, he or she should contact Executive Assistant Lisa Boss at least 24 hours in advance of the meeting to request an accommodation.

Please note that any meeting where more seating is needed than is available will be moved to the Pederson Commons, which is directly adjacent to the Conference Room. Please watch for door signage.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Pledge of Allegiance
- V. Communication with the Board (OE 8)
  - A. Learning Spotlight - AES STEM (R2, OE 8.4)
  - B. Student Representative Report (OE 8.4)
  - C. Recognition of Medical Director, Dr. Sue Rowe
  - D. Discussion of Board Activities (GC 3.4)
  - E. Covid-19 Update from the Superintendent
  - F. Budget Monitoring/Budget Transfers (OE 8.2)
- VI. Agenda-Related Public Comment (OE 8.4)
- VII. Non-Agenda-Related Public Comment (OE 8.4)
- VIII. Monitoring for Results (B/SR 5.4a, B/SR 5.3a, OE 8.1)
  - A. OE 11: Instructional Program
  - B. R 2: Academic Performance - Science
- IX. Board Consent Agenda (GC 2.4)
  - A. Removal of an Item from Board Consent Agenda for Separate Consideration
  - B. Approval of November 15, 2021 Meeting Minutes (GC 2.4)
  - C. Approval of November 15, 2021 Executive Session Meeting Minutes (GC 2.4)

- D. Approval of December 2, 2021 Special Meeting Minutes (GC 2.4)
- X. Superintendent Consent Agenda (GC 2.4)
  - A. Removal of an Item from the Superintendent Consent Agenda for Separate Consideration
  - B. Approval of Hires, Resignations and Retirements (GC 2.4)
    - 1. 4K Paraprofessional - *Resignation*
    - 2. AMS Lunch Supervisor - *Hire*
    - 3. AMS Girls Basketball Coach - *Hire*
    - 4. AHS Paraprofessional - *Hire*
    - 5. AHS Paraprofessional - *Hire*
    - 6. AHS Teacher - *Resignation*
    - 7. AHS Teacher - *Retirement*
    - 8. AHS Teacher - *Retirement*
    - 9. P/T Districtwide Bilingual Paraprofessional - *Hire*
    - 10. Assistant Track and Field Coach - *Resignation*
    - 11. JV Boys Golf Coach - *Resignation*
  - C. Approval of Treasurer's Report (GC 2.4)
  - D. Approval of Checks for Payment (GC 2.4)
  - E. First Reading of Policies (GC 2.4)
    - 1. 345.64 Physical Education Credit Option (*Update*)
    - 2. 381 Addressing Political or Controversial Issues with Students in Classes and Other School Activities (*Update*), Delete 311 Academic Freedom and Controversial Issues
    - 3. 537 Professional Development Opportunities for Licensed Staff (*Update*)
    - 4. 548 Evaluation of Support Staff Personnel (*New*)
    - 5. 653 Gate Receipts and Admissions (*Delete*)
    - 6. 662.3 Fund Balance (*New*)
    - 7. 664 Handling Money in District Buildings / Activities (*Update*)
    - 8. 665 Fraud Prevention and Reporting (*Update*)
    - 9. 671.2 Expense Reimbursement (Employees) (*Update*)
    - 10. 671.3 Salary Deductions/Withholding (*Delete*)
    - 11. 671.31 Discretionary Retirement Savings Plans for Employees (*New*)
    - 12. 671.4 Payroll Practices and Complaints Related to Wage Payments, Payroll, Classifications, and Other Payroll-Related Issues (*New*)
    - 13. 671.5 Employee Compensation Paid from Federal Grants During Extraordinary Circumstances (*New*)

14. 672.1 Procurement Methods for Services, Supplies, Equipment, and Other Property (*New*)
15. 672.2 Standards of Conduct in Purchasing and Contracting (*New*)
16. 672.3 Cooperative Purchasing (*New*)
17. 672.51 Suspension and Debarment of Vendors and Contractors (*New*)
18. 673 Disbursement of Funds (*Update*)
19. 673.1 District-Issued Credit Cards (*New*)
20. 680 Fiscal Accounting and Reporting (*Delete*)
21. 683 Management of Capital Assets (*Update*)
22. 690 Disposition of District Property (*Update*)
23. 723.1 Emergency Drills Involving Students (*New*)
24. 723.2 Threats of School Violence (*New*)
25. 850 Sales and Solicitations on School Property (*New*)
26. Policy DBK - Line Item Transfer Authority (*Delete*)

F. Second Reading of Policies (GC 2.4)

1. 181 Rules of Order (*Update*)
2. 189 Virtual Board Meeting in Emergency Situations (*New*)
3. 260 Temporary Administrative Arrangements (*New*)
4. 310 Instructional Program (*Delete*)
5. 333.1 Student Surveys (*New*)
6. 341.2 Education for Employment (*New*)
7. 341.24 Career and Technical Education (*New*)
8. 342.11 Independent Educational Evaluations (*Update*)
9. 352 Field Trips (One-Day Trips) (*Update*) IICA - (*Delete*)
10. 353.1 School Volunteers (*Update*)
11. 361.1 Selection of Textbooks and Other Instructional Materials (*Update*) II, IIA, IIAA, IIAB - (*Delete*)
12. 361.2 Library Media Center Material Selection and Reconsideration (*Update*)
13. 363.2 Acceptable Use of Technology Resources (*Update*)
14. 364 School Counseling Program (*Update*) IJ- (*Delete*)
15. 382.1 Recording District Meetings (*New*)
16. 411.2 Education of Homeless Children and Youths (*New*)
17. 423 Public School Open Enrollment (*Update*)
18. 443.71 Bullying (*New*)
19. 446.1 Locker Searches (*New*)

- 20.446.2 Use of Drug-Detection Canine Units in Search Activities  
(*New*)
- 21. 447.1 Staff Use of Physical Force (*New*)
- 22.447.3 Student Suspension and Expulsion (*New*)
- 23.453.1 Emergency Nursing Services (*New*)
- 24.522.71 Staff Use of Social Media (*Update*)
- 25. 610 Fiscal Management Goals (*Delete*)
- 26.620 Annual Operating Budget (*Update*)
- 27. 631.1 Post-Issuance Compliance for Tax-Exempt and  
Tax-Advantaged Obligations (*Update*)
- 28.632 Short-Term Borrowing (*New*)
- 29.652 Investment of District Funds: Revenues from Investments  
(*Update*)
- 30.657 Grant Applications and Acceptance of Grants (*New*)
- 31. 660 Financial Management and Internal Controls (*New*)
- 32. 661 Designation of Depositories (*New*)
- 33.661.1 Electronic Transfer of Funds (*New*)
- 34.661.3 Returned Checks and Other Denied Payments (*New*)
- 35. 662.1 Student Activity Funds Management (*New*)
- 36.662.2 Community Programs and Services (Fund 80) (*New*)
- 37. 763 School Meal Account Charges and Collections (*New*)
- 38.823 Access to Public Records (*Update*)
- 39.823.1 Records Management and Retention (*New*)
- 40.824 School District Legal Notices (*New*)
- 41. 831 Tobacco Free Schools (*New*)
- 42.832 Weapons on School Premises (*New*)
- 43.840 Public Gifts to Schools and Sponsorships (*Update*)
- 44.851 Advertising (*Update*)
- 45.860 Visitors to the Schools During the School Day (*Update*) KK  
(*Delete*)
- 46.870 Public Complaints (*Update*)

G. School Calendars for 2022-2024

XI. Matters Reserved for Board Action (B/SR 2.1)

- A. Item Removed from Board Consent Agenda for Separate Consideration  
(GC 2.5)
- B. Item Removed from Superintendent Consent Agenda for Separate  
Consideration (GC 2.5)

C. WASB Resolutions, Including Resolution 22-04 on Advanced Learning

- XII. Recess
- XIII. Discussion of the Meeting (GC 2.2)
- XIV. Adjourn to Executive Session pursuant to Wisconsin State Statute 19.85(1)(b) to consider the employment, promotion, compensation, or performance evaluation data of any public employee or person licensed by a board or commission, pursuant to 19.85(1)(c) to consider the employment of any public employee, and pursuant to 19.85(1)(f) for preliminary consideration of specific personnel problems.
- XV. Following closed session, the Board will entertain a motion to reconvene into open session and will take any further action that is necessary and appropriate, including acting on any resolution that may be presented. Thereafter, the Board will entertain a motion to adjourn the meeting.
- XVI. Adjourn

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December 14, 2021

## NOTICE OF REGULAR MEETING OF THE BOARD OF EDUCATION

PLEASE TAKE NOTICE that members of the School District of Altoona Board of Education will hold a regular meeting on **December 20th, 2021 at 6:30 pm**, in the Conference Room of the District Office, 1903 Bartlett Avenue, Altoona, WI. Please note that any meeting where more seating is needed than is available will be moved to the Pederson Commons, which is directly adjacent to the Conference Room. Please watch for door signage.

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Fd	T	Loc	Obj	Func	Func	2021-22	2021-22	2021-22	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	E	---	---	11	UNDIFF CURRICULUM	4,262,142.00	4,262,142.00	1,352,749.80	2,909,392.20
10	E	---	---	12	REGULAR CURRICULUM	5,200,551.00	5,200,551.00	1,729,506.98	3,471,044.02
10	E	---	---	13	VOCATIONAL CURRICULUM	594,871.00	594,871.00	181,453.29	413,417.71
10	E	---	---	14	PHYSICAL CURRICULUM	644,041.00	644,041.00	189,385.36	454,655.64
10	E	---	---	16	CO-CURRICULAR ACTIVITIES	392,358.00	392,358.00	143,568.83	248,789.17
10	E	---	---	17	SPECIAL NEEDS	3,500.00	3,500.00	580.81	2,919.19
10	E	---	---	21	PUPIL SERVICES	824,148.00	824,148.00	285,129.52	539,018.48
10	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	1,044,433.00	1,044,433.00	340,143.29	704,289.71
10	E	---	---	23	GENERAL ADMINISTRATION	569,684.00	569,684.00	231,204.18	338,479.82
10	E	---	---	24	SCHOOL BUILDING ADMINISTRATION	1,233,485.00	1,233,485.00	497,097.12	736,387.88
10	E	---	---	25	BUSINESS ADMINISTRATION	3,136,083.00	3,136,083.00	1,300,693.55	1,835,389.45
10	E	---	---	26	CENTRAL SERVICES	373,642.00	373,642.00	136,170.28	237,471.72
10	E	---	---	27	INSURANCE/DISTRICT	122,000.00	122,000.00	118,159.28	3,840.72
10	E	---	---	28	DEBT SERVICES - SHORT TERM	5,000.00	5,000.00	14.47	4,985.53
10	E	---	---	29	OTHER SUPPORT SERVICES	702,097.00	702,097.00	527,827.71	174,269.29
10	E	---	---	39				-345.00	345.00
10	E	---	---	41	INTERFUND TRANSFERS	2,696,548.00	2,696,548.00		2,696,548.00
10	E	---	---	43	GENERAL TUITION PAYMENTS	1,402,998.00	1,402,998.00		1,402,998.00
10	-	---	---	-----	GENERAL	23,207,581.00	23,207,581.00	7,033,339.47	16,174,241.53
21	E	---	---	29	OTHER SUPPORT SERVICES	87,400.00	87,400.00	17,470.09	69,929.91
21	-	---	---	-----	SPECIAL REVENUE TRUST FUND	87,400.00	87,400.00	17,470.09	69,929.91
27	E	---	---	15	SPECIAL ED CURRICULUM	2,864,184.00	2,864,184.00	798,600.67	2,065,583.33
27	E	---	---	21	PUPIL SERVICES	352,612.00	352,612.00	118,182.71	234,429.29
27	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	225,021.00	225,021.00	132,377.85	92,643.15
27	E	---	---	25	BUSINESS ADMINISTRATION	195,100.00	195,100.00	2,170.26	192,929.74
27	E	---	---	43	GENERAL TUITION PAYMENTS	229,956.00	229,956.00	107,065.37	122,890.63
27	-	---	---	-----	SPECIAL EDUCATION FUND	3,866,873.00	3,866,873.00	1,158,396.86	2,708,476.14
38	E	---	---	28	DEBT SERVICES - SHORT TERM	253,350.00	253,350.00	49,450.42	203,899.58
38	-	---	---	-----	NON-REFERENDUM DEBT	253,350.00	253,350.00	49,450.42	203,899.58
39	E	---	---	28	DEBT SERVICES - SHORT TERM	1,327,238.00	1,327,238.00	283,368.75	1,043,869.25
39	-	---	---	-----	REFERENDUM APPROVED DEBT SERV	1,327,238.00	1,327,238.00	283,368.75	1,043,869.25
49	E	---	---	25	BUSINESS ADMINISTRATION			737.00	-737.00
49	-	---	---	-----	OTHER CAPITAL PROJECTS			737.00	-737.00
50	E	---	---	25	BUSINESS ADMINISTRATION	924,998.00	924,998.00	243,558.95	681,439.05
50	-	---	---	-----	FOOD SERVICE	924,998.00	924,998.00	243,558.95	681,439.05
73	E	---	---	42	Fiduciary Fund Expenditures	381,531.00	381,531.00		381,531.00
73	-	---	---	-----	Employee Benefit Trust Fund	381,531.00	381,531.00		381,531.00
80	E	---	---	25	BUSINESS ADMINISTRATION	12,500.00	12,500.00	7,482.50	5,017.50
80	E	---	---	26	CENTRAL SERVICES	25,000.00	25,000.00	17,336.62	7,663.38
80	E	---	---	29	OTHER SUPPORT SERVICES	54,000.00	54,000.00		54,000.00
80	E	---	---	31	COMMUNITY SERVICE	30,605.00	30,605.00	7,203.08	23,401.92
80	E	---	---	39		93,660.00	93,660.00	51,370.90	42,289.10
80	-	---	---	-----	COMMUNITY SERVICE	215,765.00	215,765.00	83,393.10	132,371.90

Grand Expense Tota	30,264,736.00	30,264,736.00	8,869,714.64	21,395,021.36
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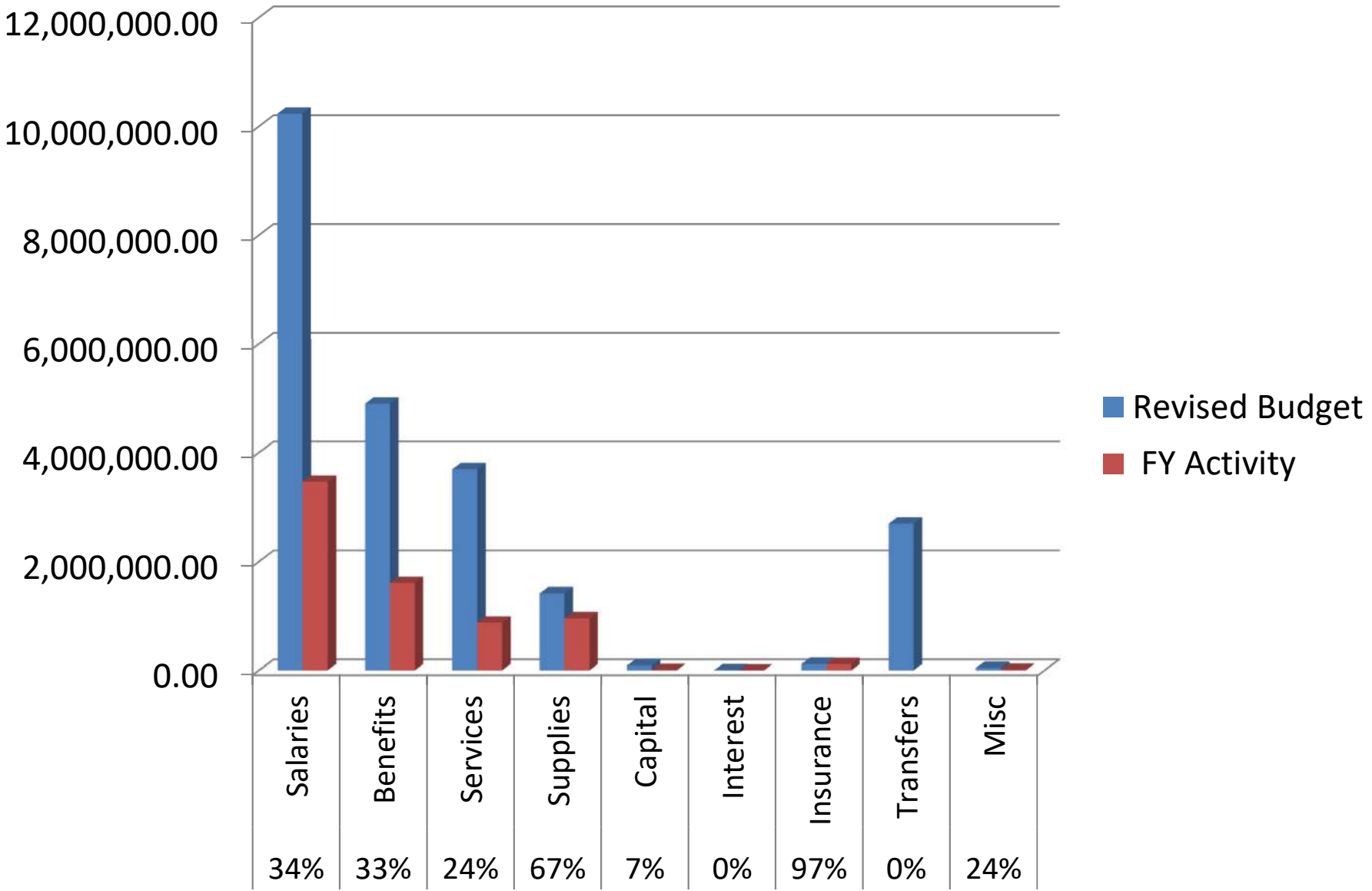
						2021-22	2021-22	2021-22	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	R	400	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	15,000.00	15,000.00		15,000.00
10	R	800	21-	--	TAXES	4,500,909.00	4,500,909.00	17,620.22	4,483,288.78
10	R	800	27-	--	SCHOOL ACTIVITY-INCOME	5,000.00	5,000.00	-237.26	5,237.26
10	R	800	28-	--	INTEREST ON INVESTMENT	3,500.00	3,500.00	514.14	2,985.86
10	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	10,000.00	10,000.00	3,873.05	6,126.95
10	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	3,203,250.00	3,203,250.00	625.00	3,202,625.00
10	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES	15,117.00	15,117.00		15,117.00
10	R	800	58-	--	MEDICAL SERVICE REIMBURSEMENTS	30,000.00	30,000.00		30,000.00
10	R	800	59-	--	OTHER PYMTS-INTERMEDIATE	5,000.00	5,000.00		5,000.00
10	R	800	61-	--	STATE AID-CATEGORICAL	101,708.00	101,708.00		101,708.00
10	R	800	62-	--	STATE AID-GENERAL	12,400,637.00	12,400,637.00	5,169,925.00	7,230,712.00
10	R	800	63-	--	SPECIAL PROJECTS GRANT	85,000.00	85,000.00	15,273.05	69,726.95
10	R	800	65-	--	SAGE GRANT	525,000.00	525,000.00	184,328.00	340,672.00
10	R	800	69-	--	OTHER REVENUE - STATE SOURCES	1,198,773.00	1,198,773.00		1,198,773.00
10	R	800	73-	--	SPECIAL PROJECTS GRANTS	909,572.00	909,572.00	186,079.54	723,492.46
10	R	800	75-	--	TITLE I	220,000.00	220,000.00	31,599.72	188,400.28
10	R	800	97-	--	REFUND OF DISBURSEMENT	5,000.00	5,000.00	38,197.57	-33,197.57
10	R	800	99-	--	Other Miscellaneous Revenue	5,000.00	5,000.00	106.08	4,893.92
10	R	---	---	--	Revenue	23,238,466.00	23,238,466.00	5,647,904.11	17,590,561.89
10	-	---	---	--	GENERAL	23,238,466.00	23,238,466.00	5,647,904.11	17,590,561.89
21	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	72,100.00	72,100.00	37,795.09	34,304.91
21	R	---	---	--	Revenue	72,100.00	72,100.00	37,795.09	34,304.91
21	-	---	---	--	SPECIAL REVENUE TRUST FUND	72,100.00	72,100.00	37,795.09	34,304.91
27	R	800	11-	--	OPERATING TRANSFERS-IN	2,496,548.00	2,496,548.00		2,496,548.00
27	R	800	31-	--	TRANSIT OF AIDS-INTERDISTRICT	5,000.00	5,000.00	7,181.90	-2,181.90
27	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	25,000.00	25,000.00		25,000.00
27	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES	7,500.00	7,500.00		7,500.00
27	R	800	61-	--	STATE AID-CATEGORICAL	918,000.00	918,000.00	143,486.00	774,514.00
27	R	800	73-	--	SPECIAL PROJECTS GRANTS	289,825.00	289,825.00	129,265.47	160,559.53
27	R	800	78-	--	Federal Aid other than DPI	125,000.00	125,000.00	20,457.99	104,542.01
27	R	---	---	--	Revenue	3,866,873.00	3,866,873.00	300,391.36	3,566,481.64
27	-	---	---	--	SPECIAL EDUCATION FUND	3,866,873.00	3,866,873.00	300,391.36	3,566,481.64
38	R	800	21-	--	TAXES	231,264.00	231,264.00		231,264.00
38	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	50,000.00	50,000.00	23,720.66	26,279.34
38	R	---	---	--	Revenue	281,264.00	281,264.00	23,720.66	257,543.34
38	-	---	---	--	NON-REFERENDUM DEBT	281,264.00	281,264.00	23,720.66	257,543.34
39	R	800	21-	--	TAXES	1,715,338.00	1,715,338.00		1,715,338.00
39	R	800	28-	--	INTEREST ON INVESTMENT	500.00	500.00	215.99	284.01
39	R	---	---	--	Revenue	1,715,838.00	1,715,838.00	215.99	1,715,622.01
39	-	---	---	--	REFERENDUM APPROVED DEBT SERV	1,715,838.00	1,715,838.00	215.99	1,715,622.01
46	R	800	11-	--	OPERATING TRANSFERS-IN	200,000.00	200,000.00		200,000.00
46	R	---	---	--	Revenue	200,000.00	200,000.00		200,000.00
46	-	---	---	--	LONG-TERM CAPITAL TRUST	200,000.00	200,000.00		200,000.00
49	R	800	28-	--	INTEREST ON INVESTMENT			2.14	-2.14
49	R	---	---	--	Revenue			2.14	-2.14
49	-	---	---	--	OTHER CAPITAL PROJECTS			2.14	-2.14
50	R	800	25-	--	FOOD SERVICE SALES	106,876.00	106,876.00	16,669.05	90,206.95
50	R	800	61-	--	STATE AID-CATEGORICAL	3,501.00	3,501.00		3,501.00
50	R	800	71-	--	FEDERAL AID-CATEGORICAL	824,225.00	824,225.00	397,646.85	426,578.15
50	R	---	---	--	Revenue	934,602.00	934,602.00	414,315.90	520,286.10

Fd	T	Loc	Obj	Fu	Src	2021-22 Original Budget	2021-22 Revised Budget	2021-22 FY Activity	Unexpended Balance
50	-	---	---	--	FOOD SERVICE	934,602.00	934,602.00	414,315.90	520,286.10
73	R	800	28-	--	INTEREST ON INVESTMENT	10,000.00	10,000.00	5,554.41	4,445.59
73	R	800	95-	--	Contributions to Emp Benefits	381,531.00	381,531.00		381,531.00
73	R	---	---	--	Revenue	391,531.00	391,531.00	5,554.41	385,976.59
73	-	---	---	--	Employee Benefit Trust Fund	391,531.00	391,531.00	5,554.41	385,976.59
80	R	800	21-	--	TAXES	215,765.00	215,765.00		215,765.00
80	R	---	---	--	Revenue	215,765.00	215,765.00		215,765.00
80	-	---	---	--	COMMUNITY SERVICE	215,765.00	215,765.00		215,765.00
Grand Revenue T						30,916,439.00	30,916,439.00	6,429,899.66	24,486,539.34

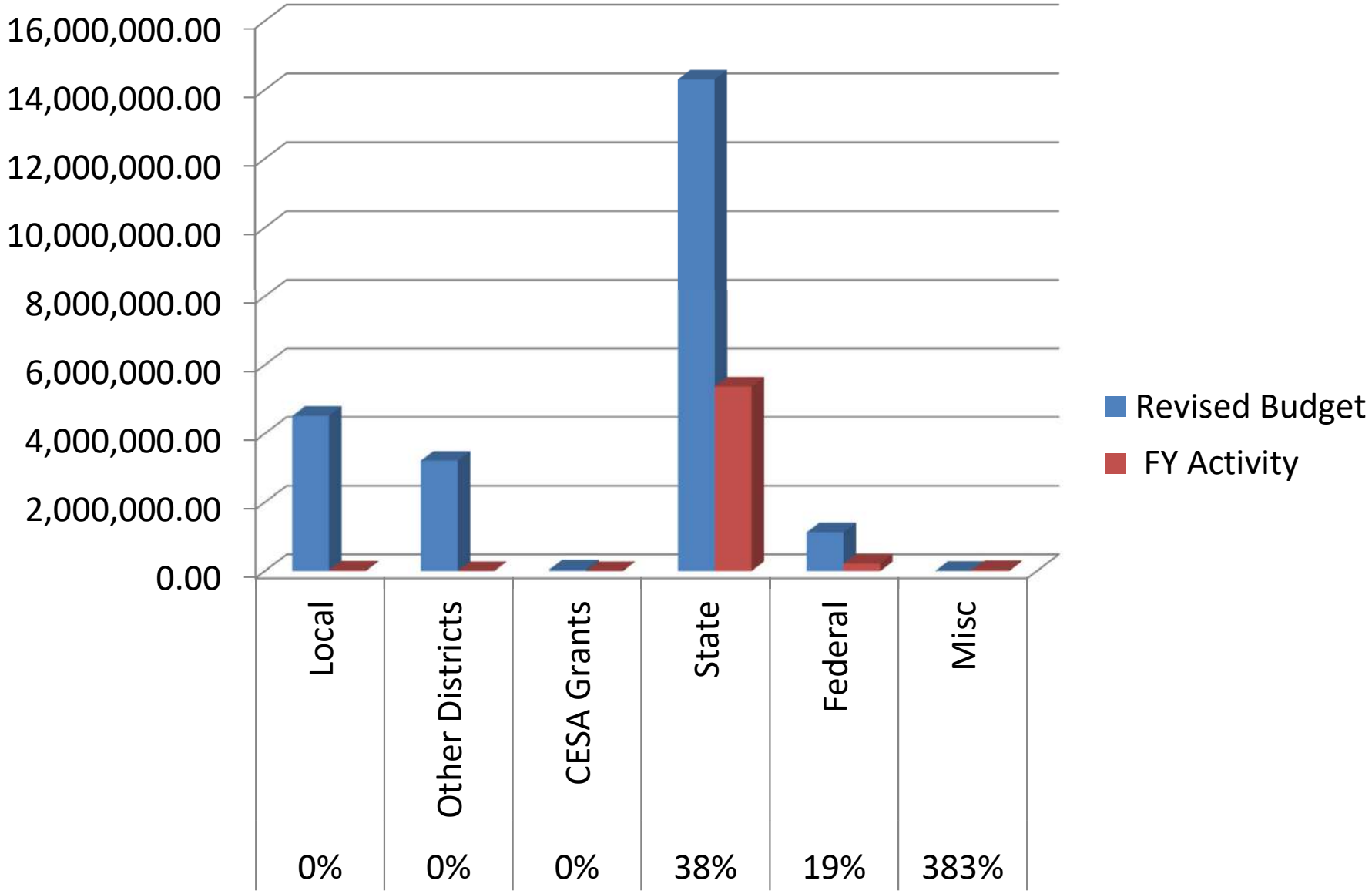
Number of Accounts: 102

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

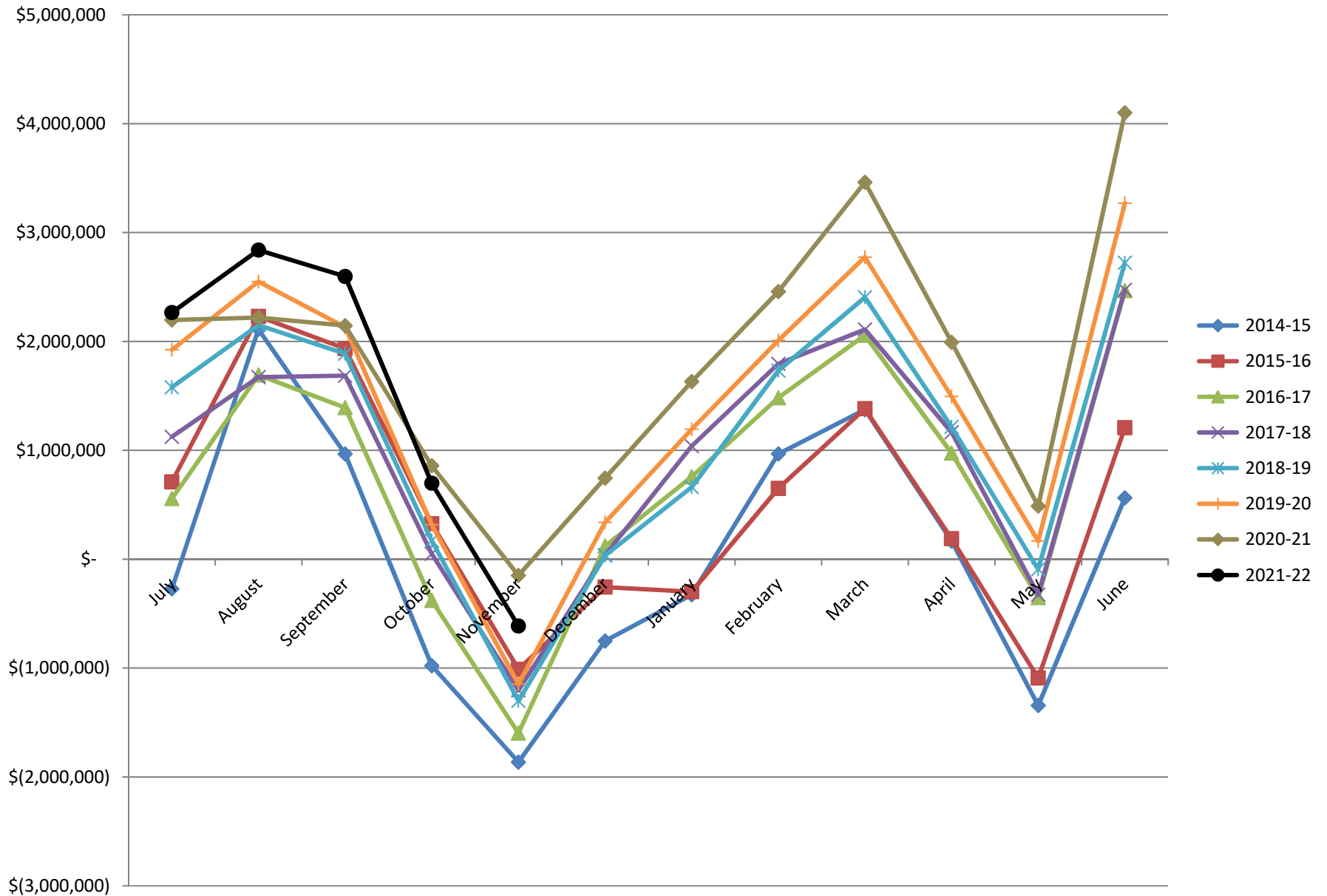
# Board Approved Expenditures vs. Budget



# Board Approved Revenues vs. Budget



## Cash Position Less Borrowing 2014-15 to 2021-22 - General Fund





December 15, 2021 Board Update – Michael Markgren, Business Manager

Expenditures:

- Salaries and Benefits are running right about where they should be for this time of year.
- All other expenses are normal for this time of year.

Revenues:

- We had our regular December State General Aid payment come in.
- We received some Federal Grant monies from claims that we filed.

Cash Position:

- This is one of the two times a year that we typically need to draw from our Line-of-Credit. We had \$967,000 outstanding at the end of November.
- We continue to be in a strong financial position, but fell behind November of last year.

# SCHOOL DISTRICT OF ALTOONA

## *Bank Balances*

*November 2021*

### **GENERAL ACCOUNTS (FUNDS 10, 21, 23, 27, 38, 50, and 80)**

#### CCF

Beginning balance	\$	(377,876.17)
Receipts	\$	27,360.39
Disbursements	\$	(1,996,114.34)
Transfers in	\$	1,200,000.00
Transfers out	\$	-
Line-of-Credit in	\$	900,000.00
Line-of-Credit out	\$	-
Ending Balance	\$	<u>(246,630.12)</u>

#### American Depository Management Company

Beginning balance	\$	1,142,430.76
Receipts	\$	658,062.33
Transfers in	\$	-
Transfers out	\$	(1,200,000.00)
Interest	\$	91.36
Ending Balance	\$	<u>600,584.45</u>

<b>GENERAL ACCOUNTS TOTAL</b>	<b>\$</b>	<b><u><u>353,954.33</u></u></b>
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# SCHOOL DISTRICT OF ALTOONA

## *Bank Balances*

*November 2021*

### **DEBT SERVICE FUND 39**

#### ADM

Beginning balance	\$	6.09
Receipts	\$	-
Disbursements	\$	-
Interest	\$	-
Ending Balance	\$	<u>6.09</u>

### **CAPITAL IMPROVEMENT FUND 46**

#### ADM

Beginning balance	\$	2,000.00
Receipts	\$	-
Interest	\$	-
Ending Balance	\$	<u>2,000.00</u>

### **CONSTRUCTION FUND 49**

#### CCF

Beginning balance	\$	5,055.94
Receipts	\$	-
Disbursements	\$	(737.00)
Interest	\$	0.39
Ending Balance	\$	<u>4,319.33</u>

### **EMPLOYEE BENEFIT TRUST FUND 73**

#### Mid America

Beginning balance	\$	1,247,329.07
Receipts	\$	-
Disbursements	\$	-
Gain or Loss	\$	-
Ending Balance	\$	<u>1,247,329.07</u>

CHECK	CHECK ACCOUNT						INVOICE		
DATE	NUMBER	NUMBER					VENDOR	DESCRIPTION	AMOUNT
11/10/2021	136848	27 E 700 943 158000					UW-EAU CLAIRE	Eye to Eye Partnership agreement 2021-2022	-1,000.00
								Totals for 136848	-1,000.00
11/11/2021	137067	27 E 700 370 436000					CLINICARE CORP/EC ACADEMY DIV	2021 SPEC ED- CL	2,397.04
								Totals for 137067	2,397.04
11/11/2021	137068	10 E 800 417 120000					CONTRACT PAPER GROUP, INC.	8 1/2 x 11 Multipurpose bulk paper. NOTE: increase of 6 dollars per unit from last year. Expect delivery delays	6,020.00
								Totals for 137068	6,020.00
11/11/2021	137069	80 E 200 187 392205					GRASER, KILLIAN	EVENT- BASKETBALL	10.00
								Totals for 137069	10.00
11/11/2021	137070	10 E 100 310 219000					HMONG MUTUAL ASSISTANCE ASSOCI	Hmong interpretation/registration	278.03
								Totals for 137070	278.03
11/11/2021	137071	10 E 800 353 258500					L & M MAIL SERVICE, INC.	OCT 2021-BLANKET PO FOR MAIL SERVICE FOR 2021-22 SCHOOL YEAR	1,810.55
								Totals for 137071	1,810.55
11/11/2021	137072	10 E 800 482 295000					MJP TECH	RAM Upgrade for IT Academy Lab. Price did go up and we need more RAM than anticipated due to there being 2x4GB sticks in some computers instead of a single 8GB stick.	760.00
								Totals for 137072	760.00
11/11/2021	137073	21 E 800 411 299000					CASH	AHS Peru Trip-EC Marathon Fundraising Donation	400.00
								Totals for 137073	400.00
11/12/2021	137074	27 E 700 411 158000					CASH	97.89--Petty cash in \$100 intervals for ID room 2-\$20, 3-\$10 6-\$5	97.89
								Totals for 137074	97.89
11/17/2021	137075	10 E 800 310 232100					ALTOONA FOOD SERVICE	COFFEE AND COOKIES- HEIDI	24.00
	137075	10 E 800 310 232100					ALTOONA FOOD SERVICE	NEW STAFF ORIENTATION-08-16 & 8-19	515.50
	137075	10 E 800 310 232100					ALTOONA FOOD SERVICE	ALL STAFF BREAKFAST-	1,380.00
								Totals for 137075	1,919.50
11/17/2021	137076	10 E 400 310 162105					BJORKLAND, LUKE	11-12-21- OFFICIATE GIRLS BASKETBALL	150.00
								Totals for 137076	150.00
11/17/2021	137077	27 E 700 382 436000					CLINICARE CORP/EC ACADEMY DIV	Eau Claire Academy (Student)	2,508.00
								Totals for 137077	2,508.00

CHECK	CHECK ACCOUNT				INVOICE		
DATE	NUMBER	NUMBER	VENDOR		DESCRIPTION	AMOUNT	
11/17/2021	137078	10 E 400 942 162105	SCHOOL DISTRICT OF COLFAX		GBB Team Entry Fee - Please change Account 2021 Western Wisconsin Girls Basketball Classic Altoona Team Entry Fee	100.00	
					Totals for 137078	100.00	
11/17/2021	137079	21 E 800 411 299000	DECA INC.		DECA Membership	288.00	
					Totals for 137079	288.00	
11/17/2021	137080	27 E 700 943 158000	EYE TO EYE, INC.		EYE TO EYE- UW EAU CLAIRE	1,000.00	
					Totals for 137080	1,000.00	
11/17/2021	137081	10 E 800 470 120000	HOUGHTON MIFFLIN HARCOURT		Transition to Algebra Replacement Materials	708.42	
					Totals for 137081	708.42	
11/17/2021	137082	10 E 100 310 219000	NANCY BOESE SIGN LANGUAGE		American Sign language for Thao family	110.00	
					Totals for 137082	110.00	
11/17/2021	137083	10 E 800 411 295000	NETTEL		HANWHA SECURITY CAMERA DOME COVER	205.00	
	137083	10 E 800 411 295000	NETTEL		5MP LENS FOR MULTISENSOR CAMERA	140.63	
					Totals for 137083	345.63	
11/17/2021	137084	10 E 100 412 110000	WILSON LANGUAGE TRAINING		FUNDATIONS TEACHER KITS	1,540.40	
					Totals for 137084	1,540.40	
11/23/2021	137085	10 L 000 000 811670	AMERIPRISE FINANCIAL SERVICES		403(B)S	225.00	
					Totals for 137085	225.00	
11/23/2021	137086	10 L 000 000 811680	WI SCTF		CHILD SUPPORT	54.00	
	137086	27 L 000 000 811680	WI SCTF		CHILD SUPPORT	150.00	
					Totals for 137086	204.00	
11/23/2021	137087	27 E 700 411 158000	EXPANDING EXPRESSION, LLC		Expanding Expression Tool Kit	273.90	
					Totals for 137087	273.90	
11/23/2021	137088	10 E 400 949 162121	FALL CREEK HIGH SCHOOL		2021 CC and VB Entry Fees	200.00	
	137088	10 E 400 949 162308	FALL CREEK HIGH SCHOOL		2021 CC and VB Entry Fees	50.00	
					Totals for 137088	250.00	
11/23/2021	137089	10 E 400 943 125400	LUTHER COLLEGE		Luther College Dorian Vocal Music Festival fees.	150.00	
					Totals for 137089	150.00	
11/23/2021	137090	10 E 100 411 110000	PINK SERENITY MASSAGE		AES Staff Massages for Staff Recognition	370.00	
					Totals for 137090	370.00	
11/23/2021	137091	10 E 800 324 254300	STALKER SPORTS FLOORS		CLEAN WOOD FLOORING-HS-UMS-LMS	1,875.00	
					Totals for 137091	1,875.00	

CHECK	CHECK ACCOUNT						INVOICE	
DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
11/23/2021	137092	10 E 400 942 162118	WAUSAU WEST HIGH SCHOOL				Wausau West Girls Tennis	65.00
							Invite on 08/16/2021 Entry Fee	
							Totals for 137092	65.00
11/23/2021	137093	10 E 800 327 255110	WEBSTER FENCING, LLC				FINAL-Elementary School Playground fence	13,263.00
							Totals for 137093	13,263.00
11/23/2021	137094	10 E 100 412 110000	WILSON LANGUAGE TRAINING				FUNDATIONS TEACHER KITS	645.95
							Totals for 137094	645.95
12/02/2021	137095	21 E 800 411 299000	ALLEGRA MARKETING				Signage for the Lunchroom	403.00
							Totals for 137095	403.00
12/02/2021	137096	10 E 400 187 162105	ANDERSON, TYLER				11-18-21-OFFICIATE-G BB	95.00
							Totals for 137096	95.00
12/02/2021	137097	10 E 400 187 162105	ARBS, BECKY				11-18-2021 EVENT- GIRLS BB	40.00
	137097	10 E 400 187 162105	ARBS, BECKY				11-23-21-EVENT-GIRLS BASKETBALL	40.00
							Totals for 137097	80.00
12/02/2021	137098	80 E 200 310 392205	AUSMAN, PAUL				11-18-21-OFFICIATE-BOYS BB	135.00
							Totals for 137098	135.00
12/02/2021	137099	10 E 400 411 162216	AWARDS & MORE				Boys Soccer End of Season Awards	303.29
							Totals for 137099	303.29
12/02/2021	137100	10 E 400 310 162205	BARR, JOHN				11-22-21-OFFICIATE-BOYS BB	100.00
							Totals for 137100	100.00
12/02/2021	137101	10 E 400 187 162105	BRESINA, CANDACE				11-18-21-EVENT-GIRLS BB	40.00
	137101	10 E 400 187 162105	BRESINA, CANDACE				11-23-21-EVENT-GIRLS BASKETBALL	40.00
							Totals for 137101	80.00
12/02/2021	137102	27 E 700 411 158000	CASH				Petty cash so students can practice their money skills.	300.00
							Totals for 137102	300.00
12/02/2021	137103	10 E 800 310 231700	CLIFTON, LARSON, ALLEN, LLP				INTERIM BILLING-AUDIT OF FINANCIALS	2,625.00
							Totals for 137103	2,625.00
12/02/2021	137104	10 E 800 411 295000	DELL MARKETING L.P.				CHROMEBOOK-Blanket PO for 21-22 Misc Purchases	234.00
							Totals for 137104	234.00
12/02/2021	137105	10 E 100 310 219000	HMONG MUTUAL ASSISTANCE ASSOCI				Hmong Translations/Interpretations	109.91
							Totals for 137105	109.91
12/02/2021	137106	10 E 800 440 253300	HUBERT COMPANY				BOWL	468.29
							Totals for 137106	468.29

CHECK	CHECK	ACCOUNT				INVOICE		
DATE	NUMBER	NUMBER				VENDOR	DESCRIPTION	AMOUNT
12/02/2021	137107	10 E 400 310 162205	KALDUNSKI, KOLE			11-22-21-OFFICIATE-BOYS BB	75.00	
	137107	80 E 200 310 392205	KALDUNSKI, KOLE			11-16-21-OFFICIATE- BOYS BB	135.00	
						Totals for 137107	210.00	
12/02/2021	137108	10 E 400 310 125400	LIES, JUDY			Accompanist fee for HS Choir concert on November 8th.	200.00	
						Totals for 137108	200.00	
12/02/2021	137109	80 E 200 310 392205	LORENTZEN, ROBERT			11-18-21-OFFICIATE-BOYS BB	135.00	
						Totals for 137109	135.00	
12/02/2021	137110	80 E 200 187 392205	MCENERY, MIKAYLA			11-16-21-EVENT-BOYS BASKETBALL	90.00	
						Totals for 137110	90.00	
12/02/2021	137111	10 E 400 949 162120	MENOMONIE DANCE TEAM			Menomonie Dance Team Invite Entry Fee	80.00	
						Totals for 137111	80.00	
12/02/2021	137112	10 E 400 310 162205	MEYER, TAYLOR			11-22-21-OFFICIATE-BOYS BB	100.00	
						Totals for 137112	100.00	
12/02/2021	137113	10 E 400 310 162205	MUELLER, JOSH			11-22-21-OFFICIATE-BOYS BB	100.00	
						Totals for 137113	100.00	
12/02/2021	137114	10 E 400 949 162120	PRESCOTT SCHOOL DISTRICT			Dance Competition Entry Fee - Prescott	80.00	
						Totals for 137114	80.00	
12/02/2021	137115	10 E 400 310 162205	TRAUTSCH, BRETT			11-22-21-OFFICIATE-BOYS BB	100.00	
						Totals for 137115	100.00	
12/02/2021	137116	10 E 800 470 120000	WILSON LANGUAGE TRAINING			K-2 ELA CPR Adoption of Foundations to include kits for eight sections at each grade level and materials for 160 students at each grade level. Note: Shipping should be to Altoona Elementary School 157 Bartlett Ave.	34,143.87	
						Totals for 137116	34,143.87	
12/02/2021	137117	10 E 400 310 162105	YOLITZ, CLARK			11-23-21-OFFICIATE-GIRLS BB	95.00	
						Totals for 137117	95.00	
12/07/2021	137118	10 L 000 000 811670	AMERIPRISE FINANCIAL SERVICES			403(B)S	225.00	
						Totals for 137118	225.00	
12/07/2021	137119	10 L 000 000 811680	WI SCTF			CHILD SUPPORT	54.00	
	137119	27 L 000 000 811680	WI SCTF			CHILD SUPPORT	150.00	
						Totals for 137119	204.00	
12/07/2021	137120	10 E 800 310 232100	ALTOONA FOOD SERVICE			SUBSTITUTE TEACHER LUNCHES	176.00	
	137120	10 E 800 310 232100	ALTOONA FOOD SERVICE			LUNCHES FOR MEETING	117.00	
	137120	21 E 800 411 299000	ALTOONA FOOD SERVICE			Cross Country Team - Taher	57.00	

CHECK	CHECK ACCOUNT		INVOICE		AMOUNT
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	
				Milk Purchase	
				Totals for 137120	350.00
12/07/2021	137121	10 E 800 417 120000	CONTRACT PAPER GROUP, INC.	8 1/2 x 11 Multipurpose bulk paper. NOTE: increase of 6 dollars per unit from last year. Expect delivery delays	6,020.00
				Totals for 137121	6,020.00
12/07/2021	137122	10 E 800 310 221400	SOLUTION TREE	November 22, 2021 Inservice. PLC Associate Dennis King. Assessment focus.	5,200.00
				Totals for 137122	5,200.00
12/08/2021	137124	10 E 400 187 162205	ARBS, BECKY	11-30-21-EVENT-BOYS BB	40.00
				Totals for 137124	40.00
12/08/2021	137125	10 E 400 187 162105	BRESINA, TOM	12-2-21-EVENT-GIRLS BB	40.00
				Totals for 137125	40.00
12/08/2021	137126	10 E 400 310 162223	DUPREE, FORREST	12-4-21-OFFICIATE-BOYS HOCKEY	90.00
				Totals for 137126	90.00
12/08/2021	137127	10 E 400 310 162223	DUPREE, JAY	12-4-21-OFFICIATE-BOYS HOCKEY	100.00
				Totals for 137127	100.00
12/08/2021	137128	10 E 400 310 162105	GANSCHOW, ZACH	12-2-21-OFFICIATE-GIRLS BB	95.00
				Totals for 137128	95.00
12/08/2021	137129	10 E 400 310 162205	KOHLHEPP, TREVOR	11-30-21-OFFICIATE BOYS BB	60.00
				Totals for 137129	60.00
12/08/2021	137130	80 E 200 187 392205	MILLER, JEREMY	11-30-21-EVENT-MS BOYS BB	45.00
				Totals for 137130	45.00
12/08/2021	137131	80 E 200 187 392205	ROTH, BEN	11-30-21-EVENT-BOYS MS BB	30.00
				Totals for 137131	30.00
12/08/2021	137132	80 E 200 310 392205	RYSKOSKI, ASPEN	11-30-21-OFFICIATE-MS BOYS BB	135.00
				Totals for 137132	135.00
12/08/2021	137133	80 E 200 187 392205	SCHEIDLER, AARON	11-30-21-BOYS MS BB	30.00
				Totals for 137133	30.00
12/08/2021	137134	80 E 200 187 392205	WIRTH, AUSTIN	11-30-21-EVENT-BOYS MS BB	30.00
				Totals for 137134	30.00
11/05/2021	202101873	10 L 000 000 811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION	49.32
	202101873	27 L 000 000 811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION	24.66
	202101873	10 L 000 000 811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTIONS	61.68
	202101873	27 L 000 000 811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTIONS	17.99
	202101873	10 L 000 000 811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION	85.89
	202101873	27 L 000 000 811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION	32.47
	202101873	80 L 000 000 811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION	0.89
	202101873	10 L 000 000 811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION	133.14
	202101873	27 L 000 000 811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION	68.25



CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE	
	NUMBER	NUMBER		DESCRIPTION	AMOUNT
				Totals for 202101873	474.29
11/12/2021	202101880	10 E 800 444 120000	CREDIT CARD	Credit Card Payment AP Invoice.	435.07
	202101880	10 E 150 411 241000	CREDIT CARD	Credit Card Payment AP Invoice.	435.07
				Totals for 202101880	870.14
11/12/2021	202101881	10 E 150 411 241000	CREDIT CARD	Credit Card Payment AP Invoice.	89.64
				Totals for 202101881	89.64
11/12/2021	202101882	10 E 150 411 241000	CREDIT CARD	Credit Card Payment AP Invoice.	26.99
				Totals for 202101882	26.99
11/12/2021	202101883	10 E 150 411 241000	CREDIT CARD	Credit Card Payment AP Invoice.	176.27
				Totals for 202101883	176.27
11/12/2021	202101884	10 E 150 342 241000	CREDIT CARD	Credit Card Payment AP Invoice.	94.90
				Totals for 202101884	94.90
11/12/2021	202101885	10 E 150 411 241000	CREDIT CARD	Credit Card Payment AP Invoice.	37.96
				Totals for 202101885	37.96
11/12/2021	202101886	10 E 800 310 252000	CREDIT CARD	Credit Card Payment AP Invoice.	999.00
				Totals for 202101886	999.00
11/12/2021	202101887	10 E 800 411 295000	CREDIT CARD	Credit Card Payment AP Invoice.	29.00
				Totals for 202101887	29.00
11/12/2021	202101888	10 E 800 482 295000	CREDIT CARD	Credit Card Payment AP Invoice.	313.92
				Totals for 202101888	313.92
11/12/2021	202101889	10 E 800 411 295000	CREDIT CARD	Credit Card Payment AP Invoice.	457.98
				Totals for 202101889	457.98
11/12/2021	202101890	10 E 800 360 295000	CREDIT CARD	Credit Card Payment AP Invoice.	357.20
				Totals for 202101890	357.20
11/12/2021	202101891	10 E 800 360 295000	CREDIT CARD	Credit Card Payment AP Invoice.	360.00
				Totals for 202101891	360.00
11/12/2021	202101892	10 E 800 482 295000	CREDIT CARD	Credit Card Payment AP Invoice.	-23.08
	202101892	10 E 800 432 222200	CREDIT CARD	Credit Card Payment AP Invoice.	-7.45

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	NUMBER	NUMBER		DESCRIPTION	AMOUNT
11/12/2021	202101892	61 L 000 000 814483	CREDIT CARD	Credit Card Payment AP Invoice.	55.03
	202101892	10 E 400 310 162400	CREDIT CARD	Credit Card Payment AP Invoice.	1,624.04
	202101892	10 E 400 310 162400	CREDIT CARD	Credit Card Payment AP Invoice.	-1,633.95
	202101892	10 E 400 310 162400	CREDIT CARD	Credit Card Payment AP Invoice.	-503.61
	202101892	10 E 150 411 110450	CREDIT CARD	Credit Card Payment AP Invoice.	39.80
	202101892	10 E 150 411 136320	CREDIT CARD	Credit Card Payment AP Invoice.	172.67
	202101892	10 E 400 411 141000	CREDIT CARD	Credit Card Payment AP Invoice.	220.28
	202101892	10 E 200 411 122000	CREDIT CARD	Credit Card Payment AP Invoice.	59.88
	202101892	10 E 800 411 232100	CREDIT CARD	Credit Card Payment AP Invoice.	55.00
	202101892	10 E 800 411 232100	CREDIT CARD	Credit Card Payment AP Invoice.	290.10
	202101892	10 E 800 411 232100	CREDIT CARD	Credit Card Payment AP Invoice.	6.22
	202101892	10 E 800 411 232100	CREDIT CARD	Credit Card Payment AP Invoice.	6.22
	202101892	10 E 800 411 232100	CREDIT CARD	Credit Card Payment AP Invoice.	42.50
	202101892	10 E 800 411 232100	CREDIT CARD	Credit Card Payment AP Invoice.	92.82
	202101892	10 E 800 411 232100	CREDIT CARD	Credit Card Payment AP Invoice.	105.37
	202101892	10 E 800 411 232100	CREDIT CARD	Credit Card Payment AP Invoice.	96.26
	202101892	10 E 800 411 232100	CREDIT CARD	Credit Card Payment AP Invoice.	100.06
				Totals for 202101892	798.16
11/12/2021	202101893	10 E 800 411 295000	CREDIT CARD	Credit Card Payment AP Invoice.	23.08
				Totals for 202101893	23.08
11/12/2021	202101894	10 E 800 482 295000	CREDIT CARD	Credit Card Payment AP Invoice.	249.99
				Totals for 202101894	249.99
11/12/2021	202101895	27 E 700 411 158000	DELL MARKETING L.P.	Credit Card Payment AP Invoice.	32.07
				Totals for 202101895	32.07
11/12/2021	202101896	10 E 200 411 125510	CREDIT CARD	Credit Card Payment AP Invoice.	249.00
				Totals for 202101896	249.00
11/12/2021	202101897	10 E 800 411 295000	CREDIT CARD	Credit Card Payment AP Invoice.	12.45
				Totals for 202101897	12.45

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11/12/2021	202101898	10 E 800 411 295000	CREDIT CARD			Credit Card Payment AP Invoice.	23.08
						Totals for 202101898	23.08
11/12/2021	202101899	10 E 800 360 295000	CREDIT CARD			Credit Card Payment AP Invoice.	104.13
						Totals for 202101899	104.13
11/12/2021	202101900	10 E 800 482 295000	CREDIT CARD			Credit Card Payment AP Invoice.	359.60
						Totals for 202101900	359.60
11/12/2021	202101901	10 E 800 411 295000	CREDIT CARD			Credit Card Payment AP Invoice.	30.00
						Totals for 202101901	30.00
11/12/2021	202101902	10 E 800 411 295000	CREDIT CARD			Credit Card Payment AP Invoice.	95.00
						Totals for 202101902	95.00
11/12/2021	202101903	10 E 800 411 295000	CREDIT CARD			Credit Card Payment AP Invoice.	51.70
						Totals for 202101903	51.70
11/12/2021	202101904	10 E 800 411 295000	CREDIT CARD			Credit Card Payment AP Invoice.	180.41
						Totals for 202101904	180.41
11/12/2021	202101905	10 E 800 411 295000	CREDIT CARD			Credit Card Payment AP Invoice.	979.98
						Totals for 202101905	979.98
11/12/2021	202101906	10 E 800 411 295000	CREDIT CARD			Credit Card Payment AP Invoice.	253.16
						Totals for 202101906	253.16
11/12/2021	202101907	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	255.67
						Totals for 202101907	255.67
11/12/2021	202101908	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	346.91
						Totals for 202101908	346.91
11/12/2021	202101909	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	83.07
						Totals for 202101909	83.07
11/12/2021	202101910	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	308.30
						Totals for 202101910	308.30
11/12/2021	202101911	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	52.45
						Totals for 202101911	52.45

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202101912	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	33.96
						Totals for 202101912	33.96
11/12/2021	202101913	10 E 800 481 295000	CREDIT CARD			Credit Card Payment AP Invoice.	60.09
						Totals for 202101913	60.09
11/12/2021	202101914	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	14.99
						Totals for 202101914	14.99
11/12/2021	202101915	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	81.24
						Totals for 202101915	81.24
11/12/2021	202101916	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	105.43
						Totals for 202101916	105.43
11/12/2021	202101917	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	135.28
						Totals for 202101917	135.28
11/12/2021	202101918	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	181.22
						Totals for 202101918	181.22
11/12/2021	202101919	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	158.64
						Totals for 202101919	158.64
11/12/2021	202101920	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	127.40
						Totals for 202101920	127.40
11/12/2021	202101921	10 E 200 411 222200	CREDIT CARD			Credit Card Payment AP Invoice.	12.00
						Totals for 202101921	12.00
11/12/2021	202101922	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	230.67
						Totals for 202101922	230.67
11/12/2021	202101923	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	788.22
						Totals for 202101923	788.22
11/12/2021	202101924	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	15.99
						Totals for 202101924	15.99
11/12/2021	202101925	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	12.99
						Totals for 202101925	12.99

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11/12/2021	202101926	10 E 400 411 222200	CREDIT CARD			Credit Card Payment AP Invoice.	26.85
						Totals for 202101926	26.85
11/12/2021	202101927	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	113.20
						Totals for 202101927	113.20
11/12/2021	202101928	10 E 200 411 136100	CREDIT CARD			Credit Card Payment AP Invoice.	84.79
						Totals for 202101928	84.79
11/12/2021	202101929	10 E 400 411 161338	CREDIT CARD			Credit Card Payment AP Invoice.	105.49
						Totals for 202101929	105.49
11/12/2021	202101930	21 E 800 411 299000	CREDIT CARD			Credit Card Payment AP Invoice.	199.00
						Totals for 202101930	199.00
11/12/2021	202101931	21 E 800 411 299000	CREDIT CARD			Credit Card Payment AP Invoice.	40.08
						Totals for 202101931	40.08
11/12/2021	202101932	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	20.05
						Totals for 202101932	20.05
11/12/2021	202101933	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	73.69
						Totals for 202101933	73.69
11/12/2021	202101934	10 E 200 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	4.50
						Totals for 202101934	4.50
11/12/2021	202101935	10 E 200 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	4.31
						Totals for 202101935	4.31
11/12/2021	202101936	10 E 200 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	27.77
						Totals for 202101936	27.77
11/12/2021	202101937	10 E 200 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	62.10
						Totals for 202101937	62.10
11/12/2021	202101938	10 E 200 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	5.96
						Totals for 202101938	5.96
11/12/2021	202101939	10 E 200 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	31.78
						Totals for 202101939	31.78

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11/12/2021	202101940	10 E 400 411 162105	CREDIT CARD			Credit Card Payment AP Invoice.	164.71
						Totals for 202101940	164.71
11/12/2021	202101941	10 E 400 310 162121	CREDIT CARD			Credit Card Payment AP Invoice.	35.90
						Totals for 202101941	35.90
11/12/2021	202101942	10 E 400 310 162121	CREDIT CARD			Credit Card Payment AP Invoice.	55.75
						Totals for 202101942	55.75
11/12/2021	202101943	10 E 400 411 162105	CREDIT CARD			Credit Card Payment AP Invoice.	49.90
						Totals for 202101943	49.90
11/12/2021	202101944	10 E 400 310 162210	CREDIT CARD			Credit Card Payment AP Invoice.	21.24
						Totals for 202101944	21.24
11/12/2021	202101945	10 E 400 411 223100	CREDIT CARD			Credit Card Payment AP Invoice.	115.28
						Totals for 202101945	115.28
11/12/2021	202101946	10 E 400 411 223100	CREDIT CARD			Credit Card Payment AP Invoice.	318.62
						Totals for 202101946	318.62
11/12/2021	202101947	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	102.70
						Totals for 202101947	102.70
11/12/2021	202101948	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	103.53
						Totals for 202101948	103.53
11/12/2021	202101949	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	131.00
						Totals for 202101949	131.00
11/12/2021	202101950	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	67.08
						Totals for 202101950	67.08
11/12/2021	202101951	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	10.00
						Totals for 202101951	10.00
11/12/2021	202101952	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	131.00
						Totals for 202101952	131.00
11/12/2021	202101953	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	131.00
						Totals for 202101953	131.00

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11/12/2021	202101954	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	131.00
						Totals for 202101954	131.00
11/12/2021	202101955	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	10.00
						Totals for 202101955	10.00
11/12/2021	202101956	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	131.00
						Totals for 202101956	131.00
11/12/2021	202101957	10 E 400 411 162118	CREDIT CARD			Credit Card Payment AP Invoice.	57.16
						Totals for 202101957	57.16
11/12/2021	202101958	10 E 400 310 162121	CREDIT CARD			Credit Card Payment AP Invoice.	108.54
						Totals for 202101958	108.54
11/12/2021	202101959	10 E 400 310 162121	CREDIT CARD			Credit Card Payment AP Invoice.	53.25
						Totals for 202101959	53.25
11/12/2021	202101960	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	78.58
						Totals for 202101960	78.58
11/12/2021	202101961	10 E 400 310 162400	CREDIT CARD			Credit Card Payment AP Invoice.	-1,637.15
						Totals for 202101961	-1,637.15
11/12/2021	202101962	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	30.00
						Totals for 202101962	30.00
11/12/2021	202101963	10 R 800 271 500000	CREDIT CARD			Credit Card Payment AP Invoice.	92.92
						Totals for 202101963	92.92
11/12/2021	202101964	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	109.22
						Totals for 202101964	109.22
11/12/2021	202101965	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	229.99
						Totals for 202101965	229.99
11/12/2021	202101966	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	32.98
						Totals for 202101966	32.98
11/12/2021	202101967	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	528.38
						Totals for 202101967	528.38

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11/12/2021	202101968	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	22.47
						Totals for 202101968	22.47
11/12/2021	202101969	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	74.18
						Totals for 202101969	74.18
11/12/2021	202101970	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	785.28
						Totals for 202101970	785.28
11/12/2021	202101971	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	341.86
						Totals for 202101971	341.86
11/12/2021	202101972	10 E 200 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	69.65
						Totals for 202101972	69.65
11/12/2021	202101973	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	19.35
						Totals for 202101973	19.35
11/12/2021	202101974	10 E 200 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	47.86
						Totals for 202101974	47.86
11/12/2021	202101975	10 E 200 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	69.99
						Totals for 202101975	69.99
11/12/2021	202101976	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	76.16
						Totals for 202101976	76.16
11/12/2021	202101977	10 E 200 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	104.50
						Totals for 202101977	104.50
11/12/2021	202101978	10 E 200 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	154.34
						Totals for 202101978	154.34
11/12/2021	202101979	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	776.97
						Totals for 202101979	776.97
11/12/2021	202101980	10 E 200 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	100.64
						Totals for 202101980	100.64
11/12/2021	202101981	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	158.88
						Totals for 202101981	158.88



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11/12/2021	202101982	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	61.80
							Totals for 202101982	61.80
11/12/2021	202101983	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	50.25
							Totals for 202101983	50.25
11/12/2021	202101984	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	55.94
							Totals for 202101984	55.94
11/12/2021	202101985	80 E 200 411 392210	CREDIT CARD				Credit Card Payment AP Invoice.	49.95
							Totals for 202101985	49.95
11/12/2021	202101986	80 E 200 411 392210	CREDIT CARD				Credit Card Payment AP Invoice.	35.94
							Totals for 202101986	35.94
11/12/2021	202101987	10 E 400 440 223100	CREDIT CARD				Credit Card Payment AP Invoice.	15.81
							Totals for 202101987	15.81
11/12/2021	202101988	10 E 800 411 252000	CREDIT CARD				Credit Card Payment AP Invoice.	252.67
							Totals for 202101988	252.67
11/12/2021	202101989	10 E 800 411 295000	CREDIT CARD				Credit Card Payment AP Invoice.	40.01
							Totals for 202101989	40.01
11/12/2021	202101990	10 E 800 342 221400	CREDIT CARD				Credit Card Payment AP Invoice.	82.00
							Totals for 202101990	82.00
11/12/2021	202101991	10 E 800 342 221400	CREDIT CARD				Credit Card Payment AP Invoice.	275.00
							Totals for 202101991	275.00
11/12/2021	202101992	10 E 800 358 295000	CREDIT CARD				Credit Card Payment AP Invoice.	69.98
							Totals for 202101992	69.98
11/12/2021	202101993	10 E 800 411 232100	CREDIT CARD				Credit Card Payment AP Invoice.	17.32
							Totals for 202101993	17.32
11/12/2021	202101994	50 E 800 324 257220	CREDIT CARD				Credit Card Payment AP Invoice.	190.00
							Totals for 202101994	190.00
11/12/2021	202101995	10 E 800 713 270000	CREDIT CARD				Credit Card Payment AP Invoice.	5,693.50
							Totals for 202101995	5,693.50

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202101996	10 E 800 411 295000	CREDIT CARD			Credit Card Payment AP Invoice.	801.12
						Totals for 202101996	801.12
11/12/2021	202101997	10 E 800 342 252000	CREDIT CARD			Credit Card Payment AP Invoice.	1.47
						Totals for 202101997	1.47
11/12/2021	202101998	10 E 800 342 252000	CREDIT CARD			Credit Card Payment AP Invoice.	124.00
						Totals for 202101998	124.00
11/12/2021	202101999	10 E 800 342 252000	CREDIT CARD			Credit Card Payment AP Invoice.	-124.00
						Totals for 202101999	-124.00
11/12/2021	202102000	10 E 800 324 254300	CREDIT CARD			Credit Card Payment AP Invoice.	2,045.13
						Totals for 202102000	2,045.13
11/12/2021	202102001	10 E 800 411 232100	CREDIT CARD			Credit Card Payment AP Invoice.	251.09
						Totals for 202102001	251.09
11/12/2021	202102002	10 E 800 411 232100	CREDIT CARD			Credit Card Payment AP Invoice.	-13.11
						Totals for 202102002	-13.11
11/12/2021	202102003	10 E 800 355 263300	CREDIT CARD			Credit Card Payment AP Invoice.	247.43
						Totals for 202102003	247.43
11/12/2021	202102004	10 E 800 355 263300	CREDIT CARD			Credit Card Payment AP Invoice.	137.25
						Totals for 202102004	137.25
11/12/2021	202102005	10 E 800 355 263300	CREDIT CARD			Credit Card Payment AP Invoice.	210.45
						Totals for 202102005	210.45
11/12/2021	202102006	10 E 150 411 110450	CREDIT CARD			Credit Card Payment AP Invoice.	-19.99
						Totals for 202102006	-19.99
11/12/2021	202102007	10 E 150 411 110450	CREDIT CARD			Credit Card Payment AP Invoice.	40.92
						Totals for 202102007	40.92
11/12/2021	202102008	10 E 200 411 125510	CREDIT CARD			Credit Card Payment AP Invoice.	53.34
	202102008	10 E 150 411 125400	CREDIT CARD			Credit Card Payment AP Invoice.	99.03
						Totals for 202102008	152.37
11/12/2021	202102009	10 E 200 411 125510	CREDIT CARD			Credit Card Payment AP Invoice.	14.67

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202102009	10 E 150 411 125400	CREDIT CARD			Credit Card Payment AP Invoice.	27.27
						Totals for 202102009	41.94
11/12/2021	202102010	10 E 200 411 125510	CREDIT CARD			Credit Card Payment AP Invoice.	13.26
	202102010	10 E 150 411 125400	CREDIT CARD			Credit Card Payment AP Invoice.	24.62
						Totals for 202102010	37.88
11/12/2021	202102011	10 E 150 411 110450	CREDIT CARD			Credit Card Payment AP Invoice.	50.97
						Totals for 202102011	50.97
11/12/2021	202102012	10 E 150 411 110450	CREDIT CARD			Credit Card Payment AP Invoice.	8.36
						Totals for 202102012	8.36
11/12/2021	202102013	10 E 150 411 110450	CREDIT CARD			Credit Card Payment AP Invoice.	28.48
						Totals for 202102013	28.48
11/12/2021	202102014	10 E 150 411 110450	CREDIT CARD			Credit Card Payment AP Invoice.	42.26
						Totals for 202102014	42.26
11/12/2021	202102015	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	225.00
						Totals for 202102015	225.00
11/12/2021	202102016	10 E 200 411 213200	CREDIT CARD			Credit Card Payment AP Invoice.	141.19
						Totals for 202102016	141.19
11/12/2021	202102017	10 E 150 411 125400	CREDIT CARD			Credit Card Payment AP Invoice.	12.03
						Totals for 202102017	12.03
11/12/2021	202102018	10 E 200 411 126000	CREDIT CARD			Credit Card Payment AP Invoice.	19.96
						Totals for 202102018	19.96
11/12/2021	202102019	10 E 200 411 120600	CREDIT CARD			Credit Card Payment AP Invoice.	4.75
						Totals for 202102019	4.75
11/12/2021	202102020	10 E 200 411 120600	CREDIT CARD			Credit Card Payment AP Invoice.	4.75
						Totals for 202102020	4.75
11/12/2021	202102021	10 E 200 411 120600	CREDIT CARD			Credit Card Payment AP Invoice.	4.75
						Totals for 202102021	4.75
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						Totals for 202102022	4.75
11/12/2021	202102023	10 E 200 411 120600	CREDIT CARD			Credit Card Payment AP Invoice.	4.75
						Totals for 202102023	4.75
11/12/2021	202102024	10 E 200 411 126000	CREDIT CARD			Credit Card Payment AP Invoice.	10.16
						Totals for 202102024	10.16
11/12/2021	202102025	10 E 200 411 120600	CREDIT CARD			Credit Card Payment AP Invoice.	4.75
						Totals for 202102025	4.75
11/12/2021	202102026	10 E 200 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	169.58
						Totals for 202102026	169.58
11/12/2021	202102027	10 E 200 411 121000	CREDIT CARD			Credit Card Payment AP Invoice.	90.78
						Totals for 202102027	90.78
11/12/2021	202102028	10 E 800 470 120000	CREDIT CARD			Credit Card Payment AP Invoice.	-26.14
						Totals for 202102028	-26.14
11/12/2021	202102029	10 E 800 470 120000	CREDIT CARD			Credit Card Payment AP Invoice.	26.14
						Totals for 202102029	26.14
11/12/2021	202102030	10 E 800 470 120000	CREDIT CARD			Credit Card Payment AP Invoice.	109.70
						Totals for 202102030	109.70
11/12/2021	202102031	10 E 200 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	28.98
						Totals for 202102031	28.98
11/12/2021	202102032	10 E 800 470 120000	CREDIT CARD			Credit Card Payment AP Invoice.	74.41
						Totals for 202102032	74.41
11/12/2021	202102033	80 E 200 411 393124	CREDIT CARD			Credit Card Payment AP Invoice.	150.00
						Totals for 202102033	150.00
11/12/2021	202102034	10 E 800 470 120000	CREDIT CARD			Credit Card Payment AP Invoice.	14.20
						Totals for 202102034	14.20
11/12/2021	202102035	10 E 200 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	81.31
						Totals for 202102035	81.31
11/12/2021	202102036	10 E 200 411 213200	CREDIT CARD			Credit Card Payment AP Invoice.	69.99

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
						Totals for 202102036	69.99
11/12/2021	202102037	10 E 200 411 213200	CREDIT CARD			Credit Card Payment AP Invoice.	169.83
						Totals for 202102037	169.83
11/12/2021	202102038	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	21.84
						Totals for 202102038	21.84
11/12/2021	202102039	10 E 400 411 161322	CREDIT CARD			Credit Card Payment AP Invoice.	14.46
						Totals for 202102039	14.46
11/12/2021	202102040	10 E 400 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	115.54
						Totals for 202102040	115.54
11/12/2021	202102041	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	43.53
						Totals for 202102041	43.53
11/12/2021	202102042	10 E 400 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	170.00
						Totals for 202102042	170.00
11/12/2021	202102043	10 E 400 942 213200	CREDIT CARD			Credit Card Payment AP Invoice.	470.00
						Totals for 202102043	470.00
11/12/2021	202102044	10 E 400 942 213200	CREDIT CARD			Credit Card Payment AP Invoice.	280.00
						Totals for 202102044	280.00
11/12/2021	202102045	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	92.34
						Totals for 202102045	92.34
11/12/2021	202102046	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	93.56
						Totals for 202102046	93.56
11/12/2021	202102047	10 E 400 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	192.12
						Totals for 202102047	192.12
11/12/2021	202102048	10 E 800 470 120000	CREDIT CARD			Credit Card Payment AP Invoice.	11.58
						Totals for 202102048	11.58
11/12/2021	202102049	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	48.94
	202102049	10 E 800 411 254500	CREDIT CARD			Credit Card Payment AP Invoice.	31.97
						Totals for 202102049	80.91

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202102050	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	204.38
						Totals for 202102050	204.38
11/12/2021	202102051	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	187.88
						Totals for 202102051	187.88
11/12/2021	202102052	50 E 800 324 257220	CREDIT CARD			Credit Card Payment AP Invoice.	129.30
						Totals for 202102052	129.30
11/12/2021	202102053	10 E 800 324 254200	CREDIT CARD			Credit Card Payment AP Invoice.	100.00
						Totals for 202102053	100.00
11/12/2021	202102054	10 E 800 324 254200	CREDIT CARD			Credit Card Payment AP Invoice.	50.00
						Totals for 202102054	50.00
11/12/2021	202102055	10 E 800 411 254200	CREDIT CARD			Credit Card Payment AP Invoice.	55.99
						Totals for 202102055	55.99
11/12/2021	202102056	10 E 800 324 254300	CREDIT CARD			Credit Card Payment AP Invoice.	100.00
						Totals for 202102056	100.00
11/12/2021	202102057	10 E 800 324 254300	CREDIT CARD			Credit Card Payment AP Invoice.	2.00
						Totals for 202102057	2.00
11/12/2021	202102058	10 E 800 324 254500	CREDIT CARD			Credit Card Payment AP Invoice.	131.20
						Totals for 202102058	131.20
11/12/2021	202102059	10 E 800 324 254500	CREDIT CARD			Credit Card Payment AP Invoice.	987.32
						Totals for 202102059	987.32
11/12/2021	202102060	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	43.85
						Totals for 202102060	43.85
11/12/2021	202102061	10 E 800 324 254300	CREDIT CARD			Credit Card Payment AP Invoice.	1,203.00
						Totals for 202102061	1,203.00
11/12/2021	202102062	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	130.49
						Totals for 202102062	130.49
11/12/2021	202102063	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	16.46
						Totals for 202102063	16.46

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202102064	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	-1.00
						Totals for 202102064	-1.00
11/12/2021	202102065	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	1.00
						Totals for 202102065	1.00
11/12/2021	202102066	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	248.00
						Totals for 202102066	248.00
11/12/2021	202102067	10 E 400 342 241000	CREDIT CARD			Credit Card Payment AP Invoice.	22.00
						Totals for 202102067	22.00
11/12/2021	202102068	10 E 400 342 241000	CREDIT CARD			Credit Card Payment AP Invoice.	4.75
						Totals for 202102068	4.75
11/12/2021	202102069	10 E 400 342 241000	CREDIT CARD			Credit Card Payment AP Invoice.	10.74
						Totals for 202102069	10.74
11/12/2021	202102070	27 E 100 411 152000	CREDIT CARD			Credit Card Payment AP Invoice.	22.65
						Totals for 202102070	22.65
11/12/2021	202102071	27 E 100 411 152000	CREDIT CARD			Credit Card Payment AP Invoice.	50.06
						Totals for 202102071	50.06
11/12/2021	202102072	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	77.58
						Totals for 202102072	77.58
11/12/2021	202102073	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	19.95
						Totals for 202102073	19.95
11/12/2021	202102074	27 E 100 411 152000	CREDIT CARD			Credit Card Payment AP Invoice.	22.95
						Totals for 202102074	22.95
11/12/2021	202102075	27 E 700 411 218100	CREDIT CARD			Credit Card Payment AP Invoice.	50.40
						Totals for 202102075	50.40
11/12/2021	202102076	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	24.95
						Totals for 202102076	24.95
11/12/2021	202102077	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	216.00
						Totals for 202102077	216.00

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202102078	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	101.78
						Totals for 202102078	101.78
11/12/2021	202102079	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	97.00
						Totals for 202102079	97.00
11/12/2021	202102080	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	10.54
						Totals for 202102080	10.54
11/12/2021	202102081	27 E 700 411 218100	CREDIT CARD			Credit Card Payment AP Invoice.	54.99
						Totals for 202102081	54.99
11/12/2021	202102082	27 E 700 411 218100	CREDIT CARD			Credit Card Payment AP Invoice.	36.00
						Totals for 202102082	36.00
11/12/2021	202102083	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	36.00
						Totals for 202102083	36.00
11/12/2021	202102084	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	15.49
						Totals for 202102084	15.49
11/12/2021	202102085	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	74.03
						Totals for 202102085	74.03
11/12/2021	202102086	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	50.69
						Totals for 202102086	50.69
11/12/2021	202102087	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	99.89
						Totals for 202102087	99.89
11/12/2021	202102088	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	15.93
						Totals for 202102088	15.93
11/12/2021	202102089	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	126.37
						Totals for 202102089	126.37
11/12/2021	202102090	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	24.44
						Totals for 202102090	24.44
11/12/2021	202102091	10 E 100 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	63.92
						Totals for 202102091	63.92



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DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
11/12/2021	202102092	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	16.99
							Totals for 202102092	16.99
11/12/2021	202102093	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	330.36
							Totals for 202102093	330.36
11/12/2021	202102094	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	40.26
							Totals for 202102094	40.26
11/12/2021	202102095	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	43.99
							Totals for 202102095	43.99
11/12/2021	202102096	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	67.96
							Totals for 202102096	67.96
11/12/2021	202102097	27 E 700 411 218100	CREDIT CARD				Credit Card Payment AP Invoice.	108.09
							Totals for 202102097	108.09
11/12/2021	202102098	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	184.62
							Totals for 202102098	184.62
11/12/2021	202102099	27 E 100 411 152000	CREDIT CARD				Credit Card Payment AP Invoice.	211.57
							Totals for 202102099	211.57
11/12/2021	202102100	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	18.33
							Totals for 202102100	18.33
11/12/2021	202102101	27 E 100 411 152000	CREDIT CARD				Credit Card Payment AP Invoice.	26.94
							Totals for 202102101	26.94
11/12/2021	202102102	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	114.57
							Totals for 202102102	114.57
11/12/2021	202102103	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	84.53
							Totals for 202102103	84.53
11/12/2021	202102104	10 E 800 470 120000	CREDIT CARD				Credit Card Payment AP Invoice.	192.83
							Totals for 202102104	192.83
11/12/2021	202102105	27 E 100 411 152000	CREDIT CARD				Credit Card Payment AP Invoice.	15.94
							Totals for 202102105	15.94

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DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
11/12/2021	202102106	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	52.99
							Totals for 202102106	52.99
11/12/2021	202102107	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	153.98
							Totals for 202102107	153.98
11/12/2021	202102108	27 E 700 411 215200	CREDIT CARD				Credit Card Payment AP Invoice.	338.31
							Totals for 202102108	338.31
11/12/2021	202102109	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	40.89
							Totals for 202102109	40.89
11/12/2021	202102110	10 E 400 310 222200	CREDIT CARD				Credit Card Payment AP Invoice.	125.00
							Totals for 202102110	125.00
11/12/2021	202102111	10 E 800 411 295100	CREDIT CARD				Credit Card Payment AP Invoice.	340.00
							Totals for 202102111	340.00
11/12/2021	202102112	10 E 800 342 221400	CREDIT CARD				Credit Card Payment AP Invoice.	104.00
							Totals for 202102112	104.00
11/12/2021	202102113	10 E 800 342 221400	CREDIT CARD				Credit Card Payment AP Invoice.	208.00
							Totals for 202102113	208.00
11/12/2021	202102114	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	34.52
							Totals for 202102114	34.52
11/12/2021	202102115	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	6.78
							Totals for 202102115	6.78
11/12/2021	202102116	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	19.23
							Totals for 202102116	19.23
11/12/2021	202102117	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	170.80
							Totals for 202102117	170.80
11/12/2021	202102118	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	21.99
							Totals for 202102118	21.99
11/12/2021	202102119	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	12.39
							Totals for 202102119	12.39

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202102120	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	46.16
						Totals for 202102120	46.16
11/12/2021	202102121	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	14.05
						Totals for 202102121	14.05
11/12/2021	202102122	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	5.95
						Totals for 202102122	5.95
11/12/2021	202102123	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	6.57
						Totals for 202102123	6.57
11/12/2021	202102124	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	16.14
						Totals for 202102124	16.14
11/12/2021	202102125	10 E 100 411 222200	CREDIT CARD			Credit Card Payment AP Invoice.	11.61
						Totals for 202102125	11.61
11/12/2021	202102126	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	7.53
						Totals for 202102126	7.53
11/12/2021	202102127	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	142.53
						Totals for 202102127	142.53
11/12/2021	202102128	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	7.03
						Totals for 202102128	7.03
11/12/2021	202102129	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	21.63
						Totals for 202102129	21.63
11/12/2021	202102130	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	6.86
						Totals for 202102130	6.86
11/12/2021	202102131	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	26.37
						Totals for 202102131	26.37
11/12/2021	202102132	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	3.69
						Totals for 202102132	3.69
11/12/2021	202102133	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	20.58
						Totals for 202102133	20.58

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202102134	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	25.84
						Totals for 202102134	25.84
11/12/2021	202102135	10 E 100 310 221400	CREDIT CARD			Credit Card Payment AP Invoice.	199.00
						Totals for 202102135	199.00
11/12/2021	202102136	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	6.55
						Totals for 202102136	6.55
11/12/2021	202102137	10 E 100 412 110000	CREDIT CARD			Credit Card Payment AP Invoice.	247.95
						Totals for 202102137	247.95
11/12/2021	202102138	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	46.00
						Totals for 202102138	46.00
11/12/2021	202102139	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	62.07
						Totals for 202102139	62.07
11/12/2021	202102140	10 E 100 411 110000	CREDIT CARD			Credit Card Payment AP Invoice.	324.00
						Totals for 202102140	324.00
11/12/2021	202102141	10 E 100 411 110000	CREDIT CARD			Credit Card Payment AP Invoice.	31.96
						Totals for 202102141	31.96
11/12/2021	202102142	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	104.00
						Totals for 202102142	104.00
11/12/2021	202102143	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	104.00
						Totals for 202102143	104.00
11/12/2021	202102144	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	39.00
						Totals for 202102144	39.00
11/12/2021	202102145	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	157.49
						Totals for 202102145	157.49
11/12/2021	202102146	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	104.00
						Totals for 202102146	104.00
11/12/2021	202102147	10 E 800 342 221400	CREDIT CARD			Credit Card Payment AP Invoice.	12.02
						Totals for 202102147	12.02

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202102148	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	8.29
						Totals for 202102148	8.29
11/12/2021	202102149	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	53.58
						Totals for 202102149	53.58
11/12/2021	202102150	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	833.18
						Totals for 202102150	833.18
11/12/2021	202102151	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	270.26
						Totals for 202102151	270.26
11/12/2021	202102152	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	153.98
						Totals for 202102152	153.98
11/12/2021	202102153	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	89.97
						Totals for 202102153	89.97
11/12/2021	202102154	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	8.34
						Totals for 202102154	8.34
11/12/2021	202102155	10 E 100 411 110101	CREDIT CARD			Credit Card Payment AP Invoice.	228.87
						Totals for 202102155	228.87
11/12/2021	202102156	10 E 100 411 110102	CREDIT CARD			Credit Card Payment AP Invoice.	355.49
						Totals for 202102156	355.49
11/12/2021	202102157	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	36.00
						Totals for 202102157	36.00
11/12/2021	202102158	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	70.88
						Totals for 202102158	70.88
11/12/2021	202102159	10 E 100 411 110101	CREDIT CARD			Credit Card Payment AP Invoice.	29.98
						Totals for 202102159	29.98
11/12/2021	202102160	10 E 800 441 162101	CREDIT CARD			Credit Card Payment AP Invoice.	126.49
						Totals for 202102160	126.49
11/12/2021	202102161	10 E 400 411 126000	CREDIT CARD			Credit Card Payment AP Invoice.	14.99
						Totals for 202102161	14.99

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202102162	10 E 200 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	24.12
						Totals for 202102162	24.12
11/12/2021	202102163	10 E 400 411 143000	CREDIT CARD			Credit Card Payment AP Invoice.	35.85
						Totals for 202102163	35.85
11/12/2021	202102164	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	14.27
						Totals for 202102164	14.27
11/12/2021	202102165	10 E 400 943 125400	CREDIT CARD			Credit Card Payment AP Invoice.	570.00
						Totals for 202102165	570.00
11/12/2021	202102166	10 E 800 441 162101	CREDIT CARD			Credit Card Payment AP Invoice.	38.99
						Totals for 202102166	38.99
11/12/2021	202102167	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	50.00
						Totals for 202102167	50.00
11/12/2021	202102168	10 E 400 411 126000	CREDIT CARD			Credit Card Payment AP Invoice.	75.90
						Totals for 202102168	75.90
11/12/2021	202102169	10 E 800 441 162101	CREDIT CARD			Credit Card Payment AP Invoice.	38.99
						Totals for 202102169	38.99
11/12/2021	202102170	10 E 400 411 126000	CREDIT CARD			Credit Card Payment AP Invoice.	105.74
						Totals for 202102170	105.74
11/12/2021	202102171	10 E 400 411 161322	CREDIT CARD			Credit Card Payment AP Invoice.	57.00
						Totals for 202102171	57.00
11/12/2021	202102172	10 E 200 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	14.76
						Totals for 202102172	14.76
11/12/2021	202102173	10 E 200 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	18.25
						Totals for 202102173	18.25
11/12/2021	202102174	10 E 200 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	125.80
						Totals for 202102174	125.80
11/12/2021	202102175	10 E 200 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	22.11
						Totals for 202102175	22.11

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/12/2021	202102176	10 E 200 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	22.11
						Totals for 202102176	22.11
11/12/2021	202102177	10 E 800 441 162101	CREDIT CARD			Credit Card Payment AP Invoice.	1,897.30
						Totals for 202102177	1,897.30
11/12/2021	202102178	10 E 800 411 171000	CREDIT CARD			Credit Card Payment AP Invoice.	40.11
						Totals for 202102178	40.11
11/12/2021	202102179	10 E 800 441 162101	CREDIT CARD			Credit Card Payment AP Invoice.	466.00
						Totals for 202102179	466.00
11/12/2021	202102180	10 E 800 441 162101	CREDIT CARD			Credit Card Payment AP Invoice.	432.20
						Totals for 202102180	432.20
11/12/2021	202102181	10 E 400 310 125400	CREDIT CARD			Credit Card Payment AP Invoice.	191.00
						Totals for 202102181	191.00
11/12/2021	202102182	10 E 200 943 125500	CREDIT CARD			Credit Card Payment AP Invoice.	191.00
						Totals for 202102182	191.00
11/12/2021	202102183	10 E 800 411 171000	CREDIT CARD			Credit Card Payment AP Invoice.	14.49
						Totals for 202102183	14.49
11/12/2021	202102184	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	29.99
						Totals for 202102184	29.99
11/12/2021	202102185	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	56.98
						Totals for 202102185	56.98
11/08/2021	202102186	10 E 800 331 253300	XCEL ENERGY, INC.			OCTOBER 2021 EARLY ED CENTER	58.00
	202102186	10 E 800 336 253300	XCEL ENERGY, INC.			OCTOBER 2021 EARLY ED CENTER	150.45
	202102186	10 E 800 331 253300	XCEL ENERGY, INC.			OCTOBER 2021 UTILITIES: HS, FB FIELD, MS, ELEMENTARY, AIS	2,067.02
	202102186	10 E 800 336 253300	XCEL ENERGY, INC.			OCTOBER 2021 UTILITIES: HS, FB FIELD, MS, ELEMENTARY, AIS	22,257.44
						Totals for 202102186	24,532.91
11/20/2021	202102187	10 E 800 336 253300	EC ENERGY COOPERATIVE			OCTOBER	4,692.18
						Totals for 202102187	4,692.18
11/10/2021	202102188	10 E 800 411 252000	MAGIC-WRIGHTER			OCTOBER 2021 MAGIC WRIGHTER E FUNDS INTERNET PAYMENT TRANSACTIONS, ANNUAL FEE	10.50
						Totals for 202102188	10.50

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11/23/2021	202102189	10 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION				49.32
	202102189	27 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION				24.66
	202102189	10 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTIONS				61.68
	202102189	27 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTIONS				17.99
	202102189	10 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION				85.89
	202102189	27 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION				33.36
	202102189	10 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION				133.14
	202102189	27 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION				68.25
	202102189	10 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	DEC COBRA PREMIUMS				52.42
	202102189	10 L 000 000	811639	NATIONAL VISION ADMINISTRATORS	DEC PREM ADJUST				-19.50
Totals for 202102189								507.21	
11/23/2021	202102190	10 A 000 000	711101	CCF BANK	NET PAYROLL 11-23-21				301,770.77
	202102190	27 A 000 000	711101	CCF BANK	NET PAYROLL 11-23-21				63,943.32
	202102190	50 A 000 000	711101	CCF BANK	NET PAYROLL 11-23-21				4,228.00
	202102190	80 A 000 000	711101	CCF BANK	NET PAYROLL 11-23-21				3,252.27
Totals for 202102190								373,194.36	
11/23/2021	202102191	10 L 000 000	811612	EFTPS	FEDERAL TAXES				1,321.58
	202102191	27 L 000 000	811612	EFTPS	FEDERAL TAXES				281.08
	202102191	50 L 000 000	811612	EFTPS	FEDERAL TAXES				27.00
	202102191	10 L 000 000	811612	EFTPS	FEDERAL TAXES				29,666.97
	202102191	27 L 000 000	811612	EFTPS	FEDERAL TAXES				5,959.42
	202102191	50 L 000 000	811612	EFTPS	FEDERAL TAXES				186.02
	202102191	80 L 000 000	811612	EFTPS	FEDERAL TAXES				177.97
	202102191	10 L 000 000	811611	EFTPS	FICA TAXES				26,140.17
	202102191	27 L 000 000	811611	EFTPS	FICA TAXES				5,479.23
	202102191	50 L 000 000	811611	EFTPS	FICA TAXES				323.48
	202102191	80 L 000 000	811611	EFTPS	FICA TAXES				246.53
	202102191	10 L 000 000	811611	EFTPS	MEDICARE TAXES				6,222.49
	202102191	27 L 000 000	811611	EFTPS	MEDICARE TAXES				1,281.42
	202102191	50 L 000 000	811611	EFTPS	MEDICARE TAXES				75.65
	202102191	80 L 000 000	811611	EFTPS	MEDICARE TAXES				57.68
	202102191	10 L 000 000	811611	EFTPS	MEDICARE TAXES				6,222.49
	202102191	27 L 000 000	811611	EFTPS	MEDICARE TAXES				1,281.42
	202102191	50 L 000 000	811611	EFTPS	MEDICARE TAXES				75.65
	202102191	80 L 000 000	811611	EFTPS	MEDICARE TAXES				57.68
	202102191	10 L 000 000	811611	EFTPS	FICA TAXES				26,140.17
	202102191	27 L 000 000	811611	EFTPS	FICA TAXES				5,479.23
	202102191	50 L 000 000	811611	EFTPS	FICA TAXES				323.48
	202102191	80 L 000 000	811611	EFTPS	FICA TAXES				246.53
Totals for 202102191								117,273.34	
11/23/2021	202102192	10 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION				2,458.00
	202102192	27 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION				42.00
Totals for 202102192								2,500.00	
11/23/2021	202102193	10 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS				855.00
	202102193	27 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS				350.00
Totals for 202102193								1,205.00	
11/23/2021	202102194	27 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS				164.00
	202102194	10 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS				41.63
	202102194	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS				770.98
	202102194	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS				3,540.33
	202102194	27 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS				351.00



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11/23/2021	202102194	10 L 000 000 811670	WEA TRUST ADVANTAGE	ROTH 403(B)					732.50	
	202102194	10 L 000 000 811670	WEA TRUST ADVANTAGE	403(B)S					683.34	
	202102194	10 L 000 000 811670	WEA TRUST ADVANTAGE	ROTH IRA'S					275.00	
	202102194	10 L 000 000 811670	WEA TRUST ADVANTAGE	403(B)S					2,111.00	
	202102194	27 L 000 000 811670	WEA TRUST ADVANTAGE	403(B)S					284.00	
Totals for 202102194								8,953.78		
11/23/2021	202102195	10 L 000 000 811613	WISCONSIN DEPT OF REVENUE	STATE TAXES					35.00	
	202102195	27 L 000 000 811613	WISCONSIN DEPT OF REVENUE	STATE TAXES					8.00	
	202102195	50 L 000 000 811613	WISCONSIN DEPT OF REVENUE	STATE TAXES					29.42	
	202102195	80 L 000 000 811613	WISCONSIN DEPT OF REVENUE	STATE TAXES					5.58	
	202102195	10 L 000 000 811613	WISCONSIN DEPT OF REVENUE	STATE TAXES					20,252.97	
	202102195	27 L 000 000 811613	WISCONSIN DEPT OF REVENUE	STATE TAXES					3,993.49	
	202102195	50 L 000 000 811613	WISCONSIN DEPT OF REVENUE	STATE TAXES					169.15	
	202102195	80 L 000 000 811613	WISCONSIN DEPT OF REVENUE	STATE TAXES					126.32	
Totals for 202102195								24,619.93		
11/23/2021	202102196	10 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	overpayment 7721					-76.45	
	202102196	10 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					23,142.60	
	202102196	27 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					4,113.42	
	202102196	80 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					224.50	
	202102196	10 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					3,976.08	
	202102196	27 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					1,376.58	
	202102196	50 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					116.55	
	202102196	80 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					129.38	
	202102196	10 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					23,142.60	
	202102196	27 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					4,113.42	
	202102196	80 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					224.50	
	202102196	10 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					3,976.08	
	202102196	27 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					1,376.58	
	202102196	50 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					116.55	
	202102196	80 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					129.38	
	202102196	10 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					24,588.05	
	202102196	27 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					4,106.67	
	202102196	80 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					294.10	
	202102196	10 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					4,177.94	
	202102196	27 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					1,580.82	
	202102196	50 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					111.73	
	202102196	80 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					135.63	
	202102196	10 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					24,588.05	
	202102196	27 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					4,106.67	
	202102196	80 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					294.10	
	202102196	10 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					4,177.94	
	202102196	27 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					1,580.82	
	202102196	50 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					111.73	
	202102196	80 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT					135.63	
	Totals for 202102196								136,071.65	
	11/30/2021	202102197	10 A 000 000 714200	DELTA DENTAL	DENTAL CLAIMS OCT 28- NOV 3					226.00
		202102197	10 L 000 000 811635	DELTA DENTAL	DENTAL CLAIMS OCT 28- NOV 3					1,943.00
202102197		27 L 000 000 811635	DELTA DENTAL	DENTAL CLAIMS OCT 28- NOV 3					416.00	
202102197		10 L 000 000 811635	DELTA DENTAL	DENTAL CLAIMS NOV 4-11					2,677.29	
202102197		10 L 000 000 811635	DELTA DENTAL	DENTAL CLAIMS NOV 11-17					4,032.80	
202102197		27 L 000 000 811635	DELTA DENTAL	DENTAL CLAIMS NOV 11-17					230.60	
202102197		10 A 000 000 714200	DELTA DENTAL	DENTAL CLAIMS NOV 11-17, MONTHLY ADMIN FEES					21.13	

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11/30/2021	202102197	10 L 000 000 811635	DELTA DENTAL			DENTAL CLAIMS NOV 11-17, MONTHLY ADMIN FEES	5,407.40
	202102197	27 L 000 000 811635	DELTA DENTAL			DENTAL CLAIMS NOV 11-17, MONTHLY ADMIN FEES	2,125.00
			Totals for 202102197				17,079.22
11/30/2021	202102198	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-1-2021	167.43
	202102198	27 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-1-2021	587.94
	202102198	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-8-2021	173.09
	202102198	27 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-8-2021	5.00
	202102198	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-15-2021	106.20
	202102198	27 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-15-2021	331.70
	202102198	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-22-2021	61.20
	202102198	27 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-22-2021	83.77
	202102198	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-29-2021	2,122.23
	202102198	27 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN CARD 11-29-2021	10.53
	202102198	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN REIMBURSEMENT 11-05-2021	100.00
	202102198	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN REIMBURSEMENT 11-12-2021	175.00
	202102198	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN REIMBURSEMENT 11-19-2021	448.00
	202102198	10 L 000 000 811614	DIVERSIFIED BENEFIT SERVICES I			FSA BEN REIMBURSEMENT 11-26-2021	813.34
	202102198	10 E 100 249 110300	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	182.57
	202102198	10 E 100 249 110100	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	369.27
	202102198	10 E 200 249 122000	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	1,557.75
	202102198	10 E 200 249 124000	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	217.86
	202102198	10 E 200 249 127000	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	718.92
	202102198	10 E 400 249 126000	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	1,752.55
	202102198	10 E 800 249 253300	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	467.50
	202102198	10 E 150 249 110400	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	100.10
	202102198	10 E 150 249 110500	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	255.23
	202102198	27 E 200 249 156600	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	269.62
	202102198	27 E 200 249 158100	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	131.22
	202102198	10 E 800 249 262100	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	1,157.34
	202102198	27 E 700 249 214400	DIVERSIFIED BENEFIT SERVICES I			HRA REIMURSEMENT NOV 2021	2,500.00
			Totals for 202102198				14,865.36
11/30/2021	202102199	10 E 800 941 252000	CCF BANK			NOVEMBER 2021 SERVICE CHARGE	69.57
			Totals for 202102199				69.57
11/16/2021	202102200	10 E 800 941 252000	CCF BANK			NOVEMBER 2021 E-FUNDS CC FEE	5.20
			Totals for 202102200				5.20
12/07/2021	202102202	10 A 000 000 711101	CCF BANK			NET PAYROLL 12072021	288,069.32
	202102202	27 A 000 000 711101	CCF BANK			NET PAYROLL 12072021	61,740.55
	202102202	50 A 000 000 711101	CCF BANK			NET PAYROLL 12072021	1,558.08
	202102202	80 A 000 000 711101	CCF BANK			NET PAYROLL 12072021	2,915.08
			Totals for 202102202				354,283.03
12/07/2021	202102203	10 L 000 000 811612	EFTPS			FEDERAL TAXES	1,341.58
	202102203	27 L 000 000 811612	EFTPS			FEDERAL TAXES	281.08
	202102203	50 L 000 000 811612	EFTPS			FEDERAL TAXES	27.00
	202102203	10 L 000 000 811612	EFTPS			FEDERAL TAXES	27,832.50
	202102203	27 L 000 000 811612	EFTPS			FEDERAL TAXES	5,493.77

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12/07/2021	202102203	50 L 000 000	811612	EFTPS	FEDERAL TAXES	24.65
	202102203	80 L 000 000	811612	EFTPS	FEDERAL TAXES	156.67
	202102203	10 L 000 000	811611	EFTPS	FICA TAXES	24,966.52
	202102203	27 L 000 000	811611	EFTPS	FICA TAXES	5,289.73
	202102203	50 L 000 000	811611	EFTPS	FICA TAXES	114.54
	202102203	80 L 000 000	811611	EFTPS	FICA TAXES	221.15
	202102203	10 L 000 000	811611	EFTPS	MEDICARE TAXES	5,948.01
	202102203	27 L 000 000	811611	EFTPS	MEDICARE TAXES	1,237.08
	202102203	50 L 000 000	811611	EFTPS	MEDICARE TAXES	26.79
	202102203	80 L 000 000	811611	EFTPS	MEDICARE TAXES	51.71
	202102203	10 L 000 000	811611	EFTPS	MEDICARE TAXES	5,948.01
	202102203	27 L 000 000	811611	EFTPS	MEDICARE TAXES	1,237.08
	202102203	50 L 000 000	811611	EFTPS	MEDICARE TAXES	26.79
	202102203	80 L 000 000	811611	EFTPS	MEDICARE TAXES	51.71
	202102203	10 L 000 000	811611	EFTPS	FICA TAXES	24,966.52
	202102203	27 L 000 000	811611	EFTPS	FICA TAXES	5,289.73
	202102203	50 L 000 000	811611	EFTPS	FICA TAXES	114.54
	202102203	80 L 000 000	811611	EFTPS	FICA TAXES	221.15
					Totals for 202102203	110,868.31
12/07/2021	202102204	10 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION	2,458.00
	202102204	27 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION	42.00
					Totals for 202102204	2,500.00
12/07/2021	202102205	10 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS	855.00
	202102205	27 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS	350.00
					Totals for 202102205	1,205.00
12/07/2021	202102206	27 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS	164.00
	202102206	10 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS	41.63
	202102206	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	770.98
	202102206	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	3,540.33
	202102206	27 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	501.00
	202102206	10 L 000 000	811670	WEA TRUST ADVANTAGE	ROTH 403(B)	732.50
	202102206	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	683.34
	202102206	10 L 000 000	811670	WEA TRUST ADVANTAGE	ROTH IRA'S	275.00
	202102206	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	2,111.00
	202102206	27 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	134.00
					Totals for 202102206	8,953.78
12/07/2021	202102207	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	35.00
	202102207	27 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	8.00
	202102207	50 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	27.51
	202102207	80 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	7.49
	202102207	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	19,218.99
	202102207	27 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	3,803.57
	202102207	50 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	11.77
	202102207	80 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	120.02
					Totals for 202102207	23,232.35
12/12/2021	202102208	10 E 800 411	295000	CREDIT CARD	Credit Card Payment AP Invoice.	125.12
					Totals for 202102208	125.12
12/12/2021	202102209	10 E 800 411	295000	CREDIT CARD	Credit Card Payment AP Invoice.	63.22

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				Totals for 202102209	63.22
12/12/2021	202102210	10 E 800 481 295000	CREDIT CARD	Credit Card Payment AP Invoice.	385.00
				Totals for 202102210	385.00
12/12/2021	202102211	27 E 700 411 158000	DELL MARKETING L.P.	Credit Card Payment AP Invoice.	892.00
				Totals for 202102211	892.00
12/12/2021	202102212	10 E 800 411 295000	CREDIT CARD	Credit Card Payment AP Invoice.	108.00
				Totals for 202102212	108.00
12/12/2021	202102213	10 E 800 411 295000	CREDIT CARD	Credit Card Payment AP Invoice.	166.25
				Totals for 202102213	166.25
12/12/2021	202102214	10 E 800 360 295000	CREDIT CARD	Credit Card Payment AP Invoice.	107.67
				Totals for 202102214	107.67
12/12/2021	202102215	10 E 800 411 295000	CREDIT CARD	Credit Card Payment AP Invoice.	289.99
				Totals for 202102215	289.99
12/12/2021	202102216	10 E 800 411 295000	CREDIT CARD	Credit Card Payment AP Invoice.	19.98
				Totals for 202102216	19.98
12/12/2021	202102217	10 E 800 360 295000	CREDIT CARD	Credit Card Payment AP Invoice.	220.50
				Totals for 202102217	220.50
12/12/2021	202102218	27 E 700 411 158000	CREDIT CARD	Credit Card Payment AP Invoice.	299.00
				Totals for 202102218	299.00
12/12/2021	202102219	10 E 800 432 222200	CREDIT CARD	Credit Card Payment AP Invoice.	131.56
				Totals for 202102219	131.56
12/12/2021	202102220	10 E 800 432 222200	CREDIT CARD	Credit Card Payment AP Invoice.	-0.61
	202102220	10 E 200 411 122000	CREDIT CARD	Credit Card Payment AP Invoice.	-59.88
	202102220	10 E 800 470 120000	CREDIT CARD	Credit Card Payment AP Invoice.	-89.99
	202102220	10 E 800 411 254300	CREDIT CARD	Credit Card Payment AP Invoice.	152.60
	202102220	10 E 800 411 254300	CREDIT CARD	Credit Card Payment AP Invoice.	260.00
	202102220	10 E 800 411 254300	CREDIT CARD	Credit Card Payment AP Invoice.	268.00
	202102220	10 E 800 411 254300	CREDIT CARD	Credit Card Payment AP Invoice.	249.00

CHECK		CHECK ACCOUNT				INVOICE	
DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/12/2021	202102220	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	320.00
	202102220	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	231.00
	202102220	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	301.00
	202102220	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	243.00
	202102220	10 E 800 310 231100	CREDIT CARD			Credit Card Payment AP Invoice.	316.47
	202102220	10 E 800 411 232100	CREDIT CARD			Credit Card Payment AP Invoice.	25.00
	202102220	10 E 800 411 232100	CREDIT CARD			Credit Card Payment AP Invoice.	7.50
	202102220	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	14.94
						Totals for 202102220	2,238.03
12/12/2021	202102221	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	15.99
						Totals for 202102221	15.99
12/12/2021	202102222	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	562.92
						Totals for 202102222	562.92
12/12/2021	202102223	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	29.07
						Totals for 202102223	29.07
12/12/2021	202102224	10 E 400 411 222200	CREDIT CARD			Credit Card Payment AP Invoice.	76.89
						Totals for 202102224	76.89
12/12/2021	202102225	10 E 200 411 222200	CREDIT CARD			Credit Card Payment AP Invoice.	108.13
						Totals for 202102225	108.13
12/12/2021	202102226	10 E 200 411 222200	CREDIT CARD			Credit Card Payment AP Invoice.	11.89
						Totals for 202102226	11.89
12/12/2021	202102227	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	15.49
						Totals for 202102227	15.49
12/12/2021	202102228	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	140.23
						Totals for 202102228	140.23
12/12/2021	202102229	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	248.70
						Totals for 202102229	248.70
12/12/2021	202102230	10 E 800 411 295100	CREDIT CARD			Credit Card Payment AP Invoice.	46.36

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DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
							Totals for 202102230	46.36
12/12/2021	202102231	10 E 400 310 223100	CREDIT CARD				Credit Card Payment AP Invoice.	35.00
							Totals for 202102231	35.00
12/12/2021	202102232	10 E 400 310 223100	CREDIT CARD				Credit Card Payment AP Invoice.	55.00
							Totals for 202102232	55.00
12/12/2021	202102233	10 E 400 310 223100	CREDIT CARD				Credit Card Payment AP Invoice.	70.00
							Totals for 202102233	70.00
12/12/2021	202102234	21 E 800 411 299000	CREDIT CARD				Credit Card Payment AP Invoice.	378.11
							Totals for 202102234	378.11
12/12/2021	202102235	10 E 400 440 223100	CREDIT CARD				Credit Card Payment AP Invoice.	2.99
							Totals for 202102235	2.99
12/12/2021	202102236	10 E 400 310 223100	CREDIT CARD				Credit Card Payment AP Invoice.	125.00
							Totals for 202102236	125.00
12/12/2021	202102237	10 E 400 411 162118	CREDIT CARD				Credit Card Payment AP Invoice.	248.48
	202102237	10 E 400 411 162121	CREDIT CARD				Credit Card Payment AP Invoice.	85.54
	202102237	10 E 400 411 162210	CREDIT CARD				Credit Card Payment AP Invoice.	213.78
	202102237	10 E 400 411 162308	CREDIT CARD				Credit Card Payment AP Invoice.	106.96
							Totals for 202102237	654.76
12/12/2021	202102238	10 E 400 411 162105	CREDIT CARD				Credit Card Payment AP Invoice.	72.71
							Totals for 202102238	72.71
12/12/2021	202102239	10 E 400 310 162105	CREDIT CARD				Credit Card Payment AP Invoice.	70.00
							Totals for 202102239	70.00
12/12/2021	202102240	10 E 400 310 223100	CREDIT CARD				Credit Card Payment AP Invoice.	33.66
							Totals for 202102240	33.66
12/12/2021	202102241	10 E 400 310 223100	CREDIT CARD				Credit Card Payment AP Invoice.	17.01
							Totals for 202102241	17.01
12/12/2021	202102242	10 E 400 310 223100	CREDIT CARD				Credit Card Payment AP Invoice.	214.95
							Totals for 202102242	214.95

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/12/2021	202102243	10 E 400 310 223100	CREDIT CARD			Credit Card Payment AP Invoice.	12.99
						Totals for 202102243	12.99
12/12/2021	202102244	10 E 400 411 162105	CREDIT CARD			Credit Card Payment AP Invoice.	-90.52
						Totals for 202102244	-90.52
12/12/2021	202102245	10 E 400 411 162105	CREDIT CARD			Credit Card Payment AP Invoice.	-74.19
						Totals for 202102245	-74.19
12/12/2021	202102246	10 E 400 310 162121	CREDIT CARD			Credit Card Payment AP Invoice.	22.00
						Totals for 202102246	22.00
12/12/2021	202102247	10 E 400 310 162121	CREDIT CARD			Credit Card Payment AP Invoice.	47.70
						Totals for 202102247	47.70
12/12/2021	202102248	10 E 400 310 162121	CREDIT CARD			Credit Card Payment AP Invoice.	13.48
						Totals for 202102248	13.48
12/12/2021	202102249	10 E 400 310 162121	CREDIT CARD			Credit Card Payment AP Invoice.	22.00
						Totals for 202102249	22.00
12/12/2021	202102250	10 E 400 310 162121	CREDIT CARD			Credit Card Payment AP Invoice.	279.98
						Totals for 202102250	279.98
12/12/2021	202102251	10 E 400 411 162105	CREDIT CARD			Credit Card Payment AP Invoice.	57.06
						Totals for 202102251	57.06
12/12/2021	202102252	21 E 800 411 299000	CREDIT CARD			Credit Card Payment AP Invoice.	13.00
						Totals for 202102252	13.00
12/12/2021	202102253	21 E 800 411 299000	CREDIT CARD			Credit Card Payment AP Invoice.	13.00
						Totals for 202102253	13.00
12/12/2021	202102254	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	87.58
						Totals for 202102254	87.58
12/12/2021	202102255	21 E 800 411 299000	CREDIT CARD			Credit Card Payment AP Invoice.	101.00
						Totals for 202102255	101.00
12/12/2021	202102256	10 E 400 411 136320	CREDIT CARD			Credit Card Payment AP Invoice.	-148.88
						Totals for 202102256	-148.88

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DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
12/12/2021	202102257	10 E 400 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	148.88
							Totals for 202102257	148.88
12/12/2021	202102258	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	9.96
							Totals for 202102258	9.96
12/12/2021	202102259	10 E 400 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	47.98
							Totals for 202102259	47.98
12/12/2021	202102260	10 E 400 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	284.00
							Totals for 202102260	284.00
12/12/2021	202102261	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	143.88
							Totals for 202102261	143.88
12/12/2021	202102262	10 E 150 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	313.59
							Totals for 202102262	313.59
12/12/2021	202102263	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	147.00
							Totals for 202102263	147.00
12/12/2021	202102264	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	38.85
							Totals for 202102264	38.85
12/12/2021	202102265	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	55.53
							Totals for 202102265	55.53
12/12/2021	202102266	10 E 400 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	18.80
							Totals for 202102266	18.80
12/12/2021	202102267	10 E 400 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	39.63
							Totals for 202102267	39.63
12/12/2021	202102268	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	67.42
							Totals for 202102268	67.42
12/12/2021	202102269	10 E 400 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	60.06
							Totals for 202102269	60.06
12/12/2021	202102270	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	72.44
							Totals for 202102270	72.44



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DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
12/12/2021	202102271	10 E 200 411 136320	CREDIT CARD				Credit Card Payment AP Invoice.	86.40
							Totals for 202102271	86.40
12/12/2021	202102272	10 E 400 440 223100	CREDIT CARD				Credit Card Payment AP Invoice.	15.81
							Totals for 202102272	15.81
12/12/2021	202102273	10 E 800 411 295000	CREDIT CARD				Credit Card Payment AP Invoice.	40.01
							Totals for 202102273	40.01
12/12/2021	202102274	10 E 800 411 252000	CREDIT CARD				Credit Card Payment AP Invoice.	40.10
							Totals for 202102274	40.10
12/12/2021	202102275	10 E 800 411 252000	CREDIT CARD				Credit Card Payment AP Invoice.	11.20
							Totals for 202102275	11.20
12/12/2021	202102276	10 E 800 713 270000	CREDIT CARD				Credit Card Payment AP Invoice.	5,693.50
							Totals for 202102276	5,693.50
12/12/2021	202102277	10 E 800 355 263300	CREDIT CARD				Credit Card Payment AP Invoice.	247.43
							Totals for 202102277	247.43
12/12/2021	202102278	10 E 800 355 263300	CREDIT CARD				Credit Card Payment AP Invoice.	137.25
							Totals for 202102278	137.25
12/12/2021	202102279	10 E 800 358 295000	CREDIT CARD				Credit Card Payment AP Invoice.	69.98
							Totals for 202102279	69.98
12/12/2021	202102280	10 E 800 411 295000	CREDIT CARD				Credit Card Payment AP Invoice.	969.53
							Totals for 202102280	969.53
12/12/2021	202102281	10 E 200 411 241000	CREDIT CARD				Credit Card Payment AP Invoice.	22.40
							Totals for 202102281	22.40
12/12/2021	202102282	10 E 200 411 241000	CREDIT CARD				Credit Card Payment AP Invoice.	156.32
							Totals for 202102282	156.32
12/12/2021	202102283	10 E 100 411 110000	CREDIT CARD				Credit Card Payment AP Invoice.	10.80
							Totals for 202102283	10.80
12/12/2021	202102284	10 E 800 324 254300	CREDIT CARD				Credit Card Payment AP Invoice.	2,128.18
							Totals for 202102284	2,128.18

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/12/2021	202102285	50 E 800 561 257220	WEBSTaurant STORE			Credit Card Payment AP Invoice.	639.00
						Totals for 202102285	639.00
12/12/2021	202102286	10 E 800 355 263300	CREDIT CARD			Credit Card Payment AP Invoice.	210.45
						Totals for 202102286	210.45
12/12/2021	202102287	10 E 150 411 110450	CREDIT CARD			Credit Card Payment AP Invoice.	42.50
						Totals for 202102287	42.50
12/12/2021	202102288	10 E 150 411 110450	CREDIT CARD			Credit Card Payment AP Invoice.	39.56
						Totals for 202102288	39.56
12/12/2021	202102289	21 E 800 411 299000	CREDIT CARD			Credit Card Payment AP Invoice.	338.42
						Totals for 202102289	338.42
12/12/2021	202102290	21 E 800 411 299000	CREDIT CARD			Credit Card Payment AP Invoice.	119.98
						Totals for 202102290	119.98
12/12/2021	202102291	10 E 200 411 127000	CREDIT CARD			Credit Card Payment AP Invoice.	35.98
						Totals for 202102291	35.98
12/12/2021	202102292	10 E 200 411 127000	CREDIT CARD			Credit Card Payment AP Invoice.	35.99
						Totals for 202102292	35.99
12/12/2021	202102293	10 E 200 411 127000	CREDIT CARD			Credit Card Payment AP Invoice.	35.99
						Totals for 202102293	35.99
12/12/2021	202102294	10 E 200 411 125510	CREDIT CARD			Credit Card Payment AP Invoice.	85.86
						Totals for 202102294	85.86
12/12/2021	202102295	10 E 400 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	228.04
						Totals for 202102295	228.04
12/12/2021	202102296	10 E 800 310 162101	CREDIT CARD			Credit Card Payment AP Invoice.	200.00
						Totals for 202102296	200.00
12/12/2021	202102297	10 E 800 441 162101	CREDIT CARD			Credit Card Payment AP Invoice.	7.00
						Totals for 202102297	7.00
12/12/2021	202102298	10 E 400 943 125400	CREDIT CARD			Credit Card Payment AP Invoice.	380.00
						Totals for 202102298	380.00

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/12/2021	202102299	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	343.20
						Totals for 202102299	343.20
12/12/2021	202102300	10 E 400 342 213200	CREDIT CARD			Credit Card Payment AP Invoice.	1.00
						Totals for 202102300	1.00
12/12/2021	202102301	10 E 400 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	236.74
						Totals for 202102301	236.74
12/12/2021	202102302	10 E 400 342 213200	CREDIT CARD			Credit Card Payment AP Invoice.	-1.00
						Totals for 202102302	-1.00
12/12/2021	202102303	10 E 400 411 161322	CREDIT CARD			Credit Card Payment AP Invoice.	77.87
						Totals for 202102303	77.87
12/12/2021	202102304	10 E 400 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	182.67
						Totals for 202102304	182.67
12/12/2021	202102305	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	97.20
	202102305	10 E 800 411 254500	CREDIT CARD			Credit Card Payment AP Invoice.	13.17
						Totals for 202102305	110.37
12/12/2021	202102306	10 E 800 324 254200	CREDIT CARD			Credit Card Payment AP Invoice.	18.89
						Totals for 202102306	18.89
12/12/2021	202102307	10 E 800 411 254500	CREDIT CARD			Credit Card Payment AP Invoice.	282.04
						Totals for 202102307	282.04
12/12/2021	202102308	10 E 800 324 254200	CREDIT CARD			Credit Card Payment AP Invoice.	496.76
						Totals for 202102308	496.76
12/12/2021	202102309	10 E 800 411 254500	CREDIT CARD			Credit Card Payment AP Invoice.	115.75
						Totals for 202102309	115.75
12/12/2021	202102310	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	13.17
	202102310	10 E 800 411 254500	CREDIT CARD			Credit Card Payment AP Invoice.	1.78
						Totals for 202102310	14.95
12/12/2021	202102311	10 E 800 411 254500	CREDIT CARD			Credit Card Payment AP Invoice.	95.96
						Totals for 202102311	95.96

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/12/2021	202102312	10 E 800 411 254300	CREDIT CARD			Credit Card Payment AP Invoice.	59.10
						Totals for 202102312	59.10
12/12/2021	202102313	10 E 800 342 231100	WASB			Credit Card Payment AP Invoice.	1,786.00
						Totals for 202102313	1,786.00
12/12/2021	202102314	10 E 400 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	53.32
						Totals for 202102314	53.32
12/12/2021	202102315	10 E 400 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	124.98
						Totals for 202102315	124.98
12/12/2021	202102316	10 E 100 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	5.60
						Totals for 202102316	5.60
12/12/2021	202102317	10 E 100 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	6.45
						Totals for 202102317	6.45
12/12/2021	202102318	10 E 100 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	5.53
						Totals for 202102318	5.53
12/12/2021	202102319	27 E 700 942 156600	CREDIT CARD			Credit Card Payment AP Invoice.	225.00
						Totals for 202102319	225.00
12/12/2021	202102320	10 E 100 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	6.48
						Totals for 202102320	6.48
12/12/2021	202102321	10 E 100 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	6.44
						Totals for 202102321	6.44
12/12/2021	202102322	10 E 100 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	6.48
						Totals for 202102322	6.48
12/12/2021	202102323	10 E 100 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	6.44
						Totals for 202102323	6.44
12/12/2021	202102324	10 E 100 411 122000	CREDIT CARD			Credit Card Payment AP Invoice.	6.44
						Totals for 202102324	6.44
12/12/2021	202102325	27 E 700 411 158000	CREDIT CARD			Credit Card Payment AP Invoice.	18.95
						Totals for 202102325	18.95

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DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
12/12/2021	202102326	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	19.97
							Totals for 202102326	19.97
12/12/2021	202102327	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	100.92
							Totals for 202102327	100.92
12/12/2021	202102328	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	16.06
							Totals for 202102328	16.06
12/12/2021	202102329	10 E 100 310 219000	CREDIT CARD				Credit Card Payment AP Invoice.	25.00
							Totals for 202102329	25.00
12/12/2021	202102330	10 E 100 411 122000	CREDIT CARD				Credit Card Payment AP Invoice.	244.97
							Totals for 202102330	244.97
12/12/2021	202102331	27 E 700 310 221300	CREDIT CARD				Credit Card Payment AP Invoice.	100.00
							Totals for 202102331	100.00
12/12/2021	202102332	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	168.25
							Totals for 202102332	168.25
12/12/2021	202102333	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	19.99
							Totals for 202102333	19.99
12/12/2021	202102334	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	22.38
							Totals for 202102334	22.38
12/12/2021	202102335	27 E 100 310 152000	CREDIT CARD				Credit Card Payment AP Invoice.	98.97
							Totals for 202102335	98.97
12/12/2021	202102336	27 E 100 411 152000	CREDIT CARD				Credit Card Payment AP Invoice.	1,463.93
							Totals for 202102336	1,463.93
12/12/2021	202102337	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	199.99
							Totals for 202102337	199.99
12/12/2021	202102338	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	54.46
							Totals for 202102338	54.46
12/12/2021	202102339	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	10.98
							Totals for 202102339	10.98

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DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
12/12/2021	202102340	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	5.07
							Totals for 202102340	5.07
12/12/2021	202102341	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	23.00
							Totals for 202102341	23.00
12/12/2021	202102342	27 E 700 942 156600	CREDIT CARD				Credit Card Payment AP Invoice.	225.00
							Totals for 202102342	225.00
12/12/2021	202102343	27 E 100 411 152000	CREDIT CARD				Credit Card Payment AP Invoice.	39.49
							Totals for 202102343	39.49
12/12/2021	202102344	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	5.04
							Totals for 202102344	5.04
12/12/2021	202102345	27 E 700 411 158000	CREDIT CARD				Credit Card Payment AP Invoice.	5.05
							Totals for 202102345	5.05
12/12/2021	202102346	27 E 100 411 152000	CREDIT CARD				Credit Card Payment AP Invoice.	152.99
							Totals for 202102346	152.99
12/12/2021	202102347	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	22.91
							Totals for 202102347	22.91
12/12/2021	202102348	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	8.07
							Totals for 202102348	8.07
12/12/2021	202102349	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	178.96
							Totals for 202102349	178.96
12/12/2021	202102350	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	4.49
							Totals for 202102350	4.49
12/12/2021	202102351	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	11.20
							Totals for 202102351	11.20
12/12/2021	202102352	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	53.32
							Totals for 202102352	53.32
12/12/2021	202102353	10 E 800 432 222200	CREDIT CARD				Credit Card Payment AP Invoice.	58.13
							Totals for 202102353	58.13

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/12/2021	202102354	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	45.97
						Totals for 202102354	45.97
12/12/2021	202102355	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	5.98
						Totals for 202102355	5.98
12/12/2021	202102356	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	61.84
						Totals for 202102356	61.84
12/12/2021	202102357	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	5.55
						Totals for 202102357	5.55
12/12/2021	202102358	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	7.32
						Totals for 202102358	7.32
12/12/2021	202102359	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	5.98
						Totals for 202102359	5.98
12/12/2021	202102360	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	6.08
						Totals for 202102360	6.08
12/12/2021	202102361	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	96.32
						Totals for 202102361	96.32
12/12/2021	202102362	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	32.28
						Totals for 202102362	32.28
12/12/2021	202102363	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	12.74
						Totals for 202102363	12.74
12/12/2021	202102364	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	12.90
						Totals for 202102364	12.90
12/12/2021	202102365	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	15.30
						Totals for 202102365	15.30
12/12/2021	202102366	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	10.99
						Totals for 202102366	10.99
12/12/2021	202102367	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	19.51
						Totals for 202102367	19.51

CHECK		CHECK ACCOUNT				INVOICE	
DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/12/2021	202102368	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	31.24
						Totals for 202102368	31.24
12/12/2021	202102369	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	50.96
						Totals for 202102369	50.96
12/12/2021	202102370	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	1,225.60
						Totals for 202102370	1,225.60
12/12/2021	202102371	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	-34.65
						Totals for 202102371	-34.65
12/12/2021	202102372	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	108.38
						Totals for 202102372	108.38
12/12/2021	202102373	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	47.92
						Totals for 202102373	47.92
12/12/2021	202102374	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	91.71
						Totals for 202102374	91.71
12/12/2021	202102375	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	218.47
						Totals for 202102375	218.47
12/12/2021	202102376	10 E 100 411 110102	CREDIT CARD			Credit Card Payment AP Invoice.	673.24
						Totals for 202102376	673.24
12/12/2021	202102377	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	15.30
						Totals for 202102377	15.30
12/12/2021	202102378	10 E 100 411 110102	CREDIT CARD			Credit Card Payment AP Invoice.	5.99
						Totals for 202102378	5.99
12/12/2021	202102379	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	14.99
						Totals for 202102379	14.99
12/12/2021	202102380	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	65.75
						Totals for 202102380	65.75
12/12/2021	202102381	21 E 800 411 299000	CREDIT CARD			Credit Card Payment AP Invoice.	64.98
						Totals for 202102381	64.98



CHECK		CHECK ACCOUNT				INVOICE	
DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/12/2021	202102382	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	1,912.19
						Totals for 202102382	1,912.19
12/12/2021	202102383	10 E 700 411 172000	CREDIT CARD			Credit Card Payment AP Invoice.	82.69
						Totals for 202102383	82.69
12/12/2021	202102384	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	-9.99
						Totals for 202102384	-9.99
12/12/2021	202102385	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	82.95
						Totals for 202102385	82.95
12/12/2021	202102386	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	6.99
						Totals for 202102386	6.99
12/12/2021	202102387	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	856.19
						Totals for 202102387	856.19
12/12/2021	202102388	10 E 100 411 110100	CREDIT CARD			Credit Card Payment AP Invoice.	36.40
						Totals for 202102388	36.40
12/12/2021	202102389	10 E 800 432 222200	CREDIT CARD			Credit Card Payment AP Invoice.	275.00
						Totals for 202102389	275.00
12/12/2021	202102390	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	71.30
						Totals for 202102390	71.30
12/12/2021	202102391	10 E 100 411 241000	CREDIT CARD			Credit Card Payment AP Invoice.	52.49
						Totals for 202102391	52.49
12/12/2021	202102392	10 E 400 411 141000	CREDIT CARD			Credit Card Payment AP Invoice.	152.18
						Totals for 202102392	152.18
12/12/2021	202102393	10 E 800 441 162101	CREDIT CARD			Credit Card Payment AP Invoice.	284.25
						Totals for 202102393	284.25
12/12/2021	202102394	10 E 800 310 162101	CREDIT CARD			Credit Card Payment AP Invoice.	95.00
						Totals for 202102394	95.00
12/12/2021	202102395	10 E 800 411 162101	CREDIT CARD			Credit Card Payment AP Invoice.	847.70
						Totals for 202102395	847.70

CHECK	CHECK ACCOUNT					INVOICE	
DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/12/2021	202102396	10 E 800 310 162101	CREDIT CARD			Credit Card Payment AP Invoice.	95.00
						Totals for 202102396	95.00
12/12/2021	202102397	10 E 400 411 162118	CREDIT CARD			Credit Card Payment AP Invoice.	48.52
	202102397	10 E 400 411 162121	CREDIT CARD			Credit Card Payment AP Invoice.	16.70
	202102397	10 E 400 411 162210	CREDIT CARD			Credit Card Payment AP Invoice.	41.74
	202102397	10 E 400 411 162308	CREDIT CARD			Credit Card Payment AP Invoice.	20.88
						Totals for 202102397	127.84
12/12/2021	202102398	21 E 800 411 299000	CREDIT CARD			Credit Card Payment AP Invoice.	373.00
						Totals for 202102398	373.00
11/11/2021	212200445	80 E 800 354 263301	BADGERLAND PRINTING INC.			District Newsletter - October/November 2021	2,846.96
						Totals for 212200445	2,846.96
11/11/2021	212200446	10 E 400 411 136320	BUCKHORN HARDWOODS, LLC			Woods: Blade Mill Works/Pigeon Creek Hardwoods: Wood cherry, and oak Woodworker Supply/Menards	2,157.35
						Totals for 212200446	2,157.35
11/11/2021	212200447	10 E 800 483 295000	CDW GOVERNMENT, INC.			GOOGLE APPS 7/7/21 TO 7/6/22	4,008.00
						Totals for 212200447	4,008.00
11/11/2021	212200448	10 E 800 324 254300	CESA #10			9-1-21 ASBESTOS INSPECT/REPORT	318.00
						Totals for 212200448	318.00
11/11/2021	212200449	27 E 700 370 436000	COULEE CONNECTIONS, LLC			OCTOBER 2021	15,680.00
						Totals for 212200449	15,680.00
11/11/2021	212200450	10 E 800 482 295000	DAVENPORT GROUP, INC.			Replacement Desktop and Monitors for Holly - IT. Computer cannot keep up with current functions. Computer is a bit older. Higher res monitors to accommodate doing more on screen.	3,669.00
						Totals for 212200450	3,669.00
11/11/2021	212200451	10 E 800 310 252105	DIVERSIFIED BENEFIT SERVICES I			NOVEMBER HRA-HEALTH REIMBURSEMENT ARRANGEMENT ADMINISTRATIVE SERVICES	798.96
						Totals for 212200451	798.96
11/11/2021	212200453	10 E 800 470 120000	GREAT MINDS			K-3 ELA Curriculum Adoption of Wit and Wisdom and Geodes. Note: Shipping Address different than noted. Please	38,186.10

CHECK	CHECK ACCOUNT		INVOICE		
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
				ship to: Altoona Elementary School 157 Bartlett Altoona, WI 54720 Attention: Leslie Lancette	
	212200453	10 E 800 470 120000	GREAT MINDS	K-3 ELA Curriculum Adoption of Wit and Wisdom and Geodes. Note: Shipping Address different than noted. Please ship to: Altoona Elementary School 157 Bartlett Altoona, WI 54720 Attention: Leslie Lancette	63,888.26
				Totals for 212200453	102,074.36
11/11/2021	212200454	10 E 100 310 219000	GUNDERSON, AMANDA	Translating for Spanish speaking families	1,131.75
				Totals for 212200454	1,131.75
11/11/2021	212200455	80 E 200 310 392205	HANSON, MICHAEL	11-04-21 OFFICIATE MS BOYS BB	45.00
				Totals for 212200455	45.00
11/11/2021	212200456	10 E 800 411 255120	LEE RECREATION, LLC	30 X 30 ENTRY SHADE UNIT & INSTALL	4,700.00
	212200456	21 E 800 411 299000	LEE RECREATION, LLC	30 X 30 ENTRY SHADE UNIT & INSTALL	5,000.00
				Totals for 212200456	9,700.00
11/11/2021	212200457	10 E 150 411 121000	NASCO EDUCATION, LLC	Art Supplies	318.32
	212200457	10 E 200 411 121000	NASCO EDUCATION, LLC	Art supplies	225.56
				Totals for 212200457	543.88
11/11/2021	212200458	10 E 100 310 219000	NORTH COAST CONNECTION	Flu vaccine translations, Parent/Teacher conferences, Spanish family interpretations	405.10
				Totals for 212200458	405.10
11/11/2021	212200459	10 E 200 411 126000	SCHOOL SPECIALTY, LLC	Construction paper for general class supplies	49.90
	212200459	10 E 800 470 120000	SCHOOL SPECIALTY, LLC	SIRENA LOUNGE CHAIR SPECIFY FINISHES	801.00
	212200459	10 E 150 411 241000	SCHOOL SPECIALTY, LLC	SIRENA LOUNGE CHAIR SPECIFY FINISHES	801.00
	212200459	10 E 100 411 241000	SCHOOL SPECIALTY, LLC	CONSTRUCTION PAPER	516.12
	212200459	10 E 150 411 110450	SCHOOL SPECIALTY, LLC	School Speciality Purchases for AIS	517.40
	212200459	10 E 200 411 126000	SCHOOL SPECIALTY, LLC	General class supplies.	116.30
				Totals for 212200459	2,801.72
11/11/2021	212200460	10 E 800 310 254300	SHRED AWAY	DOCUMENT DESTRUCTION- BLANKET PO FOR SHREDDING COSTS FOR DISTRICT	36.00
				Totals for 212200460	36.00
11/11/2021	212200461	27 E 800 310 218100	SOLIANT	10/24 Contracted Occupational Therapist Services (Maternity	1,280.00

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
				leave)		
				Totals for 212200461		1,280.00
11/11/2021	212200462	10 E 400 341 256740	STUDENT TRANSIT EAU CLAIRE, IN	AHS-ATHLETICS		9,865.00
	212200462	80 E 200 341 256790	STUDENT TRANSIT EAU CLAIRE, IN	AMS- ATHLETICS		2,578.50
	212200462	10 E 200 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	AMS- FIELD TRIP TO CCF BANK		188.00
	212200462	10 E 200 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	AMS- FIELD TRIP TO VOLK FIELD		1,019.80
				Totals for 212200462		13,651.30
11/17/2021	212200463	10 E 800 324 254200	B & B ELECTRIC INC	Repair the HS Parking Lot		197.86
				Lights which were damaged and		
				tripping the breaker.		
				Totals for 212200463		197.86
11/17/2021	212200464	10 E 400 310 162105	BENOY, SAMUEL	11-12-21- OFFICATE GIRLS		150.00
				BASKETBALL		
				Totals for 212200464		150.00
11/17/2021	212200465	10 E 400 411 162205	CHIPPEWA VALLEY SPORTING GOODS	Boys Basketball Equipment		688.00
				Purchase		
	212200465	80 E 200 411 392205	CHIPPEWA VALLEY SPORTING GOODS	Boys Basketball Equipment		688.00
				Purchase		
				Totals for 212200465		1,376.00
11/17/2021	212200466	10 E 200 411 127000	CHMELIK, COLLEEN	REIMB. FOR TRACK ACTIVITY &		124.33
				CLASSROOM		
				Totals for 212200466		124.33
11/17/2021	212200467	10 E 800 324 254300	CINTAS	21/22 QUARTERLY BLANKET		83.81
				PO-MOPS AES, AMS, AHS		
	212200467	10 E 800 324 254300	CINTAS	21/22 QUARTERLY BLANKET		136.52
				PO-MOPS AES, AMS, AHS		
	212200467	10 E 800 324 254300	CINTAS	21/22 QUARTERLY BLANKET		105.33
				PO-MOPS AES, AMS, AHS		
				Totals for 212200467		325.66
11/17/2021	212200469	27 E 700 342 221300	COLE, ELIZABETH	REIMB. CONT. EDU. PLATFORM		144.00
				SUBSC.		
	212200469	27 E 700 342 221300	COLE, ELIZABETH	REIMB. CONT ED COURSES		135.00
	212200469	27 E 700 411 158000	COLE, ELIZABETH	REIMB. PURCHASE OF THERAPY		132.81
				SUPPLIES		
	212200469	27 E 700 411 158000	COLE, ELIZABETH	REIMB. SPEECH MASKS		54.32
	212200469	27 E 700 411 158000	COLE, ELIZABETH	REIMB. BOOM LEARNING SUBS.		25.00
	212200469	27 E 700 411 158000	COLE, ELIZABETH	REIMB. THERAPY SUPPLIES		50.00
	212200469	27 E 700 411 158000	COLE, ELIZABETH	REIMB. THERAPY SUPPLIES		50.00
	212200469	27 E 700 411 158000	COLE, ELIZABETH	REIMB. BOOM LEARNING POINTS		50.00
				Totals for 212200469		641.13
11/17/2021	212200470	21 E 800 411 299000	EMERSON, GREGORY	REIMB. SNACK SHACK		233.41
				Totals for 212200470		233.41
11/17/2021	212200471	27 E 700 411 158000	EPS LITERACY AND INTERVENTION	SPIRE Material Student		831.83
				Consumable Replacements		
				Totals for 212200471		831.83
11/17/2021	212200472	10 E 100 412 110000	GREAT MINDS	WIT AND WISDOM		363.69

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DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
				Totals for 212200472	363.69	
11/17/2021	212200473	10 E 800 342 295000	HEITZ, HOLLY	REIMB. MILEAGE-KALAHARI	147.84	
	212200473	10 E 800 342 295000	HEITZ, HOLLY	REIMB. FOOD AT SKYWARD CONF.	36.00	
				Totals for 212200473	183.84	
11/17/2021	212200474	10 E 800 411 253300	HILLYARD, INC - EAU CLAIRE	FILTER WRT HEATING- 21/22	183.77	
				MAINTENANCE		
	212200474	10 E 800 411 253300	HILLYARD, INC - EAU CLAIRE	MANDARIN FOAM SOAP-21/22	717.20	
				MAINTENANCE		
				Totals for 212200474	900.97	
11/17/2021	212200475	10 E 800 324 254300	JOHNSON CONTROLS, INC.	PLANNED SERVICE	10,639.00	
				AGREEMENT-11-1-21 TO 4-30-22		
				Totals for 212200475	10,639.00	
11/17/2021	212200476	10 E 400 310 162105	KRAUTKRAMER, PRESTON	11-12-21- OFFICIATE GIRLS	150.00	
				BASKETBALL		
				Totals for 212200476	150.00	
11/17/2021	212200477	10 E 800 348 254500	KWIK TRIP, INC	OCTOBER 2021 FUEL	514.53	
				Totals for 212200477	514.53	
11/17/2021	212200478	10 E 150 411 125400	LIERMAN, LAUREN	REIMB. CLASSROOM SUPPLY	83.88	
				PURCHASE		
				Totals for 212200478	83.88	
11/17/2021	212200479	10 E 800 291 221300	MCCUTCHEON, DONALD	REIMB. FOR CONCORDIA	646.00	
				Totals for 212200479	646.00	
11/17/2021	212200480	50 E 800 324 257220	METROPOLITAN SERVICES, INC % A	Check Top Oven at Elementary	121.05	
				School for connection Check		
				Bottom Oven at Elementary		
				School for repair		
				Totals for 212200480	121.05	
11/17/2021	212200481	10 E 200 411 121000	NASCO EDUCATION, LLC	Supplies for Drawing and	70.40	
				Painting, Mixed Media/Fun		
				with Fibers, Ceramics and		
				Sculpture, Art Around the		
				World and Scratching the		
				Surface.		
				Totals for 212200481	70.40	
11/17/2021	212200482	10 E 400 310 162105	PARR, DALE	11-12-21- OFFICIATE GIRLS	150.00	
				BASKETBALL		
				Totals for 212200482	150.00	
11/17/2021	212200483	10 E 400 310 162105	QUARBERG, DANNY	11-12-21- OFFICIATE GIRLS	150.00	
				BASKETBALL		
				Totals for 212200483	150.00	
11/17/2021	212200484	10 E 200 411 124008	QUILL CORPORATION	INK, LAMINATING PAPER, COPY	405.24	
				PAPER		
				Totals for 212200484	405.24	

CHECK	CHECK ACCOUNT					INVOICE	
DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
11/17/2021	212200485	10 E 800 411 254300	RASSBACH COMMUNICATIONS SERVIC			HYTERA BD502I PORTABLE (4)	1,357.69
	212200485	10 E 800 324 254300	RASSBACH COMMUNICATIONS SERVIC			HYTERA BD502I PORTABLE (4)	1,277.28
			Totals for 212200485				2,634.97
11/17/2021	212200486	10 E 800 470 120000	SAVVAS LEARNING COMPANY			Investigations Common Core 2017 Digital Spanish Edition for 1st and 3rd Grade.	66.34
	212200486	10 E 100 412 110000	SAVVAS LEARNING COMPANY			Investigations Math Workbooks for additional students beyond contract	1,321.23
			Totals for 212200486				1,387.57
11/17/2021	212200487	27 E 800 310 218100	SOLIANT			Contracted Occupational Therapist Services (Maternity leave)	1,280.00
			Totals for 212200487				1,280.00
11/17/2021	212200488	10 E 800 342 248000	STREHLAU, LOGAN			REIMB. MILEAGE TO MONDOVI SD	28.00
			Totals for 212200488				28.00
11/17/2021	212200489	10 E 400 341 256770	STUDENT TRANSIT EAU CLAIRE, IN			TRIP TO FAIRWAY & KELLER PARK	968.00
	212200489	27 E 700 341 256750	STUDENT TRANSIT EAU CLAIRE, IN			OCTOBER INTRA DAY ROUTING	1,189.01
			Totals for 212200489				2,157.01
11/17/2021	212200490	10 E 400 310 162105	VAN AMBER, DEAN			11-12-21- OFFICIATE GIRLS BASKETBALL	150.00
			Totals for 212200490				150.00
11/17/2021	212200491	10 E 800 411 255120	VISUAL COMMUNICATION SERVICES,			GRAPHICS-WEIGHT ROOM & GYM ENTRANCE	5,958.60
	212200491	10 E 800 411 255120	VISUAL COMMUNICATION SERVICES,			TENNIS DECAL	57.50
			Totals for 212200491				6,016.10
11/23/2021	212200492	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			403(B) DEDUCTIONS	2,166.62
	212200492	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242	270.00
	212200492	27 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242	55.00
	212200492	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242	1,341.67
	212200492	27 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242	29.17
	212200492	80 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242	12.50
			Totals for 212200492				3,874.96
11/23/2021	212200493	10 E 800 551 254300	BOBCAT PLUS			60" Snowblower Attachment for Bobcat S570	5,500.00
			Totals for 212200493				5,500.00
11/23/2021	212200494	10 E 800 571 223100	CESSPOOL CLEANER COMPANY INC.			POSSIBLE ACCOUNT CHANGE Cesspool Cleaner Company - CC Meet One-Time Rental Regular Unit	560.00
			Totals for 212200494				560.00
11/23/2021	212200495	10 E 400 411 162216	COLLINS SPORTS MEDICINE			Gatorade Refuel & Restore Order 4102100278	75.00
			Totals for 212200495				75.00
11/23/2021	212200496	10 E 800 310 252105	DIVERSIFIED BENEFIT SERVICES I			NOV 2021-FLEXIBLE BENEFIT	172.85

CHECK	CHECK ACCOUNT				INVOICE	
DATE	NUMBER	NUMBER	VENDOR		DESCRIPTION	AMOUNT
					ADMINISTRATIVE SERVICES	
					Totals for 212200496	172.85
11/23/2021	212200497	10 E 400 411 126000	FLINN SCIENTIFIC INC.		Classroom supplies	250.52
					Totals for 212200497	250.52
11/23/2021	212200498	21 E 800 411 299000	KWIK TRIP, INC		Money to fund the hamburger coupon program with Kwiktrip for weekend meals.	63.03
					Totals for 212200498	63.03
11/23/2021	212200499	10 E 800 241 252000	MIDAMERICA ADMIN & RETIREMENT		3Q21 ADMIN FEE (ER)	366.00
					Totals for 212200499	366.00
11/23/2021	212200500	10 E 400 411 162400	NEI ELECTRIC, INC.		Installation of power for Hudl Camera   Oakleaf Stadium	221.30
					Totals for 212200500	221.30
11/23/2021	212200501	10 E 200 411 124008	QUILL CORPORATION		classroom supplies	56.04
					Totals for 212200501	56.04
11/23/2021	212200502	10 E 100 411 121000	SCHOOL SPECIALTY, LLC		Art Supplies	1,491.09
	212200502	10 E 800 411 232100	SCHOOL SPECIALTY, LLC		Office Supplies	50.61
					Totals for 212200502	1,541.70
11/23/2021	212200503	27 E 800 310 218100	SOLIANT		Contracted Occupational Therapist Services (Maternity leave)	800.00
					Totals for 212200503	800.00
11/23/2021	212200504	10 L 000 000 811637	MADISON NATIONAL LIFE INS CO,		SHORT-TERM DISABILITY INS	464.14
	212200504	27 L 000 000 811637	MADISON NATIONAL LIFE INS CO,		SHORT-TERM DISABILITY INS	105.34
	212200504	10 L 000 000 811636	MADISON NATIONAL LIFE INS CO,		LTD INS BENEFITS	1,459.75
	212200504	27 L 000 000 811636	MADISON NATIONAL LIFE INS CO,		LTD INS BENEFITS	371.32
	212200504	80 L 000 000 811636	MADISON NATIONAL LIFE INS CO,		LTD INS BENEFITS	4.49
	212200504	10 L 000 000 811638	MADISON NATIONAL LIFE INS CO,		AD&D/LIFE INS BENEFITS	646.37
	212200504	27 L 000 000 811638	MADISON NATIONAL LIFE INS CO,		AD&D/LIFE INS BENEFITS	200.62
	212200504	80 L 000 000 811638	MADISON NATIONAL LIFE INS CO,		AD&D/LIFE INS BENEFITS	3.26
	212200504	10 L 000 000 811637	MADISON NATIONAL LIFE INS CO,		SHORT-TERM DISABILITY INS	450.70
	212200504	27 L 000 000 811637	MADISON NATIONAL LIFE INS CO,		SHORT-TERM DISABILITY INS	105.34
	212200504	10 L 000 000 811636	MADISON NATIONAL LIFE INS CO,		LTD INS BENEFITS	1,452.74
	212200504	27 L 000 000 811636	MADISON NATIONAL LIFE INS CO,		LTD INS BENEFITS	366.99
	212200504	80 L 000 000 811636	MADISON NATIONAL LIFE INS CO,		LTD INS BENEFITS	2.23
	212200504	10 L 000 000 811638	MADISON NATIONAL LIFE INS CO,		AD&D/LIFE INS BENEFITS	640.70
	212200504	27 L 000 000 811638	MADISON NATIONAL LIFE INS CO,		AD&D/LIFE INS BENEFITS	178.00
	212200504	80 L 000 000 811638	MADISON NATIONAL LIFE INS CO,		AD&D/LIFE INS BENEFITS	1.83
	212200504	10 L 000 000 811636	MADISON NATIONAL LIFE INS CO,		DEC PREM ADJUST	-403.60
	212200504	10 L 000 000 811637	MADISON NATIONAL LIFE INS CO,		DEC PREM ADJUST	36.26
	212200504	10 L 000 000 811638	MADISON NATIONAL LIFE INS CO,		DEC PREM ADJUST	-299.98
					Totals for 212200504	5,786.50
11/23/2021	212200505	10 L 000 000 811634	MINNESOTA LIFE INSURANCE CO		LIFE INS PREMIUMS	516.38
	212200505	27 L 000 000 811634	MINNESOTA LIFE INSURANCE CO		LIFE INS PREMIUMS	112.10
	212200505	10 L 000 000 811634	MINNESOTA LIFE INSURANCE CO		LIFE INS BENEFITS	228.80
	212200505	27 L 000 000 811634	MINNESOTA LIFE INSURANCE CO		LIFE INS BENEFITS	36.89
	212200505	10 L 000 000 811634	MINNESOTA LIFE INSURANCE CO		LIFE INS PREMIUMS	502.34

CHECK	CHECK ACCOUNT						INVOICE		
DATE	NUMBER	NUMBER				VENDOR	DESCRIPTION	AMOUNT	
11/23/2021	212200505	27 L 000 000 811634				MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS	112.10	
	212200505	10 L 000 000 811634				MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS	228.16	
	212200505	27 L 000 000 811634				MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS	36.89	
	212200505	10 L 000 000 811634				MINNESOTA LIFE INSURANCE CO	DEC PREM ADJUST	71.72	
	212200505	27 L 000 000 811634				MINNESOTA LIFE INSURANCE CO	DEC PREM ADJUST	11.67	
Totals for 212200505							1,857.05		
11/23/2021	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	5,682.14	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	1,188.79	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HLTH INSURANCE DEDUCTIONS	758.24	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HLTH INSURANCE DEDUCTIONS	94.78	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	3,825.99	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	1,045.02	
	212200507	80 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	18.17	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	374.22	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	288.96	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	45,972.39	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	9,617.92	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	6,134.72	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	766.84	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	30,955.01	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	8,454.91	
	212200507	80 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	147.02	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFIT	3,027.60	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFIT	2,337.76	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	5,682.14	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	1,188.79	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HLTH INSURANCE DEDUCTIONS	758.24	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HLTH INSURANCE DEDUCTIONS	94.78	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	3,825.99	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	1,063.19	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	374.22	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS	288.96	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	45,972.39	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	9,617.92	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	6,134.72	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	766.84	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	30,955.01	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS	8,601.93	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFIT	3,027.60	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	HEALTH INSURANCE BENEFIT	2,337.76	
	212200507	10 L 000 000 811631				WEA INSURANCE TRUST	DEC RETIREE & COBRA PREMIUMS	2,584.44	
	212200507	10 A 000 000 714200				WEA INSURANCE TRUST	DEC RETIREE & COBRA PREMIUMS	26,026.00	
	212200507	27 L 000 000 811631				WEA INSURANCE TRUST	DEC PREM ADJUST (A.G.)	809.52	
	Totals for 212200507							270,800.92	
	12/02/2021	212200508	10 E 400 310 162105				BOETCHER, STEVEN	11-18-21-OFFICIATE-GIRLS BB	60.00
		Totals for 212200508							60.00
12/02/2021	212200509	27 E 700 370 436000				CESA #10	DigiMaster Touchscreen, mailing of Parents Rights in Special Education	1,013.99	
	212200509	27 E 700 370 436000				CESA #10	DigiMaster Touchscreen, mailing of Parents Rights in Special Education	274.34	
	Totals for 212200509							1,288.33	



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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
12/02/2021	212200510	10 E 800 324 254300	CINTAS			DUST MOPS- 21/22 QUARTERLY	105.33
						BLANKET PO-MOPS AES, AMS, AHS	
	212200510	10 E 800 324 254300	CINTAS			DUST MOPS--21/22 QUARTERLY	136.52
						BLANKET PO-MOPS AES, AMS, AHS	
	212200510	10 E 800 324 254300	CINTAS			DUST MOPS--21/22 QUARTERLY	83.81
						BLANKET PO-MOPS AES, AMS, AHS	
						Totals for 212200510	325.66
12/02/2021	212200511	10 E 800 436 120000	CONNECTIONS EDUCATION, LLC			PO for online classes not	790.00
						found in Edmentum	
						Totals for 212200511	790.00
12/02/2021	212200512	10 E 150 411 132700	STAPLES ADVANTAGE			Supplies and rewards	109.98
	212200512	10 E 400 411 124000	STAPLES ADVANTAGE			Geometry Supplies	163.60
						Totals for 212200512	273.58
12/02/2021	212200513	10 E 400 187 162105	GLUCH, MCKYE			11-18-2021-EVENT-GIRLS BB	40.00
	212200513	10 E 400 187 162105	GLUCH, MCKYE			11-23-21-EVENT-GIRLS	40.00
						BASKETBALL	
						Totals for 212200513	80.00
12/02/2021	212200514	80 E 200 310 392205	HANSON, MICHAEL			11-16-21-OFFICIATE-BOYS BB	135.00
						Totals for 212200514	135.00
12/02/2021	212200515	10 E 400 187 162205	HENRICHS, SADIE			11-22-21-EVENT-BOYS	40.00
						BASKETBALL	
						Totals for 212200515	40.00
12/02/2021	212200516	10 E 400 310 162205	JOHNSON, JEFF			11-22-21-OFFICIATE-BOYS BB	75.00
	212200516	10 E 400 310 162105	JOHNSON, JEFF			11-18-21-OFFICIATE-GIRLS BB	60.00
						Totals for 212200516	135.00
12/02/2021	212200517	10 E 800 411 162101	JW PEPPER & SON, INC			Music for In Training show	27.99
						choir	
						Totals for 212200517	27.99
12/02/2021	212200518	10 E 400 310 162205	KIMBALL, BRANDON			11-22-21-OFFICIATE-BOYS BB	100.00
						Totals for 212200518	100.00
12/02/2021	212200519	10 E 400 310 162105	LARSON, GARRETT			11-18-21-OFFICIATE-GIRLS BB	95.00
						Totals for 212200519	95.00
12/02/2021	212200520	10 E 400 187 162105	LIMA, TIMOTHY			11-23-21-EVENT-GIRLS	120.00
						BASKETBALL	
						Totals for 212200520	120.00
12/02/2021	212200521	10 E 400 310 162205	MARTIN, CADE			11-22-21-OFFICIATE-BOYS BB	100.00
						Totals for 212200521	100.00
12/02/2021	212200522	10 E 400 310 162205	NELSON, PAUL			11-22-21-OFFICIATE-BOYS BB	100.00
						Totals for 212200522	100.00
12/02/2021	212200523	10 E 400 310 162105	PARKER, MARK			11-23-21-OFFICIATE-GIRLS BB	95.00
	212200523	10 E 400 310 162105	PARKER, MARK			11-18-21-OFFICIATE-GIRLS BB	95.00
						Totals for 212200523	190.00

CHECK	CHECK ACCOUNT		INVOICE		AMOUNT
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	
12/02/2021	212200524	10 E 400 310 162205	PARR, DALE	11-22-21-OFFICIATE-BOYS BB	100.00
				Totals for 212200524	100.00
12/02/2021	212200525	10 E 400 310 162205	PARR, TRAVIS	11-22-21-OFFICIATE-BOYS BB	100.00
				Totals for 212200525	100.00
12/02/2021	212200526	10 E 400 310 162105	PRINCE, RICK	11-23-21-OFFICIATE-GIRLS BB	95.00
				Totals for 212200526	95.00
12/02/2021	212200527	80 E 200 310 392205	ROSETH, DAVID	11-16-21-OFFICIATE-BOYS BB	135.00
	212200527	80 E 200 310 392205	ROSETH, DAVID	11-18-21-OFFICIATE-BOYS BB	135.00
				Totals for 212200527	270.00
12/02/2021	212200528	80 E 200 310 392205	SARKAUSKAS, WILLIAM	11-18-21-OFFICIATE-BOYS BB	135.00
				Totals for 212200528	135.00
12/02/2021	212200529	27 E 700 411 158000	SCHOOL SPECIALTY, LLC	Adaptive Equipment for Special Education Student	93.44
				Totals for 212200529	93.44
12/02/2021	212200530	27 E 800 310 218100	SOLIANT	Contracted Occupational Therapist Services (Maternity leave)	1,760.00
				Totals for 212200530	1,760.00
12/02/2021	212200531	10 E 400 341 256770	STUDENT TRANSIT EAU CLAIRE, IN	TRIP TO CURT MANUFACTURING-CVTC	214.00
				Totals for 212200531	214.00
12/02/2021	212200532	50 E 800 310 257211	TAHER, INC	OCTOBER 2021 OPERATING EXPENSES	15,707.67
	212200532	50 E 800 310 257221	TAHER, INC	OCTOBER 2021 OPERATING EXPENSES	27,793.00
	212200532	50 E 800 310 257241	TAHER, INC	OCTOBER 2021 OPERATING EXPENSES	3,557.02
	212200532	50 E 800 310 257251	TAHER, INC	OCTOBER 2021 OPERATING EXPENSES	2,914.77
	212200532	50 E 800 310 257201	TAHER, INC	OCTOBER 2021 OPERATING EXPENSES	26,659.21
	212200532	50 E 800 411 257221	TAHER, INC	OCTOBER 2021 OPERATING EXPENSES	12,029.78
				Totals for 212200532	88,661.45
12/02/2021	212200533	27 E 700 411 158000	TIERNEY BROTHERS, INC.	SBID-MX275-V2 SMART Board MX075-V2 interactive display with iQ and SMART Learning Suite For Cassie Schley and Rebecca Jorgenson Please change account numbers to special ed per Alan	5,850.00
	212200533	10 E 100 411 241000	TIERNEY BROTHERS, INC.	SMART BOARD W/WALL MOUNT	4,008.00
	212200533	10 E 800 482 221500	TIERNEY BROTHERS, INC.	TV and Mount for Rachel Haling	116.00
				Totals for 212200533	9,974.00

CHECK	CHECK ACCOUNT						INVOICE	
DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
12/02/2021	212200534	10 E 400 310 162205	VAN AMBER, DEAN				11-22-21-OFFICIATE-BOYS BB	100.00
							Totals for 212200534	100.00
12/02/2021	212200535	10 E 400 310 162105	WALTER, CRAIG				11-23-21-OFFICIATE-GIRLS BB	60.00
	212200535	80 E 200 187 392205	WALTER, CRAIG				11-18-2021-EVENT-BOYS BB	90.00
							Totals for 212200535	150.00
12/02/2021	212200536	10 E 400 187 162105	WEISHEIPL, DAVID				11-18-21-EVENT-GIRLS BB	60.00
	212200536	10 E 400 187 162205	WEISHEIPL, DAVID				11-22 & 11-23	40.00
							EVENT-BASKETBALL	
	212200536	10 E 400 187 162105	WEISHEIPL, DAVID				11-22 & 11-23	40.00
							EVENT-BASKETBALL	
							Totals for 212200536	140.00
12/02/2021	212200537	10 R 800 271 500000	WIAA				WIAA Girls Sectional	1,476.75
							Volleyball 10/30/2021 Invoice	
							# KM-202100572	
							Totals for 212200537	1,476.75
12/07/2021	212200538	10 L 000 000 811633	AUL HEALTH BENEFIT TRUST				Payroll accrual	189,216.42
	212200538	27 L 000 000 811633	AUL HEALTH BENEFIT TRUST				Payroll accrual	32,636.58
	212200538	10 L 000 000 811633	AUL HEALTH BENEFIT TRUST				SUPPORT STAFF HRA	555.00
							CONTRIBUTIONS~DEC, 2021	
							Totals for 212200538	222,408.00
12/07/2021	212200539	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			403(B) DEDUCTIONS		2,166.62
	212200539	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242		270.00
	212200539	27 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242		55.00
	212200539	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242		1,341.67
	212200539	27 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242		29.17
	212200539	80 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA			PLAN #VFQ242		12.50
							Totals for 212200539	3,874.96
12/07/2021	212200540	10 E 800 420 162000	BIG ATHLETICS				Girls Tennis Uniform purchase	144.00
							Totals for 212200540	144.00
12/07/2021	212200541	27 E 700 342 221300	CESA #10				1ST GRANT, PARAEDUCATOR,	254.50
							SEEDS SUPPORT, AUDIO BASIC	
	212200541	27 E 700 386 436611	CESA #10				1ST GRANT, PARAEDUCATOR,	750.00
							SEEDS SUPPORT, AUDIO BASIC	
	212200541	27 E 700 386 436225	CESA #10				1ST GRANT, PARAEDUCATOR,	850.00
							SEEDS SUPPORT, AUDIO BASIC	
	212200541	27 E 700 386 436670	CESA #10				1ST GRANT, PARAEDUCATOR,	250.00
							SEEDS SUPPORT, AUDIO BASIC	
	212200541	10 E 800 386 258300	CESA #10				CESA 10, E-RATE PLANNING,	412.50
							ADM-ADMIN, COLLEGE & CAREER	
							READINESS	
	212200541	10 E 800 386 262100	CESA #10				CESA 10, E-RATE PLANNING,	1,278.75
							ADM-ADMIN, COLLEGE & CAREER	
							READINESS	
	212200541	10 E 800 386 263320	CESA #10				CESA 10, E-RATE PLANNING,	2,750.00
							ADM-ADMIN, COLLEGE & CAREER	
							READINESS	
	212200541	10 E 800 386 253000	CESA #10				CESA 10, E-RATE PLANNING,	4,643.50
							ADM-ADMIN, COLLEGE & CAREER	
							READINESS	

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DATE	NUMBER	NUMBER	VENDOR		DESCRIPTION	AMOUNT
12/07/2021	212200541	10 E 800 386 263310	CESA #10		CESA 10, E-RATE PLANNING, ADM-ADMIN, COLLEGE & CAREER READINESS	3,486.25
	212200541	10 E 800 386 299000	CESA #10		CESA 10, E-RATE PLANNING, ADM-ADMIN, COLLEGE & CAREER READINESS	813.75
	212200541	27 E 700 386 436611	CESA #10		CESA 10, E-RATE PLANNING, ADM-ADMIN, COLLEGE & CAREER READINESS	4,411.00
	212200541	27 E 700 386 436670	CESA #10		CESA 10, E-RATE PLANNING, ADM-ADMIN, COLLEGE & CAREER READINESS	7,950.00
			Totals for 212200541			27,850.25
12/07/2021	212200542	10 E 150 411 143000	CHIPPEWA VALLEY SPORTING GOODS		20 Badminton rackets	200.00
			Totals for 212200542			200.00
12/07/2021	212200543	10 E 800 324 254300	CINTAS		DUST MOPS-21/22 QUARTERLY BLANKET PO-MOPS AES, AMS, AHS	83.81
	212200543	10 E 800 324 254300	CINTAS		DUST MOPS, WET MOP-21/22 QUARTERLY BLANKET PO-MOPS AES, AMS, AHS	136.52
	212200543	10 E 800 324 254300	CINTAS		DUST MOPS-21/22 QUARTERLY BLANKET PO-MOPS AES, AMS, AHS	105.33
			Totals for 212200543			325.66
12/07/2021	212200544	10 E 800 411 162101	STAPLES ADVANTAGE		Nametags and supplies for In Training and Locomotion show choirs.	39.54
	212200544	10 E 400 411 132700	STAPLES ADVANTAGE		supplies	55.44
			Totals for 212200544			94.98
12/07/2021	212200545	27 E 700 370 436000	COULEE CONNECTIONS, LLC		NOVEMBER 2021 SERVICES	15,680.00
			Totals for 212200545			15,680.00
12/07/2021	212200546	10 E 800 310 252105	DIVERSIFIED BENEFIT SERVICES I		BLANKET PO HRA-HEALTH REIMBURSEMENT ARRANGEMENT ADMINISTRATIVE SERVICES	784.82
			Totals for 212200546			784.82
12/07/2021	212200547	10 E 800 483 295000	E O JOHNSON COMPANY, INC.		Label Printer Software with Support	574.46
	212200547	10 E 800 360 295000	E O JOHNSON COMPANY, INC.		Label Printer Software with Support	115.12
	212200547	10 E 800 482 295000	E O JOHNSON COMPANY, INC.		Thermal Printer for labeling equipment and other devices. Prints heavy duty labels that are washable and resistant to peeling. Not including labels yet as not sure what to get yet.	752.29
			Totals for 212200547			1,441.87
12/07/2021	212200548	10 E 100 310 219000	GUNDERSON, AMANDA		Spanish interpretations and translations	2,182.38
			Totals for 212200548			2,182.38

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DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
12/07/2021	212200549	10 E 800 310 232100	HURON CONSULTING SERVICES, LLC	EVIDENCE BASED LEADERSHIP COACHING	10,402.50	
				Totals for 212200549	10,402.50	
12/07/2021	212200550	10 E 800 324 254300	INNOVATIONAL WATER SOLUTIONS,	HYDRONIC SYSTEM	784.40	
				MANAGEMENT-21/22-SEMI ANNUAL BLANKET PO-BOILER WATER TREATMENT AND TESTING		
				Totals for 212200550	784.40	
12/07/2021	212200551	10 E 800 324 254300	JOHNSON CONTROLS, INC.	Replace Fan Motor on RTU #14 (Fab Lab)	1,779.75	
				Totals for 212200551	1,779.75	
12/07/2021	212200553	10 E 150 411 110450	JW PEPPER & SON, INC	AIS SCHOOL PLAY	136.98	
	212200553	10 E 400 411 125500	JW PEPPER & SON, INC	Marching Band Music for the Fall	189.99	
	212200553	10 E 200 411 125500	JW PEPPER & SON, INC	Concert Band Music for 7th/8th Grade Band Spring by Randall Standbridge	61.99	
				<a href="https://www.jwpepper.com/Spring/11348853.item#.YTtdt5lKhdg">https://www.jwpepper.com/Spring/11348853.item#.YTtdt5lKhdg</a>		
	212200553	10 E 400 411 125500	JW PEPPER & SON, INC	AHS Pep Band Music Don't Start Now - Dua Lipa arr. Brian Scott I'm Still Standing - Elton John arr. Conaway	136.99	
				Totals for 212200553	525.95	
12/07/2021	212200554	10 E 800 310 162101	MATAS, DOMINIC	Locomotion Choreography	2,500.00	
				Totals for 212200554	2,500.00	
12/07/2021	212200555	50 E 800 324 257220	METROPOLITAN SERVICES, INC % A	Repairs and checks to the Elementary School Dishwasher	395.38	
	212200555	50 E 800 324 257220	METROPOLITAN SERVICES, INC % A	Repairs and checks to the Elementary School Dishwasher	156.61	
				Totals for 212200555	551.99	
12/07/2021	212200556	10 E 100 411 121000	NASCO EDUCATION, LLC	Art Supplies	209.36	
				Totals for 212200556	209.36	
12/07/2021	212200557	10 E 100 310 219000	NORTH COAST CONNECTION	Spanish translation of COVID re-entry	115.30	
				Totals for 212200557	115.30	
12/07/2021	212200558	10 E 800 444 120000	PREMIER FURNITURE & EQUIPMENT	ELEMENTARY SCHOOL FURNITURE - TABLES AND CHAIRS FOR STUDENTS	20,355.00	
				Totals for 212200558	20,355.00	
12/07/2021	212200559	27 E 700 411 158000	PRO-ED, INC	DSTP: Differential Screening Test for Processing: to help us differentiate auditory and language processing problems in students	110.25	

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DATE	NUMBER	NUMBER	VENDOR			DESCRIPTION	AMOUNT
						Totals for 212200559	110.25
12/07/2021	212200560	27 E 800 310 218100	SOLIANT			Contracted Occupational Therapist Services (Maternity leave)	1,280.00
						Totals for 212200560	1,280.00
12/07/2021	212200561	10 E 200 411 126000	STAPLES, INC.			general classroom supplies	36.53
						Totals for 212200561	36.53
12/07/2021	212200562	10 E 800 341 256710	STUDENT TRANSIT EAU CLAIRE, IN			NOVEMBER 2021 SCHOOL BUS ROUTES	70,819.84
						Totals for 212200562	70,819.84
12/07/2021	212200563	10 E 800 324 254300	SUMMIT FIRE PROTECTION			Annual Fire Sprinkler Inspection for AES	294.00
						Totals for 212200563	294.00
12/07/2021	212200564	10 E 800 482 221500	TIERNEY BROTHERS, INC.			TV and Mount for Rachel Haling	1,176.50
						Totals for 212200564	1,176.50
12/07/2021	212200565	10 E 800 310 231100	WI DEPARTMENT OF JUSTICE			21/22-BACKGROUND CHECKS	308.00
						Totals for 212200565	308.00
12/07/2021	212200566	10 E 400 942 223100	WIAA			WIAA CNLT Form Fee	10.00
						Totals for 212200566	10.00
12/08/2021	212200567	10 E 400 310 162223	BESTUL, DAVID			12-4-21-OFFICIATE-BOYS HOCKEY	100.00
						Totals for 212200567	100.00
12/08/2021	212200568	10 E 400 187 162105	BRESINA, CANDACE			12-2-21-EVENT-GIRLS V BB	120.00
	212200568	10 E 400 187 162105	BRESINA, CANDACE			12-2-21-EVENT- GIRLS JV BB	40.00
						Totals for 212200568	160.00
12/08/2021	212200569	10 E 400 310 162105	FISCHER, EMMA			12-2-21-OFFICIATE GIRLS BB	95.00
						Totals for 212200569	95.00
12/08/2021	212200570	10 E 400 187 162105	GLUCH, MCKYE			12-2-21-GIRLS BB	40.00
						Totals for 212200570	40.00
12/08/2021	212200571	10 E 400 310 162205	HANSON, JON			11-30-21-OFFICIATE BOYS BB	60.00
	212200571	10 E 400 310 162105	HANSON, JON			12-2-21-OFFICIATE GIRLS BB	60.00
						Totals for 212200571	120.00
12/08/2021	212200572	10 E 400 187 162205	HENRICHS, SADIE			11-30-21-EVENT-BOYS BB	40.00
	212200572	10 E 400 187 162205	HENRICHS, SADIE			11-30-21-EVENT-BOYS JV BB	40.00
						Totals for 212200572	80.00
12/08/2021	212200573	10 E 400 310 162205	KALDUNSKI, KOLE			11-30-21-OFFICIATE BOYS BB	60.00
						Totals for 212200573	60.00
12/08/2021	212200574	10 E 400 187 162105	KENT, STEVEN			12-2-21-EVENT-GIRLS V BB	60.00
						Totals for 212200574	60.00
12/08/2021	212200575	10 E 400 310 162205	KOZUCH, JOSEPH			11-30-21-OFFICIATE BOYS BB	60.00

CHECK	CHECK	ACCOUNT					INVOICE	
DATE	NUMBER	NUMBER	VENDOR				DESCRIPTION	AMOUNT
							Totals for 212200575	60.00
12/08/2021	212200576	10 E 400 187 162205	LENBERG, JASON				11-30-2021-EVENT-BOYS BB	40.00
							Totals for 212200576	40.00
12/08/2021	212200577	10 E 400 310 162205	MARTIN, CADE				11-30-21-OFFICIATE BOYS BB	95.00
							Totals for 212200577	95.00
12/08/2021	212200578	80 E 200 187 392205	MICHELS, MATT				11-30-21-EVENT-BOYS BASKETBALL	45.00
	212200578	10 E 400 310 162105	MICHELS, MATT				12-2-21-EVENT-GIRLS BB	40.00
							Totals for 212200578	85.00
12/08/2021	212200579	10 E 400 310 162205	MOY, TYLER				11-30-21-OFFICIATE BOYS BB	95.00
							Totals for 212200579	95.00
12/08/2021	212200580	80 E 200 310 392205	POCERNICH, DALE				11-30-21-OFFICIATE-MS BOYS BB	135.00
							Totals for 212200580	135.00
12/08/2021	212200581	10 E 400 310 162105	QUARBERG, DANNY				12-2-21-OFFICIATE-GIRLS BB	95.00
							Totals for 212200581	95.00
12/08/2021	212200582	80 E 200 310 392205	ROSETH, DAVID				11-30-21-OFFICIATE MS BOYS BB	135.00
							Totals for 212200582	135.00
12/08/2021	212200583	10 E 400 310 162205	THOMPSON, RICK				11-30-21-OFFICIATE-BOYS BB	95.00
							Totals for 212200583	95.00
12/08/2021	212200584	10 E 400 187 162205	WALTER, CRAIG				11-30-21-EVENT-BOYS BB	40.00
							Totals for 212200584	40.00
12/08/2021	212200585	10 E 400 187 162205	WEISHEIPL, DAVID				11-30-21-EVENT-BOYS BB	40.00
	212200585	10 E 400 187 162205	WEISHEIPL, DAVID				11-30-21-EVENT-BOYS BB	40.00
	212200585	10 E 400 187 162105	WEISHEIPL, DAVID				12-2-21-EVENT-GIRLS JV BB	40.00
	212200585	10 E 400 187 162105	WEISHEIPL, DAVID				12-2-21-EVENT-GIRLS V BB	40.00
							Totals for 212200585	160.00
12/08/2021	212200586	10 E 400 310 162105	WILSON, TIMOTHY				12-2-21-OFFICIATE-GIRLS BB	60.00
							Totals for 212200586	60.00
12/13/2021	212200587	10 L 000 000 811633	AUL HEALTH BENEFIT TRUST				GARY PSZENICZNY JULY-DEC 2021 CONTRIBUTIONS	7,854.00
							Totals for 212200587	7,854.00
							Totals for checks	2,388,412.72

**FUND SUMMARY**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	1,403,700.14	2,626.56	495,769.24	1,902,095.94
21	SPECIAL REVENUE TRUST FUND	0.00	0.00	8,085.01	8,085.01
27	SPECIAL EDUCATION FUND	284,209.20	0.00	78,048.67	362,257.87
50	FOOD SERVICE	7,826.08	0.00	90,292.79	98,118.87
61	EXTRA CURRICULAR FUND	55.03	0.00	0.00	55.03
80	COMMUNITY SERVICE	9,685.65	0.00	8,114.35	17,800.00
***	Fund Summary Totals ***	1,705,476.10	2,626.56	680,310.06	2,388,412.72

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



Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
			10/29/2021	24325 XXXXXXXXXXXXXXXX	Mississippi Welders Su, Winona,		11/08/2021		Invoiced	A	528.38
		2	Welding/Mississippi Welder Supply-Tank Rentals	4002200002	0705921-211100087	11/05/2021		528.38			
			10/28/2021	24324 XXXXXXXXXXXXXXXX	Amzn Mktp US 2y3rx5ir2, Amzn.Co		11/08/2021		Invoiced	A	22.47
		2	Small Engine/EC Lawn, Menards, Harbor Freight-	4002200007	0705921-211100088	11/05/2021		22.47			
			10/21/2021	24323 XXXXXXXXXXXXXXXX	Mississippi Welders Su, Winona,		11/08/2021		Invoiced	A	74.18
		2	Welding/Mississippi Welder Supply-Tank Rentals	4002200002	0705921-211100089	11/05/2021		74.18			
			10/19/2021	24322 XXXXXXXXXXXXXXXX	Steel Towne Elk Moun, Elk Mound		11/08/2021		Invoiced	A	785.28
		2	Metal Fabrication/Steel Towne, MSW, MSSC-Sheet	4002200004	0705921-211100090	11/05/2021		785.28			
BAUERREB000	BAUER REBECCA L		10/20/2021	24234 XXXXXXXXXXXXXXXX	Kalahari Restaurant -, Wisconsi		11/08/2021		Invoiced	A	22.00
		2	Becky's expense's Skyward conference	4102200014	0705921-211100187	11/05/2021		22.00			
			10/20/2021	24235 XXXXXXXXXXXXXXXX	Starbucks Store 18900, Lake Del		11/08/2021		Invoiced	A	4.75
		2	Becky's expense's Skyward conference	4102200014	0705921-211100188	11/05/2021		4.75			
			10/20/2021	24236 XXXXXXXXXXXXXXXX	Culvers Black River Fa, Black R		11/08/2021		Invoiced	A	10.74
		3	Becky's expense's Skyward conference	4102200014	0705921-211100189	11/05/2021		10.74			
			3 transaction(s) for BAUERREB000. Total Amount ====>								37.49
BOSS LIS000	BOSS LISA M		10/29/2021	24399 XXXXXXXXXXXXXXXX	E&g 1074 Eau Claire, Eau Claire		11/08/2021		Invoiced	A	6.22
		1			0705921-211100012	11/05/2021		6.22			
			10/29/2021	24400 XXXXXXXXXXXXXXXX	E&g 1074 Eau Claire, Eau Claire		11/08/2021		Invoiced	A	6.22
		1			0705921-211100012	11/05/2021		6.22			
			10/29/2021	24401 XXXXXXXXXXXXXXXX	Canva I03222-21033131, Camden,		11/08/2021		Invoiced	A	42.50
		1			0705921-211100012	11/05/2021		42.50			
			10/28/2021	24397 XXXXXXXXXXXXXXXX	E&g 1074 Eau Claire, Eau Claire		11/08/2021		Invoiced	A	92.82
		1			0705921-211100012	11/05/2021		92.82			
			10/28/2021	24398 XXXXXXXXXXXXXXXX	Papa Johns #4831, 608-257-7272,		11/08/2021		Invoiced	A	105.37
		1			0705921-211100012	11/05/2021		105.37			
			10/27/2021	24396 XXXXXXXXXXXXXXXX	Samsclub #8185, Eau Claire, WI,		11/08/2021		Invoiced	A	96.26
		1			0705921-211100012	11/05/2021		96.26			
			6 transaction(s) for BOSS LIS000. Total Amount ====>								349.39
BUSS STE000	BUSS STEVEN T		10/29/2021	24517 XXXXXXXXXXXXXXXX	Ebay O 12-07792-83785, San Jose		11/08/2021		Invoiced	A	27.77
		2	Book for each student for the Holocaust unit	2002200071	0705921-211100056	11/05/2021		27.77			
			10/29/2021	24518 XXXXXXXXXXXXXXXX	Ebay O 12-07792-83789, San Jose		11/08/2021		Invoiced	A	62.10
		2	Book for each student for the Holocaust unit	2002200071	0705921-211100057	11/05/2021		62.10			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
BUSS STE000	BUSS STEVEN T		continued...								
			10/29/2021	24519	XXXXXXXXXXXXXXXXXX	Ebay O 12-07792-83788, San Jose		11/08/2021	Invoiced	A	5.96
		2	Book for each student for the Holocaust unit		2002200071	0705921-211100058	11/05/2021	5.96			
			10/07/2021	24516	XXXXXXXXXXXXXXXXXX	Wal-Mart #5373, Chippewa Fall,		11/08/2021	Invoiced	A	31.78
		2	OFFICE SUPPLIES/MATH GRID BOOKS		2002200057	0705921-211100059	11/05/2021	31.78			
			4 transaction(s) for BUSS STE000. Total Amount ==>								127.61
CHMELTIM000	CHMELIK TIMOTHY J		10/25/2021	24532	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021	Invoiced	A	187.88
		4	30 pack 4' T8 Bulbs (2), AA Batteries 48 count		0002200075	0705921-211100171	11/05/2021	187.88			
			10/25/2021	24533	XXXXXXXXXXXXXXXXXX	Chilson Chrysler Dodge, Chippew		11/08/2021	Invoiced	A	129.30
		2	Food Service Van Service - Oil Change, Tire Ro		0002200070	0705921-211100172	11/05/2021	129.30			
			10/21/2021	24529	XXXXXXXXXXXXXXXXXX	Rgp Green Oasis, 715-8320800, W		11/08/2021	Invoiced	A	100.00
		2	Vegetation Control - AMS/AHS		0002200072	0705921-211100173	11/05/2021	100.00			
			10/21/2021	24530	XXXXXXXXXXXXXXXXXX	Rgp Green Oasis, 715-8320800, W		11/08/2021	Invoiced	A	50.00
		3	Vegetation Control - AES		0002200072	0705921-211100174	11/05/2021	50.00			
			10/21/2021	24531	XXXXXXXXXXXXXXXXXX	Signsdirect, 3098201070, IL, 61		11/08/2021	Invoiced	A	55.99
		2	Metro #800 Wing Bracket for Signs (2)		0002200069	0705921-211100175	11/05/2021	55.99			
			10/19/2021	24527	XXXXXXXXXXXXXXXXXX	Dspes Epay Ise, 608-2617700, WI,		11/08/2021	Invoiced	A	100.00
		2	Permits to Operate Elevators - Lift #2 AMS & L		0002200068	0705921-211100176	11/05/2021	100.00			
			10/19/2021	24528	XXXXXXXXXXXXXXXXXX	Dspes E Service Fee Com, 608-266		11/08/2021	Invoiced	A	2.00
		2	Permits to Operate Elevators - Lift #2 AMS & L		0002200068	0705921-211100177	11/05/2021	2.00			
			10/18/2021	24526	XXXXXXXXXXXXXXXXXX	All Season Tire Pros, Eau Clair		11/08/2021	Invoiced	A	131.20
		5	Mounting of New Bobcat Tires and Disposal of O		0002200066	0705921-211100178	11/05/2021	131.20			
			10/13/2021	24525	XXXXXXXXXXXXXXXXXX	Lf George - Eau Claire, Eau Cla		11/08/2021	Invoiced	A	987.32
		2	Tires for Bobcat (4) Extreme Service		0002200066	0705921-211100179	11/05/2021	987.32			
			10/12/2021	24523	XXXXXXXXXXXXXXXXXX	Tru Lock & Security In, Eau Cla		11/08/2021	Invoiced	A	43.85
		3	Keys Cut - 3 - AA113 Sargent, 3 - AA97 Sargent		0002200065	0705921-211100180	11/05/2021	43.85			
			10/12/2021	24524	XXXXXXXXXXXXXXXXXX	C L Bensen Company 1, 651287603		11/08/2021	Invoiced	A	1,203.00
		2	Filters for all 3 Schools - remainder of origi		0002200064	0705921-211100181	11/05/2021	1,203.00			
			10/07/2021	24521	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021	Invoiced	A	130.49
		2	Menards: Toilet for MS Men's Staff Bathroom (		0002200075	0705921-211100182	11/05/2021	130.49			
			10/07/2021	24522	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021	Invoiced	A	16.46
		3	Dish Soap (4 Weed Control), Sink Strainer (MS		0002200075	0705921-211100183	11/05/2021	16.46			
			13 transaction(s) for CHMELTIM000. Total Amount ==>								3,137.49
CHWALSHA000	CHWALA SHARON M		10/29/2021	24417	XXXXXXXXXXXXXXXXXX	Spectrum, 855-707-7328, VA, 201		11/08/2021	Invoiced	A	69.98
		2	Spectrum 200Mbps Internet Service		8102200020	0705921-211100112	11/05/2021	59.99			
		3	Static IP		8102200020	0705921-211100112	11/05/2021	9.99			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
CHWALSHA000	CHWALA SHARON M		continued...								
			10/28/2021	24416	XXXXXXXXXXXXXXXXXX	Usps Po 5601700070, Altoona, WI		11/08/2021	Invoiced	A	17.32
		4	USPS CERT. MAIL POSTAGE-TAX LEVY TO MUNICIPAL		8002200091	0705921-211100113	11/05/2021	17.32			
			10/26/2021	24415	XXXXXXXXXXXXXXXXXX	Py Anytime Storage, 715-8367368		11/08/2021	Invoiced	A	190.00
		2	Rent for a storage unit for three months. Thi		8002200084	0705921-211100114	11/05/2021	190.00			
			10/25/2021	24413	XXXXXXXXXXXXXXXXXX	Employers Assurance Co, 8886826		11/08/2021	Invoiced	A	5,693.50
		2	WORK COMP PREMIUMS ~EMPLOYERS ASSURANCE CO		8002200010	0705921-211100115	11/05/2021	5,693.50			
			10/25/2021	24414	XXXXXXXXXXXXXXXXXX	Vzwlrlss Ivr Vb, 800-922-0204, F		11/08/2021	Invoiced	A	801.12
		2	VERIZON HOTSPOT- BLANKET PO 2021-2022		8002200074	0705921-211100116	11/05/2021	801.12			
			10/21/2021	24393	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	-1.00
		3	2 NIGHTS- KALAHARI STAY-SKYWARD USER CONFERENC		8002200069	0705921-211100184	11/05/2021	-1.00			
			10/21/2021	24412	XXXXXXXXXXXXXXXXXX	Kwik Trip 64800006486, Blk Rive		11/08/2021	Invoiced	A	1.47
		2	REGISTRATION (170), ROOM (240), MEALS (100)MIL		8002200075	0705921-211100117	11/05/2021	1.47			
			10/19/2021	24391	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	1.00
		3	2 NIGHTS- KALAHARI STAY-SKYWARD USER CONFERENC		8002200069	0705921-211100185	11/05/2021	1.00			
			10/19/2021	24392	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	248.00
		3	2 NIGHTS- KALAHARI STAY-SKYWARD USER CONFERENC		8002200069	0705921-211100186	11/05/2021	248.00			
			10/19/2021	24410	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	124.00
		2	REGISTRATION (170), ROOM (240), MEALS (100)MIL		8002200075	0705921-211100118	11/05/2021	124.00			
			10/19/2021	24411	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	-124.00
		2	REGISTRATION (170), ROOM (240), MEALS (100)MIL		8002200075	0705921-211100119	11/05/2021	-124.00			
			10/18/2021	24409	XXXXXXXXXXXXXXXXXX	Advanced Disposal Onli, 8664965		11/08/2021	Invoiced	A	2,045.13
		2	GARBAGE SERVICE (ADVANCED DISPOSAL)		8002200016	0705921-211100120	11/05/2021	2,045.13			
			10/15/2021	24405	XXXXXXXXXXXXXXXXXX	Vistapr Vistaprint.Com, 866-893		11/08/2021	Invoiced	A	251.09
		2	500/EACH-BUSINESS CARDS FOR STAFF WILL REFUND		8002200078	0705921-211100121	11/05/2021	251.09			
			10/15/2021	24406	XXXXXXXXXXXXXXXXXX	Vistapr Vistaprint.Com, 866-893		11/08/2021	Invoiced	A	-13.11
		2	500/EACH-BUSINESS CARDS FOR STAFF WILL REFUND		8002200078	0705921-211100122	11/05/2021	-13.11			
			10/15/2021	24407	XXXXXXXXXXXXXXXXXX	Spectrum, 855-707-7328, MO, 631		11/08/2021	Invoiced	A	247.43
		2	AT & T SERVICES		8002200022	0705921-211100123	11/05/2021	247.43			
			10/15/2021	24408	XXXXXXXXXXXXXXXXXX	Spectrum, 855-707-7328, MO, 631		11/08/2021	Invoiced	A	137.25
		2	AT & T SERVICES		8002200022	0705921-211100124	11/05/2021	137.25			
			10/11/2021	24404	XXXXXXXXXXXXXXXXXX	Att Bus Phone Pmt, 800-704-4808		11/08/2021	Invoiced	A	210.45
		2	AT&T SERVICE		8002200017	0705921-211100125	11/05/2021	210.45			
			10/05/2021	24087	XXXXXXXXXXXXXXXXXX	Sterling Water Culliga, 8004449		10/06/2021	Invoiced	A	40.90
		2	CULLIGAN ANNUAL WATER DELIVERY SERVICE		1002200021	0705921-211000096	10/05/2021	40.90			
			10/05/2021	24088	XXXXXXXXXXXXXXXXXX	Hubert Company, 800-543-7374, O		10/06/2021	Invoiced	A	144.45
		2	PLATIC CLEAR FILM WRAP-FS FOR POLLY		8002200073	0705921-211000097	10/05/2021	144.45			

19 transaction(s) for CHWALSHA000. Total Amount ==&gt;

10,084.98

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
DAVIDBRI000	DAVID BRITTANY J		10/28/2021	24233 XXXXXXXXXXXXXXXX	Amzn Mktp US 2y8ul19k2, Amzn.Co		11/08/2021		Invoiced	A	19.23
		2	Amazon books- McMullan collection & sports NF		8102200092	0705921-211100236	11/05/2021	19.23			
			10/27/2021	24232 XXXXXXXXXXXXXXXX	Books A Million 350, Eau Claire		11/08/2021		Invoiced	A	170.80
		2	Books-a-Million Blanket PO - AES Library		1002200077	0705921-211100237	11/05/2021	170.80			
			10/25/2021	24231 XXXXXXXXXXXXXXXX	Amzn Mktp US 2y3lr01y2, Amzn.Co		11/08/2021		Invoiced	A	21.99
		2	Author study and series collection building		1002200066	0705921-211100238	11/05/2021	21.99			
			10/21/2021	24228 XXXXXXXXXXXXXXXX	Amzn Mktp US 2y0fh75v1, Amzn.Co		11/08/2021		Invoiced	A	12.39
		2	Author study and series collection building		1002200066	0705921-211100239	11/05/2021	12.39			
			10/21/2021	24229 XXXXXXXXXXXXXXXX	Amzn Mktp US 2y1nj0ld2, Amzn.Co		11/08/2021		Invoiced	A	46.16
		2	Author study and series collection building		1002200066	0705921-211100240	11/05/2021	46.16			
			10/21/2021	24230 XXXXXXXXXXXXXXXX	Follett School Solutio, 888-511		11/08/2021		Invoiced	A	14.05
		2	Follett Titlewave - Volume of Reading Modules		1002200038	0705921-211100241	11/05/2021	14.05			
			10/20/2021	24223 XXXXXXXXXXXXXXXX	Amzn Mktp US 2y0gu90c0, Amzn.Co		11/08/2021		Invoiced	A	5.95
		2	Author study and series collection building		1002200066	0705921-211100242	11/05/2021	5.95			
			10/20/2021	24224 XXXXXXXXXXXXXXXX	Amzn Mktp US 2y0xh81b0, Amzn.Co		11/08/2021		Invoiced	A	6.57
		2	Author study and series collection building		1002200066	0705921-211100243	11/05/2021	6.57			
			10/20/2021	24225 XXXXXXXXXXXXXXXX	Amzn Mktp US 2y9j421o0, Amzn.Co		11/08/2021		Invoiced	A	16.14
		2	Author study and series collection building		1002200066	0705921-211100244	11/05/2021	16.14			
			10/20/2021	24226 XXXXXXXXXXXXXXXX	Teacherspayteachers.Co, 6465880		11/08/2021		Invoiced	A	11.61
		2	Library organization, posters, and lesson reso		1002200022	0705921-211100245	11/05/2021	11.61			
			10/20/2021	24227 XXXXXXXXXXXXXXXX	Amzn Mktp US 2y8ahlvd1, Amzn.Co		11/08/2021		Invoiced	A	7.53
		2	Author study and series collection building		1002200066	0705921-211100246	11/05/2021	7.53			
			10/11/2021	24222 XXXXXXXXXXXXXXXX	Demco Inc, 800-9624463, WI, 537		11/08/2021		Invoiced	A	142.53
		2	Demco - Reddi-Covers for processing paperback		8102200080	0705921-211100247	11/05/2021	142.53			
			10/07/2021	24221 XXXXXXXXXXXXXXXX	Amzn Mktp US 2710f23z1, Amzn.Co		11/08/2021		Invoiced	A	7.03
		2	Author study and series collection building		1002200066	0705921-211100248	11/05/2021	7.03			
			10/05/2021	23890 XXXXXXXXXXXXXXXX	Amzn Mktp US 2c4iv2db2, Amzn.Co		10/06/2021		Invoiced	A	98.86
		2	Amazon general supply order: prong folders for		1002200074	0705921-211000241	10/05/2021	98.86			
			10/04/2021	23889 XXXXXXXXXXXXXXXX	Follett School Solutio, 888-511		10/06/2021		Invoiced	A	1,112.17
		2	Volume of Reading- Wit & Wisdom, Modules 3, 4		1002200049	0705921-211000242	10/05/2021	1,112.17			
			10/01/2021	23906 XXXXXXXXXXXXXXXX	Amazon.Com 2c9c62et2, Amzn.Com/		10/06/2021		Invoiced	A	29.68
		2	Author study and series collection building		1002200066	0705921-211000243	10/05/2021	29.68			
16 transaction(s) for DAVIDBRI000. Total Amount ==>											1,722.69
GILMABRE000	GILMARTIN BRENDA LYN		10/28/2021	24459 XXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		11/08/2021		Invoiced	A	-19.99
		2	PBIS Reward--Hot Chocolate, stir sticks, cups		1502200035	0705921-211100126	11/05/2021	-19.99			
			10/26/2021	24457 XXXXXXXXXXXXXXXX	Sams Club #8185, Eau Claire, WI		11/08/2021		Invoiced	A	40.92
		2	PBIS Reward--Hot Chocolate, stir sticks, cups		1502200035	0705921-211100127	11/05/2021	40.92			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
GILMABRE000	GILMARTIN BRENDA LYN		continued...								
			10/26/2021	24458	XXXXXXXXXXXXXXXXXX	Amzn Mktp US U13t12v53, Amzn.Co		11/08/2021	Invoiced	A	152.37
		4	Mini Wood Popsicle Sticks for Crafts (0.4 x 2.		1502200033	0705921-211100128	11/05/2021	8.83			
		5	Ziploc Storage Bags with New Grip 'n Seal Tech		1502200033	0705921-211100128	11/05/2021	8.82			
		6	Ready America 33111 Museum Gel, Clear		1502200033	0705921-211100128	11/05/2021	11.70			
		7	Blowin' in the Wind Hardcover - November 1, 20		1502200033	0705921-211100128	11/05/2021	15.27			
		8	Sashay the Donut: Even More Dances for Just Ab		1502200033	0705921-211100128	11/05/2021	39.95			
		9	Alabama Gal: Nine No-Fail Dances and Singing G		1502200033	0705921-211100128	11/05/2021	33.99			
		10	Cannon Sports Uncoated Foam Ball, 8.5" L/H/W -		1502200033	0705921-211100128	11/05/2021	14.95			
		11	Popsicle Stick, Wooden Craft Sticks - 1,000pc,		1502200033	0705921-211100128	11/05/2021	10.99			
		12	ChromaLabel 3/4 Inch Color Code Star Labels, 1		1502200033	0705921-211100128	11/05/2021	7.87			
			10/22/2021	24455	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y42p58a1, Amzn.Co		11/08/2021	Invoiced	A	41.94
		8	Sashay the Donut: Even More Dances for Just Ab		1502200033	0705921-211100129	11/05/2021	41.94			
			10/22/2021	24456	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y7z49by0, Amzn.Co		11/08/2021	Invoiced	A	37.88
		9	Alabama Gal: Nine No-Fail Dances and Singing G		1502200033	0705921-211100130	11/05/2021	37.88			
			10/18/2021	24454	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y7ak8zs1, Amzn.Co		11/08/2021	Invoiced	A	50.97
		2	Classroom Supplies		1502200012	0705921-211100131	11/05/2021	50.97			
			10/13/2021	24452	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 271160k71, Amzn.Co		11/08/2021	Invoiced	A	8.36
		2	Classroom Supplies		1502200012	0705921-211100132	11/05/2021	8.36			
			10/13/2021	24453	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 275pe51p2, Amzn.Co		11/08/2021	Invoiced	A	28.48
		2	Classroom Supplies		1502200012	0705921-211100133	11/05/2021	28.48			
			10/12/2021	24451	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair		11/08/2021	Invoiced	A	42.26
		2	general classroom supplies		1502200015	0705921-211100134	11/05/2021	42.26			
			10/07/2021	24450	XXXXXXXXXXXXXXXXXX	Event Wisconsin Skywa, Tysons C		11/08/2021	Invoiced	A	225.00
		2	Skyward Conference and hotel room		1502200032	0705921-211100135	11/05/2021	225.00			
			10/05/2021	24122	XXXXXXXXXXXXXXXXXX	Gia Publications Inc, 800-44213		10/06/2021	Invoiced	A	251.71
		2	Conversational Recorder Teacher's Manual [G-90		1502200028	0705921-2111000111	10/05/2021	81.81			
		3	Conversational Solfege - Sign Pack		1502200028	0705921-2111000111	10/05/2021	30.00			
		4	Conversational Solfege, Level 2 - Flashcards		1502200028	0705921-2111000111	10/05/2021	79.95			
		6	Learning Harmony and Improvisation Using Conve		1502200028	0705921-2111000111	10/05/2021	59.95			
			11 transaction(s) for GILMABRE000. Total Amount =====>								859.90
HANTE	002 HANSON TERRI		10/22/2021	24536	XXXXXXXXXXXXXXXXXX	Gimkit Pro - 1 Year, Seattle, W		11/08/2021	Invoiced	A	59.88
		1				0705921-211100012	11/05/2021	59.88			
			10/18/2021	24535	XXXXXXXXXXXXXXXXXX	Fedex 284948493819, Memphis, TN		11/08/2021	Invoiced	A	11.58
		2	FedEx shipping costs for the return of an orde		8002200083	0705921-211100168	11/05/2021	11.58			</

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line Description			PO Number	Invoice Number	Invoice Dt	Amount			
KAETTELI000	KAETTERHENRY ELIZABETH A	10/27/2021	24382	XXXXXXXXXXXXXXXXXX	Amazon.Com,	Amzn.Com/Bill, WA,		11/08/2021	Invoiced	A	-7.45
		1				0705921-211100012	11/05/2021	-7.45			
			10/26/2021	24381	XXXXXXXXXXXXXXXXXX	Amazon.Com 2y4xd3dd2, Amzn.Com/		11/08/2021	Invoiced	A	52.45
		2	Open Order for Library Books for AIS/MS/HS		8302200009	0705921-211100031	11/05/2021	52.45			
			10/25/2021	24380	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y6k36v82, Amzn.Co		11/08/2021	Invoiced	A	33.96
		2	Open Order for Library Books for AIS/MS/HS		8302200009	0705921-211100032	11/05/2021	33.96			
			10/22/2021	24379	XXXXXXXXXXXXXXXXXX	Dominos 2051, 715-878-4477, WI,		11/08/2021	Invoiced	A	60.09
		2	Pizzas for staff attending Classroom Virtual R		8102200081	0705921-211100033	11/05/2021	60.09			
			10/21/2021	24378	XXXXXXXXXXXXXXXXXX	Overdrive Dist, 2165736886, OH,		11/08/2021	Invoiced	A	14.99
		2	ebooks and audiobook purchases for students on		8302200015	0705921-211100034	11/05/2021	14.99			
			10/19/2021	24377	XXXXXXXXXXXXXXXXXX	Scholastic, Inc., 573-632-1834,		11/08/2021	Invoiced	A	81.24
		3	Strange Birds		8302200018	0705921-211100035	11/05/2021	81.24			
			10/18/2021	24374	XXXXXXXXXXXXXXXXXX	Follett School Solutio, 888-511		11/08/2021	Invoiced	A	105.43
		2	52 copies for MS Battle of the Books		8302200027	0705921-211100036	11/05/2021	105.43			
			10/18/2021	24375	XXXXXXXXXXXXXXXXXX	Follett School Solutio, 888-511		11/08/2021	Invoiced	A	135.28
		2	60 books for Battle of the Books		8302200023	0705921-211100037	11/05/2021	135.28			
			10/18/2021	24376	XXXXXXXXXXXXXXXXXX	Amazon.Com 2y5929l81, Amzn.Com/		11/08/2021	Invoiced	A	181.22
		2	Reorder of Battle of the Books, New Releases		8302200029	0705921-211100038	11/05/2021	181.22			
			10/14/2021	24370	XXXXXXXXXXXXXXXXXX	Booksamillion.Com, 800-201-3550		11/08/2021	Invoiced	A	158.64
		2	Battle of the Books reorder/MS & HS Student Re		8302200028	0705921-211100039	11/05/2021	158.64			
			10/14/2021	24371	XXXXXXXXXXXXXXXXXX	Booksamillion.Com, 800-201-3550		11/08/2021	Invoiced	A	127.40
		2	Battle of the Books reorder/MS & HS Student Re		8302200028	0705921-211100040	11/05/2021	127.40			
			10/14/2021	24372	XXXXXXXXXXXXXXXXXX	Dollar Tree, Eau Claire, WI, 54		11/08/2021	Invoiced	A	12.00
		2	Prizes and incentives for Beanstack Reading Ch		8302200030	0705921-211100041	11/05/2021	12.00			
			10/14/2021	24373	XXXXXXXXXXXXXXXXXX	Amazon.Com 2725g5mq2, Amzn.Com/		11/08/2021	Invoiced	A	230.67
		2	Open Order for Library Books for AIS/MS/HS		8302200009	0705921-211100042	11/05/2021	230.67			
			10/12/2021	24367	XXXXXXXXXXXXXXXXXX	Follett School Solutio, 888-511		11/08/2021	Invoiced	A	788.22
		2	MS Battle of the Books order		8302200022	0705921-211100043	11/05/2021	788.22			
			10/12/2021	24368	XXXXXXXXXXXXXXXXXX	Amazon.Com 276xq1510, Amzn.Com/		11/08/2021	Invoiced	A	15.99
		2	Open Order for Library Books for AIS/MS/HS		8302200009	0705921-211100044	11/05/2021	15.99			
			10/12/2021	24369	XXXXXXXXXXXXXXXXXX	Overdrive Dist, 2165736886, OH,		11/08/2021	Invoiced	A	12.99
		2	ebooks and audiobook purchases for students on		8302200015	0705921-211100045	11/05/2021	12.99			
			10/07/2021	24365	XXXXXXXXXXXXXXXXXX	Teacherspayteachers.Co, 6465880		11/08/2021	Invoiced	A	26.85
		2	2021 PO for TpT for Library Programming/Readin		8302200024	0705921-211100046	11/05/2021	26.85			
			10/07/2021	24366	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2736m3350, Amzn.Co		11/08/2021	Invoiced	A	113.20
		2	MS Battle of the Books order		8302200022	0705921-211100047	11/05/2021	113.20			
			10/05/2021	24061	XXXXXXXXXXXXXXXXXX	Amazon.Com 270co3of1, Amzn.Com/		10/06/2021	Invoiced	A	60.76
		3	HS Battle of the Books Order		8302200022	0705921-211000022	10/05/2021	60.76			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
KAETTELI000	KAETTERHENRY ELIZABETH A.	continued...									
		10/05/2021	24062	XXXXXXXXXXXXXXXXXX	Amazon.Com	2c3ln0282, Amzn.Com/		10/06/2021	Invoiced	A	1,410.36
	3 HS Battle of the Books Order				8302200022	0705921-211000023	10/05/2021	1,410.36			
		10/04/2021	24060	XXXXXXXXXXXXXXXXXX	Depositphotos Inc,	9549900075,		10/06/2021	Invoiced	A	105.50
	2 100 images for 100 dollars for library books/p				8302200020	0705921-211000024	10/05/2021	105.50			
						21 transaction(s) for KAETTELI000.		Total Amount	====>		3,719.79
LIERMAND000	LIERMAN ANDREW D	10/25/2021	24355	XXXXXXXXXXXXXXXXXX	The Home Depot #4935, Hudson, W			11/08/2021	Invoiced	A	-23.08
	1					0705921-211100012	11/05/2021	-23.08			
		10/25/2021	24356	XXXXXXXXXXXXXXXXXX	Homedepot.Com,	800-430-3376, GA		11/08/2021	Invoiced	A	23.08
	2 Misc Purchases				8102200001	0705921-211100013	11/05/2021	23.08			
		10/25/2021	24357	XXXXXXXXXXXXXXXXXX	Amazon.Com	2y9o801e2 A, Amzn.Co		11/08/2021	Invoiced	A	249.99
	2 ViewSonic VX2768-PC-MHD 27 Inch 1080p Curved 1				8102200083	0705921-211100014	11/05/2021	249.99			
		10/25/2021	24358	XXXXXXXXXXXXXXXXXX	Dmi Dell K-12 Rel,	8889773355,		11/08/2021	Invoiced	A	32.07
	2 chromebook and license				8272200096	0705921-211100015	11/05/2021	32.07			
		10/25/2021	24359	XXXXXXXXXXXXXXXXXX	Soundtrap,	2033189708, NY, 1001		11/08/2021	Invoiced	A	249.00
	2 50 Soundtrap "Seats"				2002200070	0705921-211100016	11/05/2021	249.00			
		10/25/2021	24360	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2y3wk3mp2, Amzn.Co		11/08/2021	Invoiced	A	12.45
	2 Misc Purchases				8102200001	0705921-211100017	11/05/2021	12.45			
		10/22/2021	24354	XXXXXXXXXXXXXXXXXX	Homedepot.Com,	800-430-3376, GA		11/08/2021	Invoiced	A	23.08
	2 Misc Purchases				8102200001	0705921-211100018	11/05/2021	23.08			
		10/19/2021	24353	XXXXXXXXXXXXXXXXXX	Microsoft Corporation,	Redmond,		11/08/2021	Invoiced	A	104.13
	2 Estimated Azure Monthly Service Charges for Cl				8102200015	0705921-211100019	11/05/2021	104.13			
		10/12/2021	24352	XXXXXXXXXXXXXXXXXX	Asset Genie,	7248389588, PA, 15		11/08/2021	Invoiced	A	359.60
	2 ACER C732 / C732T (TOUCH) / C733 / C733T (TOUC				8102200084	0705921-211100020	11/05/2021	359.60			
		10/11/2021	24351	XXXXXXXXXXXXXXXXXX	Amazon.Com	276l26f12 A, Amzn.Co		11/08/2021	Invoiced	A	30.00
	2 Misc Purchases				8102200001	0705921-211100021	11/05/2021	30.00			
		10/08/2021	24350	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2724n20g1, Amzn.Co		11/08/2021	Invoiced	A	95.00
	2 Misc Purchases				8102200001	0705921-211100022	11/05/2021	95.00			
		10/07/2021	24348	XXXXXXXXXXXXXXXXXX	Dmi Dell Bus Online,	8004563355		11/08/2021	Invoiced	A	51.70
	2 Misc Purchases				8102200001	0705921-211100023	11/05/2021	51.70			
		10/07/2021	24349	XXXXXXXXXXXXXXXXXX	Dmi Dell Bus Online,	8004563355		11/08/2021	Invoiced	A	180.41
	2 Misc Purchases				8102200001	0705921-211100024	11/05/2021	180.41			
		10/06/2021	24345	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas,	Eau Cla		11/08/2021	Invoiced	A	979.98
	2 Masterforce(R) 30" x 24" Gunmetal 10-Drawer Ro				8102200077	0705921-211100025	11/05/2021	979.98			
		10/06/2021	24347	XXXXXXXXXXXXXXXXXX	Pc Parts Plus Db	a Chro, 651-998		11/08/2021	Invoiced	A	253.16
	2 Misc Purchases				8102200001	0705921-211100026	11/05/2021	253.16			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
LIERMAND000	LIERMAN ANDREW D	continued...									
		10/05/2021	24030	XXXXXXXXXXXXXXXXXX	Paypal Paddle Com, 35314369001,		10/06/2021		Invoiced	A	-14.30
	1					0705921-211000000	10/05/2021	-14.30			
						16 transaction(s) for LIERMAND000.		Total Amount =====>			2,606.27
MCCUTDON000	MCCUTCHEON DONALD ALAN	10/28/2021	24310	XXXXXXXXXXXXXXXXXX	Super Teacher Workshee, 7162602		11/08/2021		Invoiced	A	24.95
	2	Subscription for Super Teacher Worksheet			8272200083	0705921-211100196	11/05/2021	24.95			
		10/28/2021	24311	XXXXXXXXXXXXXXXXXX	Learning A-Z, Llc, 866-889-3729		11/08/2021		Invoiced	A	216.00
	2	Reading A-z Subscription			8272200079	0705921-211100197	11/05/2021	216.00			
		10/27/2021	24304	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair		11/08/2021		Invoiced	A	101.78
	2	For daily living, pre-vocational skills, incen			8272200030	0705921-211100198	11/05/2021	101.78			
		10/27/2021	24305	XXXXXXXXXXXXXXXXXX	Www.Rachelmadel.Com, Christiana		11/08/2021		Invoiced	A	97.00
	2	An online AAC course			8272200081	0705921-211100199	11/05/2021	97.00			
		10/27/2021	24306	XXXXXXXXXXXXXXXXXX	Teacherspayteachers.Co, 6465880		11/08/2021		Invoiced	A	10.54
	3	The Maze Runner (Dashner) Novel Study   DISTAN			8272200080	0705921-211100200	11/05/2021	10.54			
		10/27/2021	24307	XXXXXXXXXXXXXXXXXX	Tools To Grow Inc, 7127257163,		11/08/2021		Invoiced	A	54.99
	2	Tools To Grow Annual Subscription			8272200078	0705921-211100201	11/05/2021	54.99			
		10/27/2021	24308	XXXXXXXXXXXXXXXXXX	Lessonpix Inc, 727-4372465, FL,		11/08/2021		Invoiced	A	36.00
	3	Lesson Pix Annual Subscription			8272200078	0705921-211100202	11/05/2021	36.00			
		10/27/2021	24309	XXXXXXXXXXXXXXXXXX	Lessonpix Inc, 727-4372465, FL,		11/08/2021		Invoiced	A	36.00
	2	Annual membership to Lessonpix			8272200082	0705921-211100203	11/05/2021	36.00			
		10/26/2021	24302	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 6t5ws90w3, Amzn.Co		11/08/2021		Invoiced	A	15.49
	2	D.Halverson. Kids clock, timer, pencils with e			8272200100	0705921-211100204	11/05/2021	15.49			
		10/26/2021	24303	XXXXXXXXXXXXXXXXXX	Amazon.Com 2y1988q92, Amzn.Com/		11/08/2021		Invoiced	A	74.03
	2	Office supplies (pressboard folders, tea, cups			8272200095	0705921-211100205	11/05/2021	74.03			
		10/25/2021	24299	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y6ky9k80, Amzn.Co		11/08/2021		Invoiced	A	50.69
	2	Office supplies (pressboard folders, tea, cups			8272200095	0705921-211100206	11/05/2021	50.69			
		10/25/2021	24300	XXXXXXXXXXXXXXXXXX	Amzn Mktp US Es6sb3e13, Amzn.Co		11/08/2021		Invoiced	A	99.89
	2	D.Halverson. Kids clock, timer, pencils with e			8272200100	0705921-211100207	11/05/2021	99.89			
		10/25/2021	24301	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 9p7m43i93, Amzn.Co		11/08/2021		Invoiced	A	15.93
	2	Office supplies (pressboard folders, tea, cups			8272200095	0705921-211100208	11/05/2021	15.93			
		10/21/2021	24298	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y4n88v50, Amzn.Co		11/08/2021		Invoiced	A	126.37
	2	Wipes for bathroom (x2)23.99 Magic pad pens- 6			8272200070	0705921-211100209	11/05/2021	126.37			
		10/19/2021	24297	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y0rt5ed1, Amzn.Co		11/08/2021		Invoiced	A	24.44
	3	Stickers, pencils, number line1, book holder			1002200084	0705921-211100210	11/05/2021	24.44			
		10/18/2021	24290	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 275oi28r2, Amzn.Co		11/08/2021		Invoiced	A	63.92
	2	4 headsets for ACCESS testing			8272200074	0705921-211100211	11/05/2021	63.92			



Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
MCCUTDON000	MCCUTCHEON	DONALD ALAN	continued...								
		10/18/2021	24291	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y2y144h1, Amzn.Co		11/08/2021		Invoiced	A	16.99
	2	Supplies all included within Amazon cart/busin			8272200046	0705921-211100212	11/05/2021	16.99			
		10/18/2021	24292	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 274yd9qy2, Amzn.Co		11/08/2021		Invoiced	A	330.36
	2	Supplies all included within Amazon cart/busin			8272200046	0705921-211100213	11/05/2021	330.36			
		10/18/2021	24293	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 275ta3yw0, Amzn.Co		11/08/2021		Invoiced	A	40.26
	5	Amazon brand Laminating pouches 100 ct			8272200060	0705921-211100214	11/05/2021	13.38			
	6	Magnetic Squares - 110 Self Adhesive Magnetic			8272200060	0705921-211100214	11/05/2021	11.95			
	7	Starburst Original Fruit Chews 2 Pounds BULK 2			8272200060	0705921-211100214	11/05/2021	14.93			
		10/18/2021	24294	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 276cn8w70, Amzn.Co		11/08/2021		Invoiced	A	43.99
	2	magnetic letter tiles, sheet protector, dry er			8272200097	0705921-211100215	11/05/2021	43.99			
		10/18/2021	24295	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2772g9sn2, Amzn.Co		11/08/2021		Invoiced	A	67.96
	2	plastic hanging file frames (2) for file cabin			8272200073	0705921-211100216	11/05/2021	20.98			
	3	100 manilla file folders			8272200073	0705921-211100216	11/05/2021	11.00			
	4	Set of 3 smaller pop-it fast food shape fidget			8272200073	0705921-211100216	11/05/2021	16.99			
	5	2 100- bubble pop-it fidgets for production pr			8272200073	0705921-211100216	11/05/2021	18.99			
		10/18/2021	24296	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y3d96n70, Amzn.Co		11/08/2021		Invoiced	A	108.09
	2	Amazon Order: Adaptive Scissors, pencil grips,			8272200068	0705921-211100217	11/05/2021	108.09			
		10/15/2021	24288	XXXXXXXXXXXXXXXXXX	Sp Logic Of English, Rochester,		11/08/2021		Invoiced	A	184.62
	2	Doodling Dragons Trio- Stories for phonograms			8272200062	0705921-211100218	11/05/2021	58.65			
	3	Phonogram Songs Trio			8272200062	0705921-211100218	11/05/2021	24.99			
	4	Phonogram Coloring Book Trio			8272200062	0705921-211100218	11/05/2021	14.99			
	5	Game Book Complete Set			8272200062	0705921-211100218	11/05/2021	85.99			
		10/15/2021	24289	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y3zv0crl, Amzn.Co		11/08/2021		Invoiced	A	211.57
	2	Therapy materials include games, toys, and bin			8272200065	0705921-211100219	11/05/2021	211.57			
		10/13/2021	24287	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 274me5kx1, Amzn.Co		11/08/2021		Invoiced	A	18.33
	2	magnetic letter tiles, sheet protector, dry er			8272200097	0705921-211100220	11/05/2021	18.33			
		10/12/2021	24284	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 272yt25a0, Amzn.Co		11/08/2021		Invoiced	A	26.94
	2	Therapy materials include games, toys, and bin			8272200065	0705921-211100221	11/05/2021	26.94			
		10/12/2021	24285	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2751p65e0, Amzn.Co		11/08/2021		Invoiced	A	114.57
	2	magnetic letter tiles, sheet protector, dry er			8272200097	0705921-211100222	11/05/2021	114.57			
		10/12/2021	24286	XXXXXXXXXXXXXXXXXX	Amazon.Com 273365qk1 A, Amzn.Co		11/08/2021		Invoiced	A	84.53
	2	I would like to buy a few books for my speech			8272200063	0705921-211100223	11/05/2021	84.53			
		10/11/2021	24282	XXXXXXXXXXXXXXXXXX	Learning A-Z, Llc, 866-889-3729		11/08/2021		Invoiced	A	192.83
	2	Reading A-Z and ELL Edition subscription			8272200067	0705921-211100224	11/05/2021	192.83			
		10/11/2021	24283	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2754h68n1, Amzn.Co		11/08/2021		Invoiced	A	15.94
	2	Therapy materials include games, toys, and bin			8272200065	0705921-211100225	11/05/2021	15.94			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
MCCUTDON000	MCCUTCHEON	DONALD ALAN	continued...								
		10/07/2021	24280	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c5yw8ub2, Amzn.Co		11/08/2021		Invoiced	A	52.99
	2	Supplies all included within Amazon cart/busin			8272200046	0705921-211100226	11/05/2021	52.99			
		10/07/2021	24281	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 277h3l3c1, Amzn.Co		11/08/2021		Invoiced	A	153.98
	2	Stickers, pencils, number line1, book holder			1002200084	0705921-211100227	11/05/2021	153.98			
		10/06/2021	24278	XXXXXXXXXXXXXXXXXX	Riverside Insights, 8003239540,		11/08/2021		Invoiced	A	338.31
	2	WJ Cog protocols			8272200055	0705921-211100228	11/05/2021	338.31			
		10/06/2021	24279	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 272988fv0, Amzn.Co		11/08/2021		Invoiced	A	40.89
	2	magnetic letter tiles, sheet protector, dry er			8272200097	0705921-211100229	11/05/2021	40.89			
		10/04/2021	23943	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c2gl8k60, Amzn.Co		10/06/2021		Invoiced	A	19.28
	4	Crocodile Teeth Game			8272200057	0705921-211000183	10/05/2021	19.28			
		10/01/2021	23992	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c0cj9b30, Amzn.Co		10/06/2021		Invoiced	A	38.00
	2	24 drawer storage for speech sound cards			8272200057	0705921-211000184	10/05/2021	38.00			
		10/01/2021	23993	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c4qq0am2, Amzn.Co		10/06/2021		Invoiced	A	17.98
	3	Topple board game			8272200057	0705921-211000185	10/05/2021	17.98			
					37 transaction(s) for MCCUTDON000. Total Amount =====>						3,166.43
MITCHMIC000	MITCH MICHELLE L	10/28/2021	24272	XXXXXXXXXXXXXXXXXX	Amzn Mktp US Ie4bf3nr3, Amzn.Co		11/08/2021		Invoiced	A	35.85
	2	PE equipment/weight rm equipment			4002200022	0705921-211100283	11/05/2021	35.85			
		10/27/2021	24247	XXXXXXXXXXXXXXXXXX	Shopwoodmans.Com, 6086983308, W		11/08/2021		Invoiced	A	115.54
	2	food and fitness supplies			4002200144	0705921-211100160	11/05/2021	115.54			
		10/27/2021	24271	XXXXXXXXXXXXXXXXXX	Teacherspayteachers.Co, 6465880		11/08/2021		Invoiced	A	14.27
	2	Duffle and Garment bags for Locomotion student			4002200032	0705921-211100284	11/05/2021	14.27			
		10/26/2021	24246	XXXXXXXXXXXXXXXXXX	Festival Foods, Eau Claire, WI,		11/08/2021		Invoiced	A	43.53
	2	Welding/Mississippi Welder Supply-Tank Rentals			4002200002	0705921-211100161	11/05/2021	43.53			
		10/26/2021	24268	XXXXXXXXXXXXXXXXXX	Paypal Wisconsinch, 4029357733,		11/08/2021		Invoiced	A	570.00
	2	Registration fees for All-State students. Stud			4002200145	0705921-211100285	11/05/2021	570.00			
		10/26/2021	24269	XXXXXXXXXXXXXXXXXX	Amzn Mktp US Ur6tp2ru3, Amzn.Co		11/08/2021		Invoiced	A	38.99
	2	Costumes for Locomotion			4002200093	0705921-211100286	11/05/2021	38.99			
		10/26/2021	24270	XXXXXXXXXXXXXXXXXX	Festival Foods, Eau Claire, WI,		11/08/2021		Invoiced	A	50.00
	2	Student bus pass for a special education stude			4002200140	0705921-211100287	11/05/2021	50.00			
		10/25/2021	24265	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y5qt6eo2, Amzn.Co		11/08/2021		Invoiced	A	75.90
	2	Lab and classroom supplies for Chemistry and S			4002200044	0705921-211100288	11/05/2021	75.90			
		10/25/2021	24266	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y5hi52f0, Amzn.Co		11/08/2021		Invoiced	A	38.99
	2	Costumes for Locomotion			4002200093	0705921-211100289	11/05/2021	38.99			
		10/25/2021	24267	XXXXXXXXXXXXXXXXXX	Amzn Mktp US Re76m25v3, Amzn.Co		11/08/2021		Invoiced	A	105.74
	2	Lab and classroom supplies for Chemistry and S			4002200044	0705921-211100290	11/05/2021	105.74			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
MITCHMIC000	MITCH MICHELLE L		continued...								
			10/22/2021	24262	XXXXXXXXXXXXXXXXXX	Nassp Product & Servic, 703-860		11/08/2021	Invoiced	A	57.00
		2	NHS induction ceremony supplies		4002200106	0705921-211100291	11/05/2021	57.00			
			10/22/2021	24264	XXXXXXXXXXXXXXXXXX	Amazon.Com 2y99b8qz1 A, Amzn.Co		11/08/2021	Invoiced	A	14.76
		2	supplies/labs		2002200005	0705921-211100292	11/05/2021	14.76			
			10/21/2021	24245	XXXXXXXXXXXXXXXXXX	Canva I03214-24726662, Camden,		11/08/2021	Invoiced	A	170.00
		2	Good news postcards.		4102200013	0705921-211100162	11/05/2021	170.00			
			10/21/2021	24263	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y7il2zj2, Amzn.Co		11/08/2021	Invoiced	A	18.25
		2	supplies/labs		2002200005	0705921-211100293	11/05/2021	18.25			
			10/20/2021	24244	XXXXXXXXXXXXXXXXXX	Shopwoodmans.Com, 6086983308, W		11/08/2021	Invoiced	A	220.28
		1				0705921-211100012	11/05/2021	220.28			
			10/20/2021	24259	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y02i3110, Amzn.Co		11/08/2021	Invoiced	A	125.80
		2	supplies/labs		2002200005	0705921-211100294	11/05/2021	125.80			
			10/20/2021	24260	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y9it1cn2, Amzn.Co		11/08/2021	Invoiced	A	22.11
		2	supplies/labs		2002200005	0705921-211100295	11/05/2021	22.11			
			10/20/2021	24261	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y4y79fk2, Amzn.Co		11/08/2021	Invoiced	A	22.11
		2	supplies/labs		2002200005	0705921-211100296	11/05/2021	22.11			
			10/19/2021	24258	XXXXXXXXXXXXXXXXXX	Wpy Ambient Inks, 855-469-3729,		11/08/2021	Invoiced	A	1,897.30
		2	jackets and t-shirts for locomotion students		4002200142	0705921-211100297	11/05/2021	1,897.30			
			10/18/2021	24242	XXXXXXXXXXXXXXXXXX	Wsca, Waunakee, WI, 53597, US		11/08/2021	Invoiced	A	470.00
		3	WSCA CONFERENCE		4002200091	0705921-211100163	11/05/2021	470.00			
			10/18/2021	24243	XXXXXXXXXXXXXXXXXX	Wsca, Waunakee, WI, 53597, US		11/08/2021	Invoiced	A	280.00
		3	WSCA Membership		4002200090	0705921-211100164	11/05/2021	280.00			
			10/15/2021	24257	XXXXXXXXXXXXXXXXXX	Aldi 72005, Lake Hallie, WI, 54		11/08/2021	Invoiced	A	40.11
		2	planners for academic success class		4002200087	0705921-211100298	11/05/2021	40.11			
			10/14/2021	24241	XXXXXXXXXXXXXXXXXX	Indianhead Foodservice, Eau Cla		11/08/2021	Invoiced	A	92.34
		2	Duffle and Garment bags for Locomotion student		4002200032	0705921-211100165	11/05/2021	92.34			
			10/13/2021	24240	XXXXXXXXXXXXXXXXXX	Samsclub #8185, Eau Claire, WI,		11/08/2021	Invoiced	A	93.56
		2	Duffle and Garment bags for Locomotion student		4002200032	0705921-211100166	11/05/2021	93.56			
			10/11/2021	24256	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 272wy7hz1, Amzn.Co		11/08/2021	Invoiced	A	466.00
		2	Costumes for Locomotion		4002200093	0705921-211100299	11/05/2021	466.00			
			10/08/2021	24239	XXXXXXXXXXXXXXXXXX	Shopwoodmans.Com, 6086983308, W		11/08/2021	Invoiced	A	192.12
		2	food and fitness supplies		4002200144	0705921-211100167	11/05/2021	192.12			
			10/08/2021	24255	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 278g201p1, Amzn.Co		11/08/2021	Invoiced	A	432.20
		2	Costumes for Locomotion		4002200093	0705921-211100300	11/05/2021	432.20			
			10/07/2021	24253	XXXXXXXXXXXXXXXXXX	Wisconsin School Music, 6088503		11/08/2021	Invoiced	A	382.00
		2	HS Choir WSMA dues		4002200119	0705921-211100301	11/05/2021	191.00			
		3	WSMA dues HS		4002200120	0705921-211100302	11/05/2021	191.00			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
MITCHMIC000	MITCH MICHELLE L		continued...								
			10/07/2021	24254	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2713d8tvl, Amzn.Co		11/08/2021	Invoiced	A	14.49
		2	Supplies for open house and for the classroom		4002200042	0705921-211100303	11/05/2021	14.49			
			10/06/2021	24251	XXXXXXXXXXXXXXXXXX	J.W. Pepper, 8003456296, PA, 19		11/08/2021	Invoiced	A	29.99
		2	Music for In Training show choir.		4002200109	0705921-211100304	11/05/2021	29.99			
			10/06/2021	24252	XXXXXXXXXXXXXXXXXX	J.W. Pepper, 8003456296, PA, 19		11/08/2021	Invoiced	A	56.98
		2	Music for In Training show choir.		4002200109	0705921-211100305	11/05/2021	56.98			
			10/05/2021	23922	XXXXXXXXXXXXXXXXXX	J.W. Pepper, 8003456296, PA, 19		10/06/2021	Invoiced	A	198.19
		2	Music for In Training show choir.		4002200109	0705921-211000289	10/05/2021	198.19			
			10/04/2021	23910	XXXXXXXXXXXXXXXXXX	Cabin Coffee Co - Alto, Altoona		10/06/2021	Invoiced	A	18.99
		2	NHS induction ceremony supplies		4002200106	0705921-211000149	10/05/2021	18.99			
			10/04/2021	23918	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021	Invoiced	A	-198.94
		2	Supplies for locomotion		4002200069	0705921-211000290	10/05/2021	-198.94			
			10/04/2021	23919	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c8yr82j0, Amzn.Co		10/06/2021	Invoiced	A	169.99
		2	Supplies for locomotion		4002200069	0705921-211000291	10/05/2021	169.99			
			10/04/2021	23920	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c2cv7xf2, Amzn.Co		10/06/2021	Invoiced	A	98.71
		2	Lab and classroom supplies for Chemistry and S		4002200044	0705921-211000292	10/05/2021	98.71			
			10/01/2021	23917	XXXXXXXXXXXXXXXXXX	Shopwoodmans.Com, 6086983308, W		10/06/2021	Invoiced	A	172.46
		2	food and fitness supplies		4002200043	0705921-211000150	10/05/2021	172.46			
			10/01/2021	23942	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c96j3s61, Amzn.Co		10/06/2021	Invoiced	A	22.95
		2	Lab and classroom supplies for Chemistry and S		4002200044	0705921-211000293	10/05/2021	22.95			
						38 transaction(s) for MITCHMIC000.		Total Amount	====>		6,668.56
RADCLSR000	RADCLIFFE SARAH A		10/22/2021	24217	XXXXXXXXXXXXXXXXXX	Consortium For School, Washingt		11/08/2021	Invoiced	A	340.00
		2	CoSN Membership Consortium for School Networki		8102200087	0705921-211100231	11/05/2021	340.00			
			10/18/2021	24215	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	104.00
		2	Kalahari Resort and Convention reservation for		8102200068	0705921-211100232	11/05/2021	104.00			
			10/18/2021	24216	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	208.00
		2	Kalahari Resort and Convention reservation for		8102200068	0705921-211100233	11/05/2021	208.00			
						3 transaction(s) for RADCLSR000.		Total Amount	====>		652.00
RICHAJES000	RICHARDS JESSICA J		10/29/2021	24390	XXXXXXXXXXXXXXXXXX	Toppers Pizza Eastridg, Eau Cla		11/08/2021	Invoiced	A	55.03
		1				0705921-211100012	11/05/2021	55.03			
			10/22/2021	24389	XXXXXXXXXXXXXXXXXX	Pixton Edu@pixton.Com, Qualicum		11/08/2021	Invoiced	A	84.79
		2	Pixton Membership - Cartoon Creation Year memb		4002200148	0705921-211100048	11/05/2021	84.79			
			10/18/2021	24388	XXXXXXXXXXXXXXXXXX	Amazon.Com 2770f2rt0, Amzn.Com/		11/08/2021	Invoiced	A	105.49
		2	Portable 4TB External Hard Drive for past year		4002200124	0705921-211100049	11/05/2021	105.49			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
RICHAJES000	RICHARDS JESSICA J		continued...								
			10/14/2021	24386	XXXXXXXXXXXXXXXXXX	Paddle.Net Remove.Bg, Astoria,		11/08/2021	Invoiced	A	199.00
		2	500 Background Remover Images for Yearbook (ea		4002200136	0705921-211100050	11/05/2021	199.00			
			10/14/2021	24387	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 272s259x1, Amzn.Co		11/08/2021	Invoiced	A	40.08
		3	5 16GB SD Cards for cameras		4002200137	0705921-211100051	11/05/2021	40.08			
			10/06/2021	24384	XXXXXXXXXXXXXXXXXX	Dollar Tree, Eau Claire, WI, 54		11/08/2021	Invoiced	A	20.05
		2	Music for In Training show choir.		4002200109	0705921-211100052	11/05/2021	20.05			
			10/06/2021	24385	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair		11/08/2021	Invoiced	A	73.69
		2	Music for In Training show choir.		4002200109	0705921-211100053	11/05/2021	73.69			
			10/04/2021	24075	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c9ac2da0, Amzn.Co		10/06/2021	Invoiced	A	27.41
		2	Dance decorations and parade float decorations		4002200107	0705921-211000037	10/05/2021	27.41			
			10/01/2021	24080	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c9zh8q40, Amzn.Co		10/06/2021	Invoiced	A	20.03
		2	Dance decorations and parade float decorations		4002200107	0705921-211000038	10/05/2021	20.03			
			9 transaction(s) for RICHAJES000. Total Amount ====>								625.57
SCHUMRAC000	SCHUMACHER RACHEL A		10/26/2021	24513	XXXXXXXXXXXXXXXXXX	Amzn Mktp US W04x27s83, Amzn.Co		11/08/2021	Invoiced	A	6.55
		2	AMAZON ORDER: BINDER CLIPS, COLORED DOT STICKE		1102200009	0705921-211100256	11/05/2021	6.55			
			10/25/2021	24510	XXXXXXXXXXXXXXXXXX	Heggerty Literacy Res, Oak Park		11/08/2021	Invoiced	A	247.95
		2	ISBN: 978-1-947260-20-7 Print Curriculum: Pre-		1002200080	0705921-211100257	11/05/2021	87.99			
		3	4 logins for Daily Lesson Videos - 4K Heggerty		1002200080	0705921-211100257	11/05/2021	159.96			
		4	These items will be ordered from Heggerty onli		1002200080	0705921-211100257	11/05/2021	0.00			
			10/25/2021	24511	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y3ln40b2, Amzn.Co		11/08/2021	Invoiced	A	46.00
		2	AMAZON ORDER: BINDER CLIPS, COLORED DOT STICKE		1102200009	0705921-211100258	11/05/2021	46.00			
			10/25/2021	24512	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 5tlbf5ur3, Amzn.Co		11/08/2021	Invoiced	A	62.07
		2	AMAZON ORDER: BINDER CLIPS, COLORED DOT STICKE		1102200009	0705921-211100259	11/05/2021	62.07			
			10/22/2021	24509	XXXXXXXXXXXXXXXXXX	Jimmy Johns - 1385, Eau Claire,		11/08/2021	Invoiced	A	324.00
		2	LUNCH FOR STAFF - CONFERENCE DAY. SUBS FROM J		1102200010	0705921-211100260	11/05/2021	324.00			
			10/21/2021	24508	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair		11/08/2021	Invoiced	A	31.96
		2	LUNCH FOR STAFF - CONFERENCE DAY. SUBS FROM J		1102200010	0705921-211100261	11/05/2021	31.96			
			10/20/2021	24502	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	104.00
		3	Hotel rooms for Ashley Minaker and Leslie Lanc		1002200073	0705921-211100262	11/05/2021	104.00			
			10/20/2021	24503	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	104.00
		3	Hotel rooms for Ashley Minaker and Leslie Lanc		1002200073	0705921-211100263	11/05/2021	104.00			
			10/20/2021	24504	XXXXXXXXXXXXXXXXXX	Kalahari Restaurant -, Wisconsi		11/08/2021	Invoiced	A	39.00
		5	Hotel rooms for Ashley Minaker and Leslie Lanc		1002200073	0705921-211100264	11/05/2021	39.00			
			10/20/2021	24505	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021	Invoiced	A	157.49
		3	Hotel rooms for Ashley Minaker and Leslie Lanc		1002200073	0705921-211100265	11/05/2021	157.49			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
SCHUMRAC000	SCHUMACHER RACHEL A	continued...									
		10/20/2021	24506	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi, Wisconsin		11/08/2021		Invoiced	A	104.00
3	Hotel rooms for Ashley Minaker and Leslie Lanc	10/20/2021	24507	XXXXXXXXXXXXXXXXXX	Culvers Black River Fa, Black R	1002200073 0705921-211100266	11/05/2021	104.00	Invoiced	A	12.02
3	Hotel rooms for Ashley Minaker and Leslie Lanc	10/20/2021	24507	XXXXXXXXXXXXXXXXXX	Culvers Black River Fa, Black R	1002200073 0705921-211100267	11/05/2021	12.02	Invoiced	A	8.29
6	white index cards	10/19/2021	24501	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y7dh3et1, Amzn.Co	1002200078 0705921-211100268	11/08/2021	8.29	Invoiced	A	53.58
3	Play Dough Tools Kit Include 42Pcs Dough Acces	10/15/2021	24498	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 274ds9u30, Amzn.Co	1002200079 0705921-211100269	11/08/2021	13.60	Invoiced	A	39.98
4	X-ACTO Pencil Sharpener   Teacher Pro Electric	10/15/2021	24499	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 273p729g0, Amzn.Co	1002200079 0705921-211100269	11/05/2021	833.18	Invoiced	A	270.26
3	Items for office & Leslie's office from Amazon	10/15/2021	24500	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 273jf7yz1, Amzn.Co	1102200007 0705921-211100270	11/08/2021	833.18	Invoiced	A	30.00
14	Amazon 1. Laminator				1002200078 0705921-211100271	11/05/2021		43.02			
15	Laminator Sheets				1002200078 0705921-211100271	11/05/2021		10.40			
16	Masking Tape-Pack of 6				1002200078 0705921-211100271	11/05/2021		8.99			
17	Book Tape				1002200078 0705921-211100271	11/05/2021		8.98			
18	white index cards				1002200078 0705921-211100271	11/05/2021		13.00			
20	Ten's frame stamp				1002200078 0705921-211100271	11/05/2021		17.99			
21	Behavior Stamp pack				1002200078 0705921-211100271	11/05/2021		25.00			
22	Squishy Toys-Prize Box				1002200078 0705921-211100271	11/05/2021		16.99			
23	Little toys-Prize pack				1002200078 0705921-211100271	11/05/2021		79.90			
24	Wall Hooks				1002200078 0705921-211100271	11/05/2021		15.99			
25	Stickers				1002200078 0705921-211100271	11/05/2021					
		10/14/2021	24496	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 278felx42, Amzn.Co		11/08/2021		Invoiced	A	153.98
6	Really Good Stuff Deluxe Chair Pockets - Set o	10/14/2021	24497	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2705u7ux1, Amzn.Co	1002200079 0705921-211100272	11/05/2021	153.98	Invoiced	A	89.97
2	POCKET FOLDERS, FOAM MOUNTING TAPE, ORANGE POS	10/13/2021	24495	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 273zn4ke1, Amzn.Co	1102200006 0705921-211100273	11/08/2021	89.97	Invoiced	A	8.34
5	Woodstock Chimes PCS Piccolo Chime	10/08/2021	24494	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2704863n0, Amzn.Co	1002200079 0705921-211100274	11/05/2021	8.34	Invoiced	A	228.87
2	Classroom supplies for 21-22 school year	10/07/2021	24493	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 279evlzs0, Amzn.Co	1002200001 0705921-211100275	11/08/2021	228.87	Invoiced	A	355.49
2	Alphatales Box Set - set of 26 ABC books (1) A	10/06/2021	24490	XXXXXXXXXXXXXXXXXX	Dollar Tree, Eau Claire, WI, 54	1002200072 0705921-211100276	11/05/2021	355.49	Invoiced	A	36.00
2	Supplies for AES float and candy to be shared	10/06/2021	24491	XXXXXXXXXXXXXXXXXX	Samsclub #8185, Eau Claire, WI,	1002200082 0705921-211100277	11/08/2021	36.00	Invoiced	A	70.88
2	Supplies for AES float and candy to be shared				1002200082 0705921-211100278	11/05/2021		70.88			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
SCHUMRAC000	SCHUMACHER RACHEL A	continued...									
		10/06/2021	24492	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c6vm0k42, Amzn.Co		11/08/2021		Invoiced	A	29.98
	2 White 1" binders for math, lamination, white c				1002200045	0705921-211100279	11/05/2021	29.98			
		10/05/2021	24167	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c1055re0, Amzn.Co		10/06/2021		Invoiced	A	163.33
	3 Better Than Carrots or Sticks: Restorative Pra				1002200063	0705921-211000259	10/05/2021	140.00			
	6 Time for Change: Four Essential Skills for Tra				1002200063	0705921-211000259	10/05/2021	23.33			
		10/05/2021	24168	XXXXXXXXXXXXXXXXXX	Festival Foods, Eau Claire, WI,		10/06/2021		Invoiced	A	135.62
	2 3lb bag Fuji Apples				1002200076	0705921-211000260	10/05/2021	14.97			
	3 3lb bag of Honeycrisp apples				1002200076	0705921-211000260	10/05/2021	20.97			
	4 3lb bag of Granny Smith apples				1002200076	0705921-211000260	10/05/2021	20.97			
	5 3lb bag of Paula Red apples				1002200076	0705921-211000260	10/05/2021	11.97			
	6 Celery				1002200076	0705921-211000260	10/05/2021	9.03			
	7 Cucumbers				1002200076	0705921-211000260	10/05/2021	19.32			
	8 1lb bag of radishes				1002200076	0705921-211000260	10/05/2021	16.03			
	9 5lb bag of potatoes				1002200076	0705921-211000260	10/05/2021	7.96			
	10 30 roma tomatoes will be approximately 6 lbs				1002200076	0705921-211000260	10/05/2021	14.40			
		10/04/2021	24161	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c3v01751, Amzn.Co		10/06/2021		Invoiced	A	80.80
	2 BINDER CLIPS, PACKAGING TAPE, 11X17 PAPER, WAT				1102200005	0705921-211000261	10/05/2021	80.80			
		10/04/2021	24162	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c7jl3d20, Amzn.Co		10/06/2021		Invoiced	A	79.98
	4 Crayola Broad Line Markers Bulk, Classic Color				1002200067	0705921-211000262	10/05/2021	16.00			
	5 Twinkle Star 100 LED Star String Lights (Warm				1002200067	0705921-211000262	10/05/2021	18.98			
	6 Office Depot Brand Bleed Resistant Self-Stick				1002200067	0705921-211000262	10/05/2021	28.01			
	7 Simple Designs Home LT2007-BLU-2pk Chrome Mini				1002200067	0705921-211000262	10/05/2021	16.99			
		10/04/2021	24163	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c3sw99k1, Amzn.Co		10/06/2021		Invoiced	A	47.62
	2 White 1" binders for math, lamination, white c				1002200045	0705921-211000263	10/05/2021	47.62			
		10/01/2021	24189	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-273.98
	10 Safco Products AlphaBetter Adjustable-Height D				1002200063	0705921-211000264	10/05/2021	-273.98			
		10/01/2021	24190	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c04e08y0, Amzn.Co		10/06/2021		Invoiced	A	334.45
	2 POCKET FOLDERS, FOAM MOUNTING TAPE, ORANGE POS				1102200006	0705921-211000265	10/05/2021	334.45			
					31 transaction(s) for SCHUMRAC000. Total Amount =====>						3,945.68
STEFFAND000	STEFFEN ANDREA M	10/29/2021	24317	XXXXXXXXXXXXXXXXXX	Amazon.Com 9j6no3l13 A, Amzn.Co		11/08/2021		Invoiced	A	26.99
	2 Professional Development 4 copies of Lost at S				1552200002	0705921-211100002	11/05/2021	26.99			
		10/22/2021	24316	XXXXXXXXXXXXXXXXXX	Amazon.Com 2y9u07ey2, Amzn.Com/		11/08/2021		Invoiced	A	176.27
	2 Professional Development 4 copies of Lost at S				1552200002	0705921-211100003	11/05/2021	176.27			
		10/11/2021	24315	XXXXXXXXXXXXXXXXXX	Solution Tree Inc, 812-3367700,		11/08/2021		Invoiced	A	94.90
	3 Global PD Online Subscription for Admin Team U				0002200063	0705921-211100004	11/05/2021	94.90			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
STEFFAND000	STEFFEN ANDREA M	continued...									
		10/06/2021	24314	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 274qslof0, Amzn.Co		11/08/2021		Invoiced	A	37.96
	2	Flag Football Flags			1552200004	0705921-211100005	11/05/2021	37.96			
						4 transaction(s) for STEFFAND000.		Total Amount ==>			336.12
STEINWIL000	STEINKE WILLIAM E	10/29/2021	24340	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021		Invoiced	A	19.35
	2	Woods: Blade Mill Works/Pigeon Creek Hardwoods			4002200003	0705921-211100093	11/05/2021	19.35			
		10/28/2021	24339	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair		11/08/2021		Invoiced	A	47.86
	2	acrylic for various projects, LED night light			2002200003	0705921-211100094	11/05/2021	47.86			
		10/27/2021	24338	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021		Invoiced	A	69.99
	2	Amazon: vinyl, plastic, and other laserable ma			2002200002	0705921-211100095	11/05/2021	69.99			
		10/22/2021	24336	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021		Invoiced	A	76.16
	2	Construction: Menards: Materials for shed, moc			4002200006	0705921-211100096	11/05/2021	76.16			
		10/22/2021	24337	XXXXXXXXXXXXXXXXXX	Sp Jonestshirts, Provo, UT, 846		11/08/2021		Invoiced	A	104.50
	2	Amazon: vinyl, plastic, and other laserable ma			2002200002	0705921-211100097	11/05/2021	104.50			
		10/20/2021	24334	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021		Invoiced	A	154.34
	2	Amazon: vinyl, plastic, and other laserable ma			2002200002	0705921-211100098	11/05/2021	154.34			
		10/20/2021	24335	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021		Invoiced	A	776.97
	2	Construction: Menards: Materials for shed, moc			4002200006	0705921-211100099	11/05/2021	776.97			
		10/15/2021	24333	XXXXXXXXXXXXXXXXXX	Johnson Plastics Plus, 80086978		11/08/2021		Invoiced	A	212.47
	1					0705921-211100012	11/05/2021	212.47			
		10/14/2021	24332	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021		Invoiced	A	100.64
	2	Amazon: vinyl, plastic, and other laserable ma			2002200002	0705921-211100100	11/05/2021	100.64			
		10/13/2021	24330	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 273vr41c2, Amzn.Co		11/08/2021		Invoiced	A	158.88
	2	Woods: Blade Mill Works/Pigeon Creek Hardwoods			4002200003	0705921-211100101	11/05/2021	158.88			
		10/13/2021	24331	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 271jp82j1, Amzn.Co		11/08/2021		Invoiced	A	61.80
	2	Amazon: vinyl, plastic, and other laserable ma			2002200002	0705921-211100102	11/05/2021	61.80			
		10/11/2021	24328	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021		Invoiced	A	50.25
	2	acrylic for various projects, LED night light			2002200003	0705921-211100103	11/05/2021	50.25			
		10/11/2021	24329	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		11/08/2021		Invoiced	A	55.94
	2	Amazon: vinyl, plastic, and other laserable ma			2002200002	0705921-211100104	11/05/2021	55.94			
		10/04/2021	24018	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c1uwlq62, Amzn.Co		10/06/2021		Invoiced	A	141.79
	2	Acrylic for keychains and other projects, 3D p			1502200001	0705921-211000080	10/05/2021	141.79			
		10/01/2021	24017	XXXXXXXXXXXXXXXXXX	Www.Makerbot.Com, 347-457-5757,		10/06/2021		Invoiced	A	2,017.90
	2	Makerbot Replicator plus 3D printer \$1999 SH 1			4002200112	0705921-211000081	10/05/2021	2,017.90			
		10/01/2021	24028	XXXXXXXXXXXXXXXXXX	Sp Sign Warehouse, Denisoan, TX		10/06/2021		Invoiced	A	428.87
	2	acrylic for various projects, LED night light			2002200003	0705921-211000082	10/05/2021	428.87			
						16 transaction(s) for STEINWIL000.		Total Amount ==>			4,477.71



Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
TAYLOHEI000	TAYLOR-ELIOPOULOS HEIDI	10/27/2021	24482	XXXXXXXXXXXXXXXXXX	Amazon.Com	Kc5369t13 A, Amzn.Co		11/08/2021	Invoiced	A	100.06
	1					0705921-211100012	11/05/2021	100.06			
		10/04/2021	24159	XXXXXXXXXXXXXXXXXX	Amazon.Com	2c08v95z2, Amzn.Com/		10/06/2021	Invoiced	A	13.72
	1					0705921-211000000	10/05/2021	13.72			
						2 transaction(s) for TAYLOHEI000. Total Amount ====>					113.78
UPWARELI000	UPWARD ELISSA S	10/27/2021	24449	XXXXXXXXXXXXXXXXXX	Drugans Castle Mound I, Holmen,			11/08/2021	Invoiced	A	21.24
	3	Buffet Dinner and Service Fee			4002200155	0705921-211100064	11/05/2021	21.24			
		10/25/2021	24448	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y8yg59w1, Amzn.Co			11/08/2021	Invoiced	A	115.28
	3	Amazon Purchase : Pants Hangers 50 pcs. with c			4002200149	0705921-211100065	11/05/2021	115.28			
		10/22/2021	24447	XXXXXXXXXXXXXXXXXX	Uline Ship Supplies, 800-295-55			11/08/2021	Invoiced	A	318.62
	2	ULINE Standard Rolling Z-Rack + Shipping & Han			4002200149	0705921-211100066	11/05/2021	318.62			
		10/19/2021	24446	XXXXXXXXXXXXXXXXXX	Collins Sports Medicin, 508-884			11/08/2021	Invoiced	A	1,624.04
	2					0705921-211100012	11/05/2021	1,624.04			
		10/18/2021	24422	XXXXXXXXXXXXXXXXXX	Little Caesars 1320 00, Eau Cla			11/08/2021	Invoiced	A	49.95
	2	Little Caesars Pizza			2002200069	0705921-211100105	11/05/2021	49.95			
		10/18/2021	24436	XXXXXXXXXXXXXXXXXX	Perkins Tomah, Tomah, WI, 54660			11/08/2021	Invoiced	A	102.70
	4	Glass Nickel Pizza Co. Meals for participatin			4002200150	0705921-211100067	11/05/2021	102.70			
		10/18/2021	24437	XXXXXXXXXXXXXXXXXX	Glass Nickel Pizza Co, 608-442-			11/08/2021	Invoiced	A	103.53
	4	Glass Nickel Pizza Co. Meals for participatin			4002200150	0705921-211100068	11/05/2021	103.53			
		10/18/2021	24438	XXXXXXXXXXXXXXXXXX	Best Western Inntowner, Madison			11/08/2021	Invoiced	A	131.00
	2	Best Western Plus, Madison, WI Hotel Rooms fo			4002200150	0705921-211100069	11/05/2021	131.00			
		10/18/2021	24439	XXXXXXXXXXXXXXXXXX	Chick-Fil-A #03352, Madison, WI			11/08/2021	Invoiced	A	67.08
	7	Chick-fil-A Meals for participating athletes +			4002200150	0705921-211100070	11/05/2021	67.08			
		10/18/2021	24440	XXXXXXXXXXXXXXXXXX	Uw Madison Event Prese, Madison			11/08/2021	Invoiced	A	10.00
	3	Event Parking at Nielsen Stadium on 10/15, 10/			4002200150	0705921-211100071	11/05/2021	10.00			
		10/18/2021	24441	XXXXXXXXXXXXXXXXXX	Best Western Inntowner, Madison			11/08/2021	Invoiced	A	131.00
	2	Best Western Plus, Madison, WI Hotel Rooms fo			4002200150	0705921-211100072	11/05/2021	131.00			
		10/18/2021	24442	XXXXXXXXXXXXXXXXXX	Best Western Inntowner, Madison			11/08/2021	Invoiced	A	131.00
	2	Best Western Plus, Madison, WI Hotel Rooms fo			4002200150	0705921-211100073	11/05/2021	131.00			
		10/18/2021	24443	XXXXXXXXXXXXXXXXXX	Best Western Inntowner, Madison			11/08/2021	Invoiced	A	131.00
	2	Best Western Plus, Madison, WI Hotel Rooms fo			4002200150	0705921-211100074	11/05/2021	131.00			
		10/18/2021	24444	XXXXXXXXXXXXXXXXXX	Uw Madison Event Prese, Madison			11/08/2021	Invoiced	A	10.00
	3	Event Parking at Nielsen Stadium on 10/15, 10/			4002200150	0705921-211100075	11/05/2021	10.00			
		10/18/2021	24445	XXXXXXXXXXXXXXXXXX	Best Western Inntowner, Madison			11/08/2021	Invoiced	A	131.00
	2	Best Western Plus, Madison, WI Hotel Rooms fo			4002200150	0705921-211100076	11/05/2021	131.00			
		10/15/2021	24421	XXXXXXXXXXXXXXXXXX	Festival Foods, Eau Claire, WI,			11/08/2021	Invoiced	A	35.94
	3	Festival Foods Purchase / Chips & Powerade			2002200069	0705921-211100106	11/05/2021	35.94			

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		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
UPWARELI000	UPWARD ELISSA S		continued...								
			10/14/2021	24435 XXXXXXXXXXXXXXXX	50-50 Factory Outlet, 715833001		11/08/2021		Invoiced	A	57.16
		2	50/50 Eau Claire Balloon Bouquet Purchase for		4002200138	0705921-211100077	11/05/2021	57.16			
			10/13/2021	24434 XXXXXXXXXXXXXXXX	American Volleyball Co, Lexingt		11/08/2021		Invoiced	A	108.54
		2	High School Coach Membership Renewal		4002200132	0705921-211100078	11/05/2021	85.00			
		3	The Volleyball Drill Book		4002200132	0705921-211100078	11/05/2021	19.95			
		4	Shipping		4002200132	0705921-211100078	11/05/2021	3.59			
			10/12/2021	24433 XXXXXXXXXXXXXXXX	Www.Wisvca.Org Wvca, Wrightstow		11/08/2021		Invoiced	A	53.25
		5	WVCA Membership for Upward + Springer Includes		4002200132	0705921-211100079	11/05/2021	53.25			
			10/11/2021	24420 XXXXXXXXXXXXXXXX	Apple.Com/Bill, 866-712-7753, C		11/08/2021		Invoiced	A	15.81
		2	Apple Music Monthly Subscription		4102200005	0705921-211100107	11/05/2021	15.81			
			10/08/2021	24429 XXXXXXXXXXXXXXXX	Collins Sports Medicin, 508-884		11/08/2021		Invoiced	A	-1,633.95
		1				0705921-211100012	11/05/2021	-1,633.95			
			10/08/2021	24430 XXXXXXXXXXXXXXXX	Eau Claire Ceatstreet, 86665487		11/08/2021		Invoiced	A	78.58
		4	Eau Claire Cheese & Deli Lunch for USTA Offici		4002200125	0705921-211100080	11/05/2021	78.58			
			10/08/2021	24431 XXXXXXXXXXXXXXXX	Collins Sports Medicin, 508-884		11/08/2021		Invoiced	A	-503.61
		1				0705921-211100012	11/05/2021	-503.61			
			10/08/2021	24432 XXXXXXXXXXXXXXXX	Collins Sports Medicin, 508-884		11/08/2021		Invoiced	A	-1,637.15
		4	Shipping		4002200132	0705921-211100081	11/05/2021	-1,637.15			
			10/07/2021	24428 XXXXXXXXXXXXXXXX	Dollar Tree, Eau Claire, WI, 54		11/08/2021		Invoiced	A	30.00
		3	Dollar Tree Purchase - Bags for Coaches / Sect		4002200125	0705921-211100082	11/05/2021	30.00			
			10/06/2021	24427 XXXXXXXXXXXXXXXX	Festival Foods, Eau Claire, WI,		11/08/2021		Invoiced	A	92.92
		3	Festival Foods - Purchase for Coaches Subs and		4002200125	0705921-211100083	11/05/2021	92.92			
			10/04/2021	24102 XXXXXXXXXXXXXXXX	Wal-Mart #1669, Eau Claire, WI,		10/06/2021		Invoiced	A	55.60
		2	3M Command Strips for Trophy Case		4002200114	0705921-211000092	10/05/2021	55.60			
			10/04/2021	24106 XXXXXXXXXXXXXXXX	Photo Card Specialists, Eau Cla		10/06/2021		Invoiced	A	577.30
		2	TRPR A6754 BLACK PRISM 7.75 VARSITY 2ND Place		4002200117	0705921-211000043	10/05/2021	45.95			
		3	TRPR A6755 BLACK PRISM 8.75 VARSITY 1ST Place		4002200117	0705921-211000043	10/05/2021	50.95			
		4	SILVER WREATH MEDAL WITH WHITE FULL COLOR CIRC		4002200117	0705921-211000043	10/05/2021	253.00			
		5	ACRYLIC FLAMES 8" AWARD PLUS BASE (8 5/8 TOTAL		4002200117	0705921-211000043	10/05/2021	108.72			
		6	ACRYLIC FLAME 9" LASERED AWARD PLUS BASE (9 5/		4002200117	0705921-211000043	10/05/2021	118.68			
			28 transaction(s) for UPWARELI000. Total Amount =====>								407.83
WATT LOR000	WATT LORI D		10/29/2021	24477 XXXXXXXXXXXXXXXX	Amzn Mktp US F88t45fh3, Amzn.Co		11/08/2021		Invoiced	A	4.75
		2	Purchase more copies of A Dog Lost book on Ama		2002200068	0705921-211100139	11/05/2021	4.75			
			10/29/2021	24478 XXXXXXXXXXXXXXXX	Amzn Mktp US 0q3945id3, Amzn.Co		11/08/2021		Invoiced	A	4.75
		2	Purchase more copies of A Dog Lost book on Ama		2002200068	0705921-211100140	11/05/2021	4.75			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
WATT LOR000	WATT LORI D	continued...									
		10/29/2021	24479	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 9v6yv8bf3, Amzn.Co		11/08/2021		Invoiced	A	4.75
2	Purchase more copies of A Dog Lost book on Ama				2002200068	0705921-211100141	11/05/2021	4.75			
		10/29/2021	24480	XXXXXXXXXXXXXXXXXX	Amzn Mktp US Hr9104yv3, Amzn.Co		11/08/2021		Invoiced	A	4.75
2	Purchase more copies of A Dog Lost book on Ama				2002200068	0705921-211100142	11/05/2021	4.75			
		10/28/2021	24474	XXXXXXXXXXXXXXXXXX	Amzn Mktp US Fz13k7ee3, Amzn.Co		11/08/2021		Invoiced	A	4.75
2	Purchase more copies of A Dog Lost book on Ama				2002200068	0705921-211100143	11/05/2021	4.75			
		10/28/2021	24475	XXXXXXXXXXXXXXXXXX	Wal-Mart #1669, Eau Claire, WI,		11/08/2021		Invoiced	A	10.16
2	Starbursts (party size)				2002200066	0705921-211100144	11/05/2021	10.16			
		10/28/2021	24476	XXXXXXXXXXXXXXXXXX	Amzn Mktp US Fp1m24vu3, Amzn.Co		11/08/2021		Invoiced	A	4.75
2	Purchase more copies of A Dog Lost book on Ama				2002200068	0705921-211100145	11/05/2021	4.75			
		10/25/2021	24472	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y8e7lks0, Amzn.Co		11/08/2021		Invoiced	A	169.58
2	whiteboard for the office				2002200065	0705921-211100146	11/05/2021	169.58			
		10/25/2021	24473	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y04g2730, Amzn.Co		11/08/2021		Invoiced	A	90.78
4	suction cups				2002200063	0705921-211100147	11/05/2021	44.79			
5	paint marker				2002200063	0705921-211100147	11/05/2021	45.99			
		10/20/2021	24471	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		11/08/2021		Invoiced	A	-26.14
2	Spanish-version books that support K-3 EL stud				8002200076	0705921-211100148	11/05/2021	-26.14			
		10/18/2021	24469	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2y2cf0cw0, Amzn.Co		11/08/2021		Invoiced	A	26.14
2	Spanish-version books that support K-3 EL stud				8002200076	0705921-211100149	11/05/2021	26.14			
		10/18/2021	24470	XXXXXXXXXXXXXXXXXX	Amazon.Com 2y3ad1jj1, Amzn.Com/		11/08/2021		Invoiced	A	109.70
2	Spanish-version books that support K-3 EL stud				8002200076	0705921-211100150	11/05/2021	109.70			
		10/15/2021	24467	XXXXXXXXXXXXXXXXXX	Festival Foods, Eau Claire, WI,		11/08/2021		Invoiced	A	28.98
2	STANDARD OF EXCELLANCE SUPPLIES				2002200061	0705921-211100151	11/05/2021	28.98			
		10/15/2021	24468	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 279ts0970, Amzn.Co		11/08/2021		Invoiced	A	74.41
2	Spanish-version books that support K-3 EL stud				8002200076	0705921-211100152	11/05/2021	74.41			
		10/14/2021	24466	XXXXXXXXXXXXXXXXXX	Www.Mathcounts.Org, Alexandria,		11/08/2021		Invoiced	A	150.00
2	Mathcounts registration				2002200058	0705921-211100153	11/05/2021	150.00			
		10/12/2021	24465	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2794l6qyl, Amzn.Co		11/08/2021		Invoiced	A	14.20
2	Spanish-version books that support K-3 EL stud				8002200076	0705921-211100154	11/05/2021	14.20			
		10/11/2021	24463	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 271ng8gpl, Amzn.Co		11/08/2021		Invoiced	A	81.31
2	OFFICE SUPPLIES/MATH GRID BOOKS				2002200057	0705921-211100155	11/05/2021	81.31			
		10/11/2021	24464	XXXXXXXXXXXXXXXXXX	Calm.Com Subscription, San Fran		11/08/2021		Invoiced	A	69.99
2	calm subscription for groups and classroom				1502200039	0705921-211100156	11/05/2021	69.99			
		10/06/2021	24462	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 272bglz81, Amzn.Co		11/08/2021		Invoiced	A	169.83
2	corner shelf and fidgets				4002200104	0705921-211100157	11/05/2021	169.83			
		10/05/2021	24130	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 273zall1l1, Amzn.Co		10/06/2021		Invoiced	A	32.38
2	corner shelf and fidgets				4002200104	0705921-211000117	10/05/2021	32.38			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description		PO Number	Invoice Number	Invoice Dt	Amount			
WATT LOR000	WATT LORI D		continued...								
			10/04/2021	24127	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c2hk6kh1, Amzn.Co	10/06/2021		Invoiced	A	47.93
		2	office chair, shelving, door mailbox, office s		2002200048	0705921-211000118	10/05/2021	47.93			
			10/04/2021	24158	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair	10/06/2021		Invoiced	A	-37.20
		2	materials for AMS cross country community serv		1502200031	0705921-211000119	10/05/2021	-37.20			
			10/01/2021	24155	XXXXXXXXXXXXXXXXXX	Hobby-Lobby #833, Eau Claire, W	10/06/2021		Invoiced	A	115.43
		2	materials for AMS cross country community serv		1502200031	0705921-211000120	10/05/2021	115.43			
			10/01/2021	24156	XXXXXXXXXXXXXXXXXX	Wal-Mart #1669, Eau Claire, WI,	10/06/2021		Invoiced	A	-17.26
		2	materials for AMS cross country community serv		1502200031	0705921-211000121	10/05/2021	-17.26			
			10/01/2021	24157	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair	10/06/2021		Invoiced	A	76.95
		2	materials for AMS cross country community serv		1502200031	0705921-211000122	10/05/2021	76.95			
						25 transaction(s) for WATT LOR000.		Total Amount ==>			1,215.67
						308 transaction(s).		Total Amount ==>			45,736.73

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



# School District of Altoona

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## Operational Expectations Monitoring Report OE – 11: Instructional Program

Date Presented: December 20, 2021

### Superintendent Certification

With respect to Operational Expectations Policy OE 11: Instructional Program, taken as a whole, the Superintendent certifies that the proceedings information is accurate and complete, and the district:

- ☒ Is in Compliance  
☐ Is Not in Compliance  
☐ Is in Compliance with Noted Exceptions

### Superintendent Summary Statement:

OE 11: Instructional Program is in compliance, as noted by the below artifacts. A year ago, we would not have been in compliance. An extraordinary amount of progress has been made over the past year, thanks to the commitment and work of our instructional staff and the leadership of our principals, our Director of Curriculum and Instruction and our Director of Future Ready Learning. Improvement of learning outcomes for students can only occur on a strong foundation, and a great deal of work has occurred over the past year to ensure that happened.

Signed: Heidi Eliopoulos Date: November 23, 2021

### Board of Education Action

With respect to OE 11: Instructional Program, the Board finds the district:

- ☐ Is in Compliance  
☐ Is Not in Compliance  
☐ Is in Compliance with Noted Exceptions

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President



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## Operational Expectations Monitoring Report OE 11: Instructional Program

OE-11: Instructional Program: The Superintendent shall maintain a program of instruction that offers challenging and relevant opportunities for all students to achieve at levels defined in the Board's **Results** policies.

### *Superintendent's Interpretation*

Instructional programming is the vehicle for delivering student learning outcomes. Contemporary educational research confirms that not all instructional strategies are equally effective and provides effect size data that is instrumental in defining educational best practices. In order to maximize student learning, the School District of Altoona commits to developing, maintaining, and delivering a high-quality instructional program that is aligned with standards and is evidence-based.

### *Glossary*

*Curriculum:* The information, materials, resources, assessments and learning experiences prepared by teachers for their courses of study.

*Standards:* The articulation of what a student should know and be able to do by the end of a specific grade level or band of grade levels.

### *Indicators*

OE-11.1 The Superintendent will ensure that instructional programs are based on a comprehensive and objective review of best practices research.

Indicator One: Professional development will prioritize teaching and learning.

**Evidence:** Link to Yearlong professional development plan

[Districtwide PD Plan 2021-22](#)

Indicator Two: Professional development will be based on evidence-based or research-based best practices.

**Evidence:** Link to Yearlong professional development plan with explanation

[Districtwide PD Plan 2021-22](#)

OE-11.2 The Superintendent will base instruction on district academic standards that meet or exceed state and/or nationally-recognized model standards.

Indicator Three: All departments will use state or national academic standards around which to build their curriculum.

**Evidence:** List of standards used within the School District of Altoona (annual notice)

[Academic Standards Notice](#)

OE-11.3 The Superintendent will align curriculum with the standards.

Indicator Four: All courses have a pacing guide that articulates the standards the standards that are the base of the

**Evidence:** Grid of courses indicating which have complete pacing guides filed

 OE 11.3 Lesson Pacing Guide Completion

OE-11.4 The Superintendent will effectively measure each student's progress toward achieving or exceeding the standards.

Indicator Five: The district will maintain a balanced assessment framework that includes state, local, and nationally-normed assessments.

**Evidence:** Written articulation of the district-wide balanced assessment framework

 OE 11.4, Indicator 5, Dist. Bal. Assess

OE-11.5 The Superintendent will ensure that the instructional program includes opportunities for students to develop talents and interests in their specialized areas of interest.

Indicator Six: The Academic and Career Planning framework will include the list of the courses that are included in each career pathway

**Evidence:** Link to website that includes career pathway information

 Career Cluster Course Planning Sheets

OE-11.6 The Superintendent will ensure that the instructional program accommodates the different learning needs of students and differentiates instruction to engage students of various backgrounds and abilities.

Indicator Seven: Professional learning communities will meet to plan for responsive instruction

**Evidence:** Adult learning framework summaries

 OE - 11.6 Summaries Adult Learning Framework

OE-11.7 The Superintendent will encourage new and innovative programs, carefully monitoring and evaluating the effectiveness of all such programs at least annually.

Indicator Eight: The District has and uses a process to add new courses and evaluate their effectiveness

**Evidence:** List of new courses from the previous year


Cooperative Academic Partnership Program (CAPP) Government (Dual Credit Course)

Enriched Biology

OE-11.8 The Superintendent will regularly evaluate and modify all instructional programs as necessary to assure their continuing effectiveness.

Indicator Nine: The District maintains schedule for core program reviews

**Evidence:** Link to core program review schedule

 Core Program Review

Indicator Ten: Annual school learning objectives will be developed around student achievement data.

**Evidence:** Summary of annual school learning objectives for the year

 OE 11.8, Indicator Ten (SLO)

OE-11.9 The Superintendent will adequately monitor and control student access to and utilization of electronically distributed information.

Indicator Eleven: The district maintains systems and processes to ensure compliance with the Children's Internet Protection Act (CIPA).

**Evidence:** Link to district framework or policy that articulates the comprehensive internet safety framework [Acceptable, Safe, & Responsible Use Policy](#)

OE-11.10 The Superintendent will protect the instructional time provided for students during the academic day by prohibiting interruptions due to unnecessary intrusions, unnecessary teacher time out of the classroom, or the scheduling of activities that can be scheduled during other times.

Indicator Twelve: Professional development and curriculum work will be articulated in a year-long plan to maximize time and resources outside of the school day

**Evidence:** Link to the professional development and curriculum work plan

 Districtwide PD Plan 2021-22

 2021-22 ELA & Math Curriculum Days

### ***Executive Summary***

Prior to last year, some components outlined within the Instructional Program were in place, some were in place but needed improvement and some were not in place. Over the course of the last year, all components are in place and some have undergone continuous improvements. We have made a lot of progress in this area.

Prior to the last year, each building functioned quite independently. The development of a Districtwide PD Plan has solidified the focus and work of the district. We are now one system focused on student learning outcomes and working toward the same goals versus having pockets of excellence. We have also made gains in our balanced assessment framework. Our district benchmark assessment is now being implemented with a consistent schedule across all grades, and we are working on curricular assessments through the work of the PLC. This work will in turn impact our grading, gradebook and reporting processes. While the Academic and Career Planning framework was previously started and the Core Program Review process had been implemented, both are now more robust and have undergone continuous improvements.

### ***Commitment to Improve***

While all components are in place, the process used to develop new courses was not well articulated and was not a true "process." This is one area that has been started and will soon be rolled out. While the Core Program Review Process has been outlined and is more robust, templates need to be created within. The vast majority of courses have Lesson Pacing Guides, but completion of these were put on hold for the short term to build staff capacity and ensure quality work moving forward. This work will continue soon. The SLO and PLC processes were in place to varying degrees, but both are moving from shallow to deep implementation. As stated above, we are closer to establishing a balanced assessment framework.

All ten components will need to be continuously refined, outlined, and improved over the next several years. All will need to be evaluated to ensure continued improvements. Within the curriculum and instruction department, there are a number of processes, not listed above, that still need to be articulated. There is also



vertical curricular work that needs to be completed and updating and alignment of resources and budgeting need to occur.



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## Results Monitoring Report R-2: Science

Date Presented to the Board: December 20, 2021

### Superintendent Certification

With respect to Results Policy R-2: Science, taken as a whole, the Superintendent certifies that the proceeding

☐ Has Made Reasonable Progress

☒ Has Not Made Reasonable Progress

☐ Has Made Reasonable Progress with Noted Exceptions

### Superintendent Summary Statement

A five year review of performance in the area of science reveals that the district has demonstrated a downward trend in most area.

Signed: Heidi Eliopoulos Date: November 23, 2021

### Board of Education Action

With respect to R-2: Science the Board's finds that the district:

☐ Has Made Reasonable Progress

☐ Has Not Made Reasonable Progress

☐ Has Made Reasonable Progress with Noted Exceptions

Signed: \_\_\_\_\_

Board President

Date: \_\_\_\_\_



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## Results Monitoring Report R-2: Science

R-2: Science: Students meet or exceed District-established expectations in all content areas.

### *Superintendent's Interpretation*

The measure of the effectiveness of a program is the totality of student outcomes. When students are meeting expected benchmarks, it is a reflection of high quality instructional strategies and curricular materials.

### *Glossary*

*District-established expectations:* Expectations in the district as designated by the prioritized standard for each content area and each grade.

### *Indicators*

Indicator One: Elementary school students demonstrate attainment of the prioritized standards.

**Evidence:** Percentage of elementary students who earned a 3 or higher on their report card.

NA

Indicator Two: Intermediate school students demonstrate attainment of the prioritized standards.

**Evidence:** Percentage of intermediate students who earned a 3 or higher on their report card.

NA

Indicator Three: Middle school students demonstrate attainment of the prioritized standards.

**Evidence:** Percentage of middle students who earned a 3 or higher on their report card.

NA

Indicator Four: High school students demonstrate attainment of the prioritized standards.

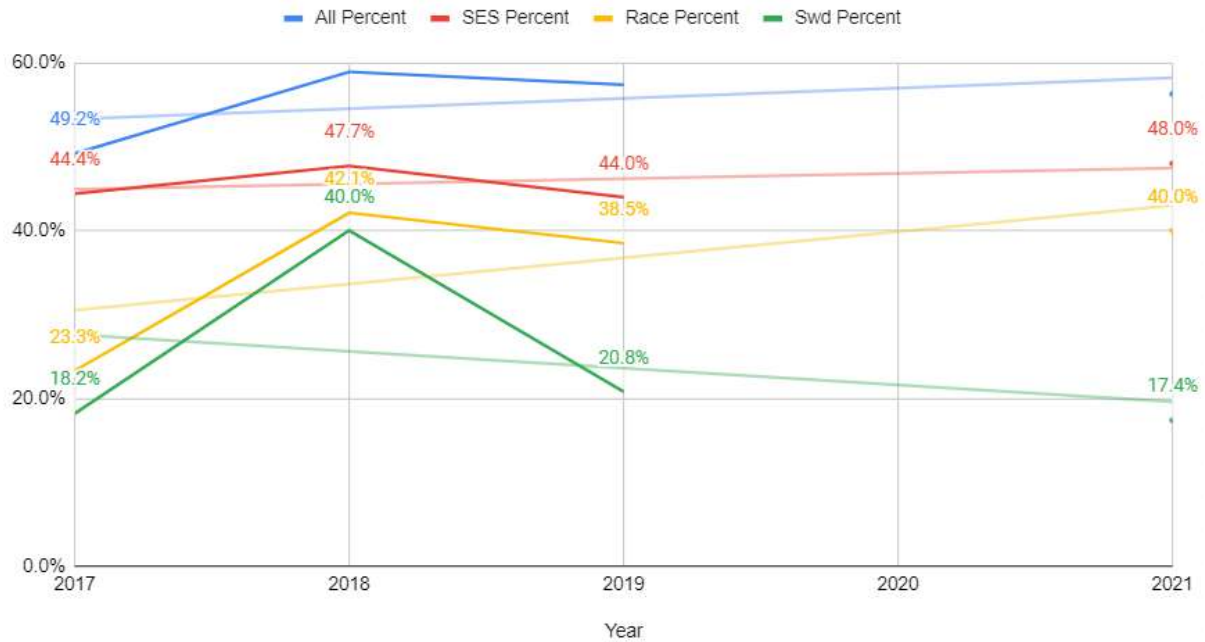
**Evidence:** Percentage of high school students who earned a B or higher on their report card.

NA

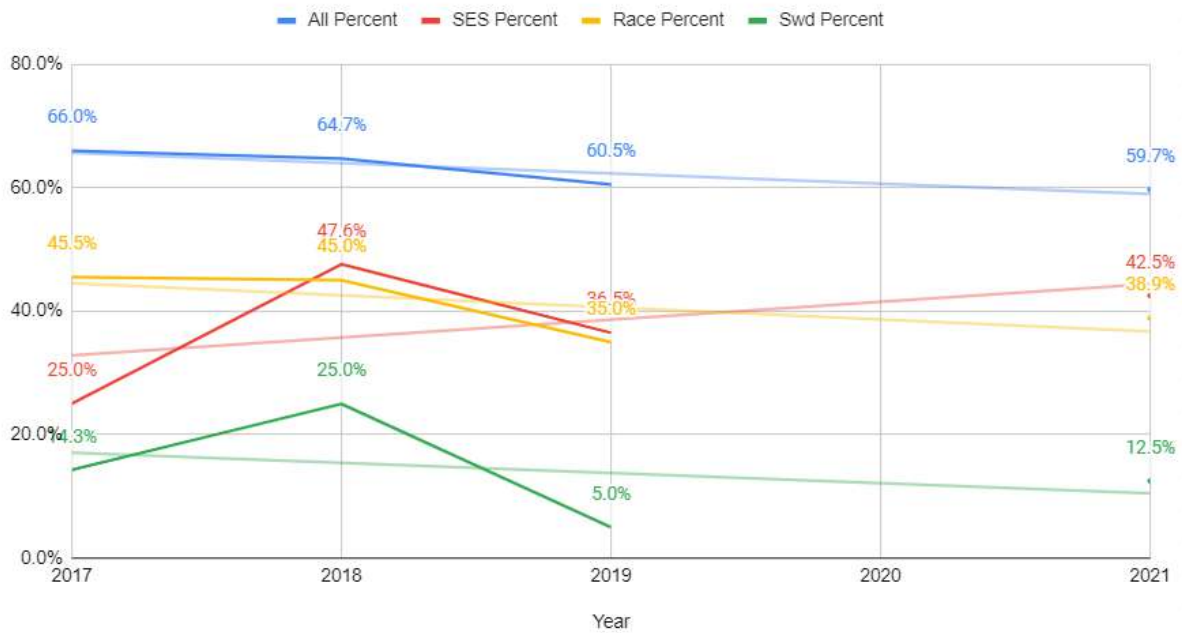
Indicator Five: Students demonstrate proficiency on the Wisconsin Forward Exam.

**Evidence:** Percentage of students who are in the advanced or proficient categories of the Wisconsin Forward Exam.

AIS Science- ALL Percent, SES Percent, Race Percent and Swd Percent

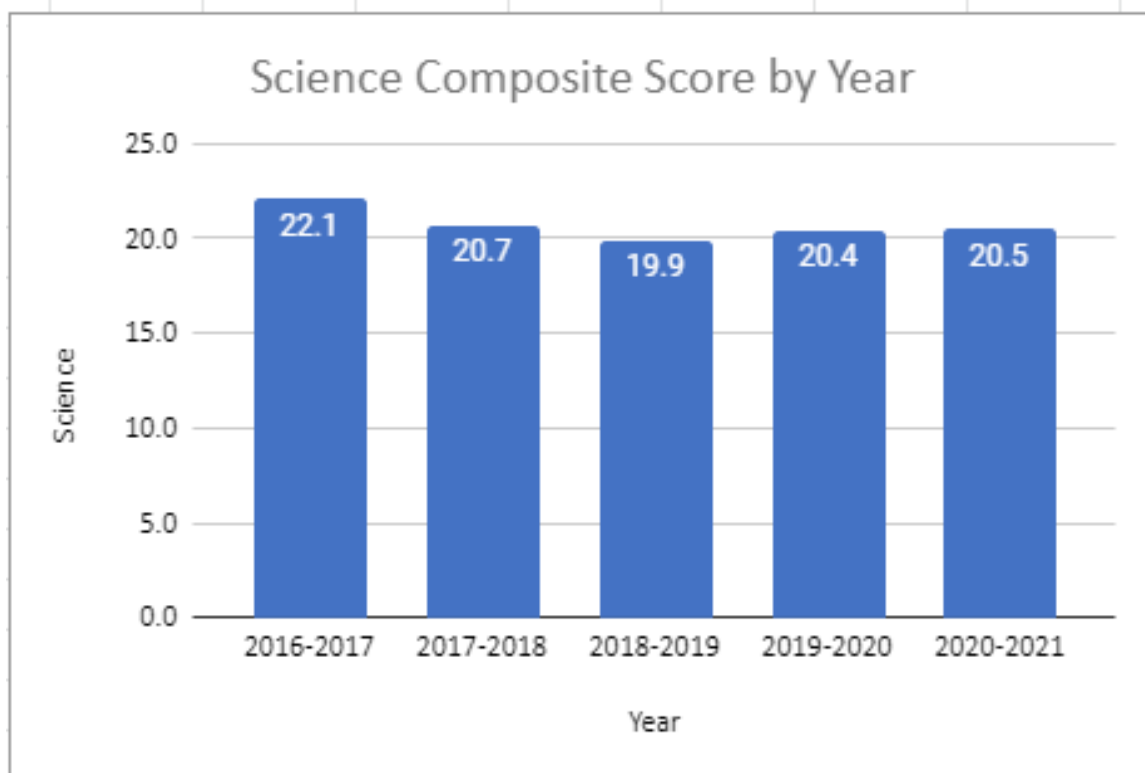


AMS Science- ALL Percent, SES Percent, Race Percent and Swd Percent

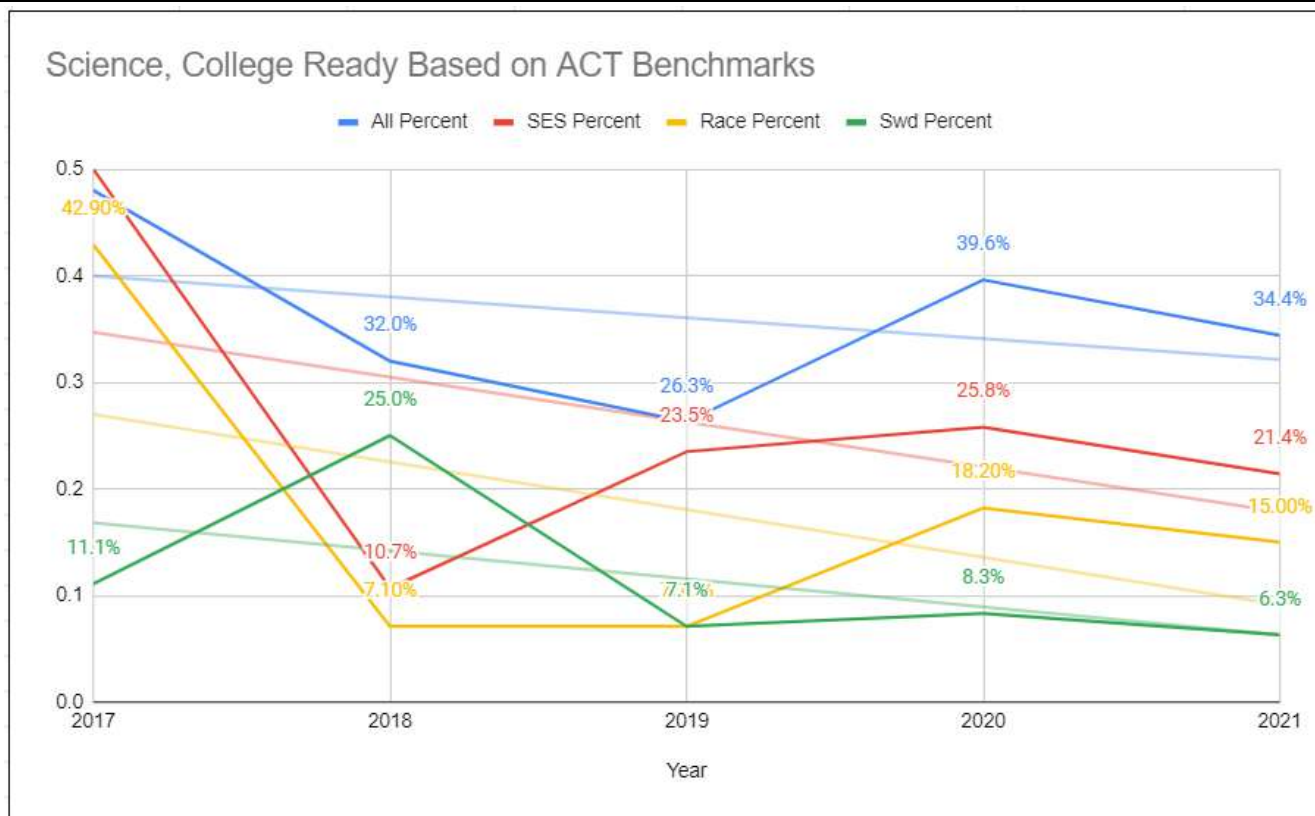


Indicator Six: Students demonstrate readiness on the ACT.

**Evidence:** Average score for the subject.



**Evidence:** Percentage of students meeting college readiness benchmark.



### Executive Summary

Science is assessed in 4th and 8th grades with the Wisconsin Forward Exam and in grade 11 with the ACT. In 4th grade, there is an upward trend in achievement for the overall student population, for students from a low SES household, and for students identified as non-white. There is a downward trend in learning outcomes for

students with disabilities in 4th grade. In 8th and 11th grades, there is a downward trend in all four categories, and the science composite score trend line is fairly flat.

### ***Commitment to Improve***

Knowing that full implementation of the PLC process results in higher levels of student learning, this system is the main focus across the district as articulated within The Districtwide Professional Development Plan (OE 11.1). Within this plan, both short and long term goals are articulated, processes are outlined, evidence pieces are noted, and professional development has been created and is being implemented throughout the year both in inservices and in staff meetings.

Currently all staff have dug into the state standards in their content area and reevaluated which are essential and which may not be as crucial. Current professional development has centered around ensuring solid assessments and assessment practice. After this, each staff member or team will implement the four question PLC cycle for a unit of instruction with the goal of all reaching consistent full implementation in subsequent units in at least one course by the end of year. In the second half of the year, all will enter student learning data and bring this data to their PLC to analyze. Responsive action plans to ensure learning will be created through the analysis. This highly effective practice, Collective Teacher Efficacy 1.57 Hattie, will in turn lead to increased student achievement. This process will additionally lead to big systems changes in grading practice, gradebooks, and reporting/report cards, another area uncovered as needing to improve.



# School District of Altoona

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Regular Monthly Meeting of the Board of Education  
November 15, 2021 at 6:30 pm  
District Office Conference Room

## *Minutes on Agenda Items*

- I. The regular meeting was called to order by Board President - Rick Risler at 6:31 pm in the boardroom.
- II. Roll Call was taken and the following were present:
  - Rick Risler - President
  - Daniel Gluch - Vice-President
  - Dave Rowe - Treasurer
  - Hillarie Roth - Clerk
  - Jeremy Zook - Member
  - Dr. Heidi Taylor Eliopoulos - Superintendent
  - Lisa Boss - School Board Secretary
  - Michael Markgren - Director of Finance and Operations
  - Andrea Steffen - AIS Principal
- III. Approval of Agenda - Motion by Dave Rowe to approve the agenda as presented, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.
- IV. The Pledge of Allegiance was recited.
- V. Communication with the Board (OE 8)
  - A. Student Representative Report - Finals were completed and went smoothly. One request was to move the bike racks out of the grass so they may still use them in the winter months.
  - B. Learning Spotlight - AMS Reading/Writing - Ms. Emily Kassera, 8th Grade ELA Teacher shared information regarding their Greek Mythology unit. Cayden Dachel, Charles Andreson and Brayden Ivkovich shared their final project highlighting key events from Homer's Odyssey. The students created a newspaper that detailed Odysseus' journey home from Troy.
  - C. Discussion of Board Activities (GC 3.4) - Elementary Learning Visit - Jeremy Zook and Hillarie Roth attended the visit last week. They visited a

kindergarten classroom learning to write letters and the sounds of the letters. They visited a team taught classroom as well. They were very impressed with the high level of learning as well as the professionalism of the staff! Hillarie Roth attended the Middle and High School students choir performance. Hillarie Roth attended the high school play. It was awesome! Rick Risler shared that WASB is withdrawing their affiliation with the NSBA.

- D. Fall Covid-19 Update from the Superintendent - We put out parent information for where they may find vaccine locations for 5-12 yr olds. Building Principals are going to be holding an open house for any individuals that are interested in subbing on Tuesday, November 16, 2021. Mike Markgren sent out a notice to our student teachers encouraging them to apply.
- E. Budget Monitoring/Budget Transfers (OE 8.2) - Mike Markgren provided a detailed summary of the current budget and shared the details. We are in the strongest cash position in history for this time of year.

VI. Agenda-Related Public Comment (OE 8.4) - None

VII. Non-Agenda-Related Public Comment (OE 8.4) - None

VIII. Monitoring for Results (B/SR 5.4a & B/SR 5.3a)

- A. OE4 - Personnel Administration - Mike Markgren gave an overview of the district's progress. Motion by Hillarie Roth to accept OE4: Personnel Administration, seconded by Dave Rowe. Motion carried 5-0 with a unanimous yes vote. Dan Gluch made a motion that the district is not in compliance, seconded by Hillarie Roth. Yes by Roth, Zook, Gluch and Risler. No by Rowe. Motion carried 4-1.
- B. R2 - Content Area Performance - ELA - Andrea Steffen provided a summary of the district's progress. Motion by Dave Rowe to accept R2: Academic Performance - ELA as presented, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote. Hillarie Roth made a motion that R2: Academic Performance - ELA has not made reasonable progress, seconded by Dan Gluch. Motion carried 5-0 with a unanimous yes vote.

IX. Board Consent Agenda (GC 2.4)

- A. Removal of an Item from Board Consent Agenda for Separate Consideration
- B. Approval of October 18, 2021 Meeting Minutes (GC 2.4)
- C. Approval of October 18, 2021 Executive Session Meeting Minutes (GC 2.4)
- D. Approval of October 25, 2021 Special Meeting Minutes (GC 2.4)



Motion by Hillarie Roth to accept the Board Consent Agenda as presented, seconded by Dave Rowe. Motion carried 5-0 with a unanimous yes vote.

- X. Superintendent Consent Agenda (GC 2.4)
  - A. Removal of an Item from the Superintendent Consent Agenda for Separate Consideration
  - B. Approval of Hires, Resignations and Retirements (GC 2.4)
    - 1. Assistant HS Track Coach - *Resignation*
    - 2. Head Girls Soccer Coach - *Hire*
    - 3. High School Paraprofessional - *Resignation* **(REMOVED)**
    - 4. Third Grade Teacher - *Resignation*
  - C. Approval of Treasurer's Report (GC 2.4)
  - D. Approval of Checks for Payment (GC 2.4)
  - E. First Reading of Policies (GC 2.4)
    - 1. 181 Rules of Order (*Update*) **(REMOVED)**
    - 2. 189 Virtual Board Meeting in Emergency Situations (*New*) **(REMOVED)**
    - 3. 260 Temporary Administrative Arrangements (*New*)
    - 4. 310 Instructional Program (*Delete*)
    - 5. 333.1 Student Surveys (*New*)
    - 6. 341.2 Education for Employment (*New*)
    - 7. 341.24 Career and Technical Education (*New*)
    - 8. 342.11 Independent Educational Evaluations (*Update*)
    - 9. 352 Field Trips (One-Day Trips) (*Update*) IICA - (*Delete*)
    - 10. 353.1 School Volunteers (*Update*)
    - 11. 361.1 Selection of Textbooks and Other Instructional Materials (*Update*) II, IIA, IIAA, IIAB - (*Delete*)
    - 12. 361.2 Library Media Center Material Selection and Reconsideration (*Update*)
    - 13. 363.2 Acceptable Use of Technology Resources (*Update*)
    - 14. 364 School Counseling Program (*Update*) IJ- (*Delete*)
    - 15. 382.1 Recording District Meetings (*New*)
    - 16. 411.2 Education of Homeless Children and Youths (*New*)
    - 17. 423 Public School Open Enrollment (*Update*)
    - 18. 443.71 Bullying (*New*)
    - 19. 446.1 Locker Searches (*New*)
    - 20. 446.2 Use of Drug-Detection Canine Units in Search Activities (*New*)
    - 21. 447.1 Staff Use of Physical Force (*New*)
    - 22. 447.3 Student Suspension and Expulsion (*New*)

- 23.453.1 Emergency Nursing Services (*New*)
- 24.522.71 Staff Use of Social Media (*Update*)
- 25.610 Fiscal Management Goals (*Delete*)
- 26.620 Annual Operating Budget (*Update*)
- 27.631.1 Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations (*Update*)
- 28.632 Short-Term Borrowing (*New*)
- 29.652 Investment of District Funds: Revenues from Investments (*Update*)
- 30.657 Grant Applications and Acceptance of Grants (*New*)
- 31.660 Financial Management and Internal Controls (*New*)
- 32.661 Designation of Depositories (*New*)
- 33.661.1 Electronic Transfer of Funds (*New*)
- 34.661.3 Returned Checks and Other Denied Payments (*New*)
- 35.662.1 Student Activity Funds Management (*New*)
- 36.662.2 Community Programs and Services (Fund 80) (*New*)
- 37.763 School Meal Account Charges and Collections (*New*)
- 38.823 Access to Public Records (*Update*)
- 39.823.1 Records Management and Retention (*New*)
- 40.824 School District Legal Notices (*New*)
- 41.831 Tobacco Free Schools (*New*)
- 42.832 Weapons on School Premises (*New*)
- 43.840 Public Gifts to Schools and Sponsorships (*Update*)
- 44.851 Advertising (*Update*)
- 45.860 Visitors to the Schools During the School Day (*Update*) KK (*Delete*)
- 46.870 Public Complaints (*Update*)

F. Second Reading of Policies (GC 2.4)

- 1. 335 Intellectual Property Rights and Ownership of Curriculum and Other Works and Materials (*New*)
- 2. 336 Non-District Research Involving District Schools or Programs (*New*)
- 3. 342.5 Title I Programming (*New*)
- 4. 342.6 Program and Curriculum Modifications for Individual Students (*New*)
- 5. 343.44 Part Time Open Enrollment (*Update*)
- 6. 343.46 Early College Credit Program (*Update*)
- 7. 345.61 Early Graduation (*Update*)
- 8. 347.1 Student Directory Data (*New*)

9. 352.1 District Sponsored Trip / Activities Involving Long-Distance Travel or Overnight Stays (*Update*)
10. 491 Children of Divorced / Separated Parents and Parents Not Sharing the Same Household (*New*)
11. 532.42 Uniformed Service Leave and Other Rights of Servicemembers (*New*)

Motion by Dan Gluch to accept the Superintendent Consent Agenda as presented with the removal of B.3., E.1., and E.2, seconded by Hillarie Roth. Motion carried 5-0 with a unanimous yes vote.

XI. Matters Reserved for Board Action (B/SR 2.1)

- A. Item Removed from Board Consent Agenda for Separate Consideration (GC 2.5) - None
- B. Item Removed from Superintendent Consent Agenda for Separate Consideration (GC 2.5) - E.1. 181 Rules of Order (*Update*) and E.2. 189 Virtual Board Meeting in Emergency Situations (*New*)
- C. E.1. - 181 Rules of Order (*Update*) - This policy was discussed. Motion by Dave Rowe to postpone. The motion did not get a second. Motion by Hillarie Roth to approve this policy, seconded by Jeremy Zook. Yes by Roth, Zook, Gluch and Risler. No by Rowe. Motion carried 4-1.
- D. E.2. - 189 Virtual Board Meeting in Emergency Situations (*New*) - This policy was discussed. Motion by Hillarie Roth to approve this policy, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.

XII. Recess

XIII. Discussion of the Meeting (GC 2.2)

XIV. Adjourn to Executive Session pursuant to Wisconsin State Statute 19.85(1)(c) to consider the employment of a public employee. Motion by Dave Rowe to adjourn to Executive Session at 8:30 p.m., seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.

XV. Following closed session, the Board will entertain a motion to reconvene into open session and will take any further action that is necessary and appropriate, including acting on any resolution that may be presented. Thereafter, the Board will entertain a motion to adjourn the meeting.

**ACTION TAKEN IN EXECUTIVE SESSION:**

High School Paraprofessional - *Resignation* - Motion by Hillarie Roth to accept the resignation as presented, seconded by Dan Gluch. Motion carried 5-0 with a unanimous yes vote.

- XVI. Adjourn - Motion by Dan Gluch to adjourn at 8:33 pm from closed session, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.

The next Regular Meeting of the Altoona Board of Education is scheduled for December 20, 2021 in the District Board Room.

Lisa Boss, School Board Secretary

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Clerk

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Date

*Students are prepared academically and socially for personal success in life and are respectful, contributing members of the local and global communities.*

## PHYSICAL EDUCATION CREDIT OPTION

345.64

Eligible students may complete an additional one-half credit course in a subject area not required towards graduation in lieu of one-half credit of physical education for purposes of high school graduation. A student is eligible for this option under the following conditions:

1. The student has participated in one or more approved sports or other organized physical activities after 9<sup>th</sup> grade and during a semester, or portion of a semester, in which the student is not enrolled in a for-credit physical education class that is required for graduation. Approved sports and organized physical activities include:
  - a. Junior varsity and varsity level Wisconsin Interscholastic Athletic Association (WIAA)-sanctioned sports sponsored by the District.
  - b. The following additional school-sponsored sports and organized physical activities: dance team, cheerleading, show choir or any club sports offered through the District.
  - c. Other sports or organized physical activities may be approved by the high school principal or administrative designee upon request of a student that is submitted in advance of the sport/activity. When making approval decisions, the principal or designee shall take into consideration such factors as the rigor of the sport/organized physical activity, the length of the sport/organized physical activity season, the frequency of sport/activity practices and contests, and sport/activity management (supervision). In terms of minimal length and rigor, the season (or activity period) should be at least as long as the shortest WIAA season of an approved WIAA sport, as

identified above, and should involve at least three weekly practices and/or contests (or performances). It shall be the responsibility of the student to provide relevant information regarding the sport or organized physical activity that will support the request. If the student is not satisfied with the principal or designee's decision, he/she may appeal the decision to the Director of Curriculum and Instruction.

2. During each sport season (or other activity period) used to establish eligibility for the physical education credit option, the student must not have (1) been subject to any disciplinary suspension from a contest or performance imposed either by the supervisor/coach or under any applicable code of conduct; (2) violated any applicable code of conduct during the season (or activity period), the penalty for which was, or would have been, suspension from one or more contests or performances, even though the penalty was not assessed or served during the season; and (3) been absent from a practice or contest/performance without an acceptable excuse.
3. A student must have his/her eligibility for the physical education credit option fully approved, including successful completion of his/her participation in the qualifying sport or other activity, by the time the student needs to register for classes for 12<sup>th</sup> grade.

Student participation in approved school-sponsored sports or organized physical activities shall be verified and documented by the School Counselor.

Nothing in this policy shall prevent a student who is eligible for accommodations to the high school graduation requirements,

including the credit requirements, under other District policies from receiving those accommodations.

**Legal References:**

**Wisconsin Statutes**

- [Section 115.787\(2\)](#) [individualized education programs; program modifications and supports for students with disabilities]
- [Section 118.13](#) [student nondiscrimination]
- [Section 118.33\(1\)](#) [high school graduation requirements, including physical education credit requirements; authority to make accommodations for students with exceptional educational interests, needs or requirements]
- [Section 118.33\(1\)\(e\)](#) [authority to allow eligible students to take alternative course credit in lieu of one-half credit in physical education]

**Federal Laws**

- [Individuals with Disabilities Education Act](#) [educational programs and services for students with disabilities]
- [Section 504 of the Rehabilitation Act of 1973](#) [access to educational programs and activities and facilities by students with disabilities]
- [Title II of the Americans with Disabilities Act](#) [access to educational programs and activities and facilities by students with disabilities]

**Adoption Date:** 04/22/13  
01/17/21

# Current

## PHYSICAL EDUCATION CREDIT OPTION Policy 345.64

In lieu of one-half credit of physical education for purposes of high school graduation, a student who meets all of the following requirements shall be eligible to complete an additional one-half credit course offered by the District in a subject area that may or may not be required for graduation. A student is eligible for this option under the following conditions:

- The student has participated in one or more approved school sponsored sports or other organized physical activities after the successful completion of 9th grade (5.5 credits).
- The student has participated in the approved sport/activity during a semester, or portion of a semester, in which the student is not enrolled in a for-credit physical education class that is required for graduation.

Approved school-sponsored sports and activities shall include, but are not necessarily limited to, the following: WIAA sports, dance team, cheerleading, any club sports offered through the district.

If a student wishes to use participation in another sport or organized physical activity, other than those listed above, to establish eligibility for the physical education credit option, he/she shall seek approval from the High School Principal who shall compare the primary purpose, rigor, supervision/instruction, and frequency of practices and contests/performance of the activity to other eligible sports and activities. The student request must be submitted in advance of the sport/activity. The High School principal shall verify and document student participation in the sport/activity, including the eligibility or ineligibility for physical education credit.

In terms of minimal length and rigor, the season (or activity period) should be at least as long as the shortest WIAA season of an approved WIAA sport. It shall be the responsibility of the student to provide relevant information regarding the sport or organized physical activity that will support the request.

During each sport season/activity period used to establish eligibility for the physical education credit option, the student must not have (1) been subject to any disciplinary suspension from a contest or performance imposed either by the supervisor/coach or under any applicable code of conduct; (2) violated any applicable code of conduct during the season (or activity period), the penalty for which was, or would have been, suspension from one or more contests or performances; and (3) been absent from a



practice or contest/performance without an acceptable/approved excuse. If the student was injured after the beginning of any of the sports seasons but continued to

School District of Altoona - Page **1** of **2**

participate in team activities as appropriate for the remainder of the season, he/she still satisfies this requirement.

A student must have his/her eligibility for the physical education credit option fully approved, including successful completion of his/her participation in the qualifying sport or other activity, by the time the student needs to register for classes for second semester of 12th grade.

Nothing in this policy shall prevent a student who is eligible for accommodations to the high school graduation requirements, including the credit requirements, under other District policies from receiving those accommodations.

LEGAL REF.: 118.13, 118.33 Wisc. Statutes

ADOPTED: 04/22/13

On both a planned and unplanned basis, the education process sometimes encounters topics that are considered political or controversial, such as when a topic:

1. Can reasonably be expected to make individuals in a class or other group feel uncomfortable, distressed, or even threatened;
2. Tends to elicit strong emotional reactions;
3. Challenges a person's assumptions or personal beliefs;
4. Creates or reveals real or perceived division based on differing beliefs, values, life experiences, or points of view;
5. Presents a problem over which there is significant, and often even emotional, disagreement regarding the appropriate solution; and/or
6. May cause some parents and guardians to question the school's role in addressing the topic with their child, and the potential for eliciting such a reaction is reasonably foreseeable.

Political or controversial topics and issues, as addressed by this policy, generally touch on matters of significant political, social, moral, and/or ethical consequence and can include sensitive matters dealing with race, sexuality, religion, partisan or nonpartisan politics, social violence, or a recent tragedy, but controversial topics can also be encountered in areas such as science, history, literature, and art.

The appropriate and acceptable approaches to the presentation, discussion, and analysis of political or potentially controversial topics by educators within a class or other school activity will vary depending on factors such as the specific topic, the context in which the topic arises (who, how, when, etc.), and the age of the students involved in the instruction or discussion. While the exploration of controversial topics can serve a number of valid and important educational objectives, in some situations the appropriate decision will be for a teacher or other educator to not engage students on the topic or issue.

When considering how to approach controversial topics and issues, District employees are expected to exercise sound professional judgment in a manner that is consistent with the specific context and with the following general guidelines and any additional administrative guidelines that may be implemented:

1. When a controversial topic is an inherent part of a prescribed curriculum (e.g., human growth and development), the employees who are responsible for implementing the curriculum are expected to teach about the topic in a manner that adheres to and that is consistent with the prescribed curriculum.
2. When either the approved curriculum or a supervising administrator directs an employee to avoid teaching or addressing a controversial topic/issue with students in a particular context, the employee is expected to adhere to such directives. The employee should address any concerns about such a directive to a supervising administrator.
3. Teachers are generally expected to avoid the pursuit of political or controversial topics that have no substantial connection to the curriculum the teacher is charged with delivering. For example, in a math class, a math teacher should not direct a learning activity about religion and religious controversies. An exception to this general rule may apply when, for example, a school administrator or leadership team directs or approves the examination of an issue of immediate concern that students are having to process. A school-to-parent communication is normally appropriate when such an exceptional situation arises unexpectedly.
4. District employees may not use their position to attempt to indoctrinate or convince students to adopt the employee's personal beliefs or personal worldview with respect to political or controversial subjects/issues. District employees also shall not demonstrate any improper favoritism toward students who may share or who express support for beliefs, positions, or opinions on political or controversial issues that are consistent with those held by the employee.
5. Within a class or other school-sponsored activity that explores a political or controversial issue, the District's expectation is that the educator who is responsible for the class or activity will serve as a facilitator who does not exhibit bias and who strives to conduct the learning activity and direct the

related discussion in a manner that is respectful, non-threatening, productive (e.g., focusing on inquiry, analysis, and synthesis of information), and developmentally appropriate.

6. Teachers and other staff members are expected to proceed with particular caution with younger students, as such students generally are less able to understand and process the complexities that underlie many controversial issues and can be more susceptible to being unduly influenced and/or believing they are expected to adopt a particular position or belief, even when that is not the intent.
7. Prior to introducing a lesson, unit, or activity that will involve a political or controversial topic or issue, educators are expected to determine whether any applicable law or District policy or procedure requires staff to take steps such as obtaining advance administrative approval, providing advance parent and guardian notice, obtaining parental consent, or providing an opportunity for a parent or guardian (or adult student) to opt-out of participation. For example, federal law and related District policies require, at a minimum, parent notice and an opt-out opportunity prior to the administration of certain “protected information” surveys to students (i.e., surveys that address certain controversial or otherwise-sensitive topics).
8. Even when there is no law or District policy or procedure that expressly requires such steps, when an educator plans or is required to introduce or cover political or controversial issues with students, the educator should consider the extent to which it may be appropriate to (a) communicate with parents and guardians about the topic and the activities that will be taking place (whether in advance and/or after the fact), and/or (b) offer and respond to individual requests for alternative materials, lessons, or other accommodations. In making such determinations, educators are encouraged to discuss the matter with a supervising administrator and to evaluate any previous experiences with similar circumstances.
9. Educators are expected to follow established District procedures that apply to the selection and approval of guest speakers and to supplemental media or other similar supplemental content that they specifically assign or present to students. Appropriate advance review and screening of such materials will help to identify and evaluate potentially political or controversial content.

10. Instructional activities and discussions within a class or other school activity that address political or controversial issues will be most appropriate when there is a clear curricular connection, a defined and developmentally-appropriate educational purpose/goal, an intentional structure for the activity, and appropriate communication about the activity.
11. Educators who are unsure whether or how to approach a political or controversial issue in a class or other school activity are expected to communicate such concerns to a supervising administrator who has curricular responsibilities.
12. Educators are expected to notify a supervising administrator if a parent or guardian complains that the teacher or other representative of the school improperly handled a political or controversial issue or topic.

The guidelines and expectations listed above do not prevent District employees from addressing and requiring students to identify a District-prescribed curricular position, even if some individuals would assert that the curricular position is controversial or incorrect.

Parents and guardians should be aware that, consistent with this policy, the District's position is that it is neither necessary nor desirable for educators to attempt to avoid addressing all controversial issues and topics with students. Further, it is not practical for educators to provide advance notice of every topic or issue that will be covered or discussed in a class or other school activity.

When a student has encountered, or when it is known that a student will soon encounter, a controversial issue or topic in a school setting, parents and guardians are encouraged to contact District staff to identify concerns or provide feedback and to directly discuss the issue or topic with their child in the context of the family's values and beliefs.

### **Staff Use of Position**

District employees should not use their positions as a platform for any level of advocacy for or against a specific political or controversial issue. Employees are not to use District time or resources to engage in any level of peaceful protest or communication for or against a position on a political or controversial issue.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 118.13](#) [student nondiscrimination]  
[Section 118.01\(2\)\(d\)2c](#) [student exemption from certain health education activities]  
[Section 118.019](#) [human growth and development instruction]

**Wisconsin Administrative Code**

[PI 9](#) [student nondiscrimination]

**Federal Laws**

[20 U.S.C. §1232\(h\)](#) [Protection of Pupil Rights Provision of General Education Provisions;  
various privacy and parent's rights mandates]

**Adopted:** 08/03/81  
**Amended:** 11/07/16  
01/17/22

To prepare students to be responsible citizens (of a family, a school, a community, a nation, and the world), it may be necessary for students to study issues which are controversial and offer differing points of view. Skills that are developed during such studies include critical thinking, reasoning, problem solving, active listening, and self-control. The School District of Altoona believes that students and teachers have the right to explore, present, and discuss controversial issues in order to achieve a deeper understanding of complex issues. This right is known as academic freedom.

In the study of controversial issues and materials, students have the right and/or responsibility to:

- Explore and discuss issues that have political, economic or social significance and are appropriate to their developmental level.
- Have free access to relevant information.
- Study in a classroom atmosphere free from bias and prejudice.
- Form and express their own opinions on controversial issues without thereby jeopardizing relationships with their peers, teachers, or school.
- Learn how to respectfully discuss and debate with those who have differing opinions on the subject matter.
- Learn and practice tolerance and respect for those with differing viewpoints.
- Learn and practice self-control.

The teacher who is guiding the controversial subject shall:

- Be impartial and objective in his/her presentation.
- Teach, demonstrate, and foster tolerance and respect among those with differing viewpoints.
- Select materials suitable to the range, knowledge, maturity and competence of the students.
- Provide research, facts, and data concerning all aspects of the issue under discussion.



- Provide examples of various opinions of the subject. If the teacher expresses his or her own opinion on the subject matter, he or she should inform students that it is an opinion and not an authoritative answer.
- Treat religious, moral, and ethical values and attitudes with respect and sensitivity.

In discussing such controversial issues and/or materials, the teacher and student should understand that the classroom is a forum. The class should feel no responsibility for reaching consensus. All controversial issues discussed within the classrooms shall be relevant to the course and curriculum. If a teacher is in doubt concerning the advisability of discussing certain issues in the classroom, he or she shall consult with the principal. Similarly, the principal may consult with the teacher about these issues. If the teacher and principal are unable to agree, the issue shall be referred to the Superintendent for action.

If a parent/guardian feels the classroom teacher is being unfair or prejudiced, he or she should discuss the issue with that teacher. If the parent isn't satisfied with the discussion, he or she may request a meeting with the building principal and continue to follow the stated channel of communication.

LEGAL REF.: 115.35, 118.02 (1)(d), 118.019, 120.13, 121.02 (1)(h) Wisc. Statutes

PI 8.01(2)(h), PI 41 Wisc. Administrative Code

**Adopted: 08/03/81**

**Amended: 11/07/16**

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LEGAL REF.: 115.35, 118.02 (1)(d), 118.019, 120.13, 121.02 (1)(h) Wisc. Statutes

PI 8.01(2)(h), PI 41 Wisc. Administrative Code

**Adopted: 08/03/81**

**Amended: 11/07/16**

The Director of Curriculum and Instruction will annually develop and oversee the implementation of a comprehensive professional development plan in order to provide learning and development opportunities for the District's licensed staff. The Director of Curriculum and Instruction may seek input from other directors, principals, or staff as necessary.

Primary goals of the District's plan for professional development and the activities pursued under the plan include the following:

1. Improving instruction and outcomes for District students;
2. Developing practices that advance learning, achievement, development, and readiness for all District students;
3. Implementing practices to close the achievement, access, or opportunity gaps for District students;
4. Assessing and evaluating District outcomes;
5. Building internal capacity for leadership, change, and innovation;
6. Enhancing technical skills and knowledge;
7. Providing for the orientation, induction, and support of individuals who have recently obtained licensure in education and/or who are newly employed by the District;

In particular years, or as applied to particular staff positions, the professional development plan and activities pursued under the plan may focus primarily on one or several goals identified by the Director of Curriculum and Instruction.

The professional development programming that is provided in the District shall be managed and delivered at various levels, including District-wide programming, building-based programming, and programming that is specific to particular functions, skills, or subjects.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 120.12(2m)</a>	[school board duty to evaluate effectiveness of teachers and principals]
<a href="#">Section 121.02(1)(a)</a>	[school district standard; verification of licensure]
<a href="#">Section 121.02(1)(b)</a>	[school district standard; professional development of employees]
<a href="#">Section 121.02(1)(a)</a>	[school district standard; evaluation of licensed staff]

**Wisconsin Administrative Code**

<a href="#">PI 8.01(2)(b)</a>	[school district standards; staff development]
<a href="#">PI 34, Subch. II</a>	[DPI's educator standards]
<a href="#">PI 34, Subch. V</a>	[licensure stages; including mentoring and orientation requirements]

**Adopted:**       **01/08/01**  
                     **03/04/13**  
                     **01/17/22**

All professional educators shall engage in efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board-approved curriculum, as well as continuing study of the art of pedagogy. The School Board shall delegate to the Administration the task of annually establishing and overseeing the implementation of a comprehensive professional development plan in order to provide learning and development opportunities for the District's licensed staff, including administrators. The comprehensive plan may be established and updated collaboratively with the assistance of licensed support staff, instructional staff, and administrative staff.

Primary goals of the professional development plan and activities pursued under the plan include the following:

1. Improving instruction and learning opportunities for all District students;
2. Fostering a shared and clear sense of the vision and mission, goals and priorities within the District;
3. Sharing and disseminating institutional knowledge and internal successes;
4. Providing exposure to ideas, research, and expertise from outside of the District;
5. Assessing and evaluating District programs;
6. Building internal capacity for leadership, change, and innovation;
7. Enhancing technical skills and knowledge;
8. Enabling consistent compliance with District policies and relevant legal requirements; and
9. Fostering a commitment toward continuous professional learning and personal development.

In particular years, or as applied to particular staff positions, the professional development plan and activities pursued under the plan may focus primarily on one or several of the above goals.

The professional development programming that is provided in the District shall be managed and delivered at various levels, including District-wide programming,

building-based programming, and programming that is specific to particular functions, skills, or subjects.

The plan may also include components that allow means for the identification and pursuit of individualized activities that focus on personal needs, goals and interests that directly benefit student learning. Such individualized components may be coordinated, for example, through formative personnel evaluations and assessments, through individual goal-setting activities, or through the stages and procedures related to licensure.

The District Administrator shall regularly inform the Board regarding the annual development, review, and implementation of the professional development plan for licensed staff.

LEGAL REF.: 120.12, 121.02 Wisc. Statute

Wisconsin Administrative Code PI 8.01 (2)(b), PI 34.03, PI34 Subch.V

**ADOPTED:** 01/08/01

**AMENDED:** 03/04/13

This policy applies to the evaluation of District-employed support staff personnel, which shall be understood to include (among other positions) all licensed special education paraprofessionals, and to exclude all administrators, all formally-designated supervisors, and all professional staff members licensed by the Department of Public Instruction.

The Director of Finance and Operations has the responsibility for defining and implementing a program of evaluation for the support staff personnel covered by this policy, including the specific procedures, criteria and instruments that will be used to conduct performance evaluations. The evaluation program shall be consistent with this policy, including the following general parameters:

1. The evaluation process shall be designed to identify individual strengths and weaknesses, guide an employee's skill development and future performance, and meaningfully distinguish among employees whose overall performance exceeds, meets, or fails to meet the District's expectations.
2. Nothing in this policy or within the evaluation program designed by the administration shall be implemented in a manner that violates an employee's contractual or other legal rights.
3. The District shall retain discretion to select an employee's primary evaluator(s). Evaluator(s) may seek input and data from multiple sources, including both supervisors and non-supervisors who are familiar with the employee's performance.
4. The District may place different employees holding similar positions on different evaluation schedules and use different evaluation procedures based upon, for example, the District's identification of a need for an employee to improve performance in one or more areas.
5. The Director of Finance and Operations shall determine the normal frequency of evaluations for support staff personnel.

All individuals identified as evaluators shall themselves be evaluated on the extent to which they consistently meet the District's expectations for evaluating the performance of support staff personnel.

#### Additional Responsibilities of the Director of Finance and Operations

The Director of Finance and Operations is further responsible for ensuring that:

1. New administrators, new supervisors, and new employees whose positions are covered by this policy are provided with an overview of the District's



evaluation program for support staff personnel and of their responsibilities related to the program;

2. The employee evaluation program is implemented consistently;
3. Employee evaluations are placed in personnel files; and
4. The employee evaluation program and its implementation across the District are intermittently assessed to identify areas for possible improvement.

**Legal References:**

**Wisconsin Administrative Code**

[PI 8.01\(2\)\(b\)](#) [professional development plan for licensed employees]  
[PI 34.036](#) [DPI licensure for special education program aides]

**Adopted: 01/17/22**

Admission receipts for school events are the direct responsibility of the building principal or designee, who will oversee all phases of school events for which an admission is charged.

School events for which an admission is charged will use serially numbered tickets. Records shall be maintained to provide chronological and accounting data for review and analysis.

#### Free Admissions

Individuals with special passes will be admitted to all school district sponsored events.

In addition, upon request Altoona school district residents 60 years of age or older will be given a guest pass, which shall permit them to attend all activities of the schools held within the District. Passes can be obtained from the high school office during the school year. These guest passes shall represent a small token of appreciation from the School Board for all that such District residents have done for the schools over the years.

LEGAL REF.: Sections 120.12(1)  
Wisconsin Statutes 120.13

CROSS REF.: 664, Cash in School Buildings

**Adopted:** 11/7/83  
**Amended:** 12/5/11

The School Board shall support and continually strive to develop conservative operating budgets that will add and/or maintain sufficient funds to achieve a minimum year-end fund balance of unrestricted resources in the General Fund that is equivalent to at least 10% of the anticipated General Fund expenditure budget for the subsequent fiscal year. The unrestricted fund balance within the General Fund is intended to be used primarily for the following purposes:

1. Any specific purpose identified for fund balance resources that falls under the "committed" classification of fund balance resources, as defined by the accounting principles applicable to governmental entities.
2. To maintain or improve the District's credit rating.
3. To provide a resource to cover emergency expenditures or revenue shortfalls.
4. To provide sufficient working capital and reduce the need for short-term borrowing. Within the District's total unrestricted fund balance in the General Fund, it is the Board's further goal to maintain a minimum year-end balance of unassigned resources of at least 10% of the anticipated General Fund expenditure budget for the subsequent fiscal year, to be available as working capital for cash-flow purposes and to reduce the need for short-term borrowing. This amount shall be calculated by including any amounts that have been expended for cash-flow purposes that will be replenished by the receipt of expected revenues within the normal cash-flow cycle.

It is not the intent of the Board to accumulate substantial unassigned monies in the General Fund above-and-beyond the target percentage for total unrestricted fund balance resources established by this policy, provided the separate target for minimum unassigned fund balance resources is also met.

Regardless of whether the state law applicable to budget amendments would separately require a two-thirds vote, any Board action to restrict, commit, assign, or directly appropriate unassigned fund balance resources within the General Fund that would cause the balance of unassigned resources in the fund balance to fall below the target level for unassigned resources established by this policy shall require a two-thirds vote of the entire membership of the Board for approval. However, appropriations of unassigned fund balance within the General Fund for cash-flow purposes, where the amounts appropriated are expected to be replenished by future revenue receipts within the cash-flow cycle, shall only be subject to a two-thirds vote requirement if the requirement is separately applicable under state law.

All fund balance commitments and assignments must be reasonably justified and documented in appropriate District financial statements.

Fund balance information shall be reported to the public and to the Department of Public Instruction in accordance with legal requirements and generally accepted accounting principles applicable to governmental entities.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 65.90\(3\)](#) [budget summary requirements, includes fund balance information]

[Section 65.90\(5\)](#) [making changes to appropriation amounts or purposes of appropriations in an adopted operating budget]

[Section 120.14](#) [school district audit reports]

[Section 120.18](#) [annual school district report]

##### **State Guidance**

[Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR) [school district financial accounting requirements, includes fund balance classifications]

##### **Federal Guidance**

Government Accounting Standards Board (GASB) [Statement No. 54](#) [fund balance reporting requirements]

#### **Cross References:**

*[Insert appropriate cross references to the policy as applicable to your district.]*

**Adopted: 01/17/2022**

## HANDLING MONEY IN DISTRICT BUILDINGS/ACTIVITIES

664

The administration, under the direction of the Director of Finance and Operations and in consultation with the District financial auditor as needed, shall develop cash-handling procedures that are consistent with sound business practices and that are appropriate for particular building functions and operational needs. As general parameters, such cash-handling procedures shall:

1. Promote safe and secure cash management and minimize opportunities for theft or loss by, for example, utilizing secured locations within buildings and making regular transfers to an approved depository;
2. Promote accurate cash management and accurate recordkeeping by, for example, consistently issuing receipts and using other methods of reconciling accounts and funds;
3. Promote the security and privacy of sensitive financial data, including District and personal account numbers, other account access information, etc.; and
4. Minimize the extent to which any individual has sole responsibility for cash handling and cash/account reconciliation in connection with specific activities and functions.

District funds may be deposited only in District accounts that have been established at a financial institution that is a Board-approved depository.

The Director of Finance and Operations shall have primary responsibility for verifying that relevant personnel are aware of their responsibility to consistently follow established cash-handling procedures.

### Legal References:

#### Wisconsin Statutes

[Section 120.12\(7\)](#)

[board duty to designate approved depositories]

[Section 120.16\(2\)](#)

[authority of the school district treasurer to receive money raised in extracurricular activities]

#### State Guidance

[Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR)

**Adopted:** 11.07.83  
**Amended:** 12.05.2011  
01.17.22

Monies collected by District employees and by student organization treasurers shall be handled in accordance with good and prudent business procedures, both to demonstrate the ability of the District employees to operate in that fashion and to teach procedures to students.

All money collected shall be receipted, accounted for and directed without delay to the proper location of deposit. In no case will monies be left overnight in the schools, except in safes provided for valuables.

LEGAL REF.:      Sections      120.14(1)      Wisconsin Statutes  
   120.16  
   Wisconsin Uniform Financial Accounting Regulations (WUFAR)

CROSS REF.:      656, Student Fees  
                         662.1, Student Activity Funds Management  
                         662.1, Petty Cash Funds  
                         665, Fraud Prevention and Reporting  
                         763, School Meal Accounts

**Adopted:**            11/7/83  
**Amended:**        12/5/11

The District is committed to the responsible stewardship of all resources that are entrusted to the District, including but not limited to all financial resources that are under the District's management and control. Fraud, in any form and perpetrated by any person connected to the District, interferes with this commitment. Fraud can exist even in situations that do not involve the receipt of an improper private benefit. Examples of conduct that the Board prohibits and considers to involve fraud include the following:

1. Theft, misappropriation, or conversion;
2. Bribery, including certain quid pro quo arrangements and giving or receiving kickbacks;
3. The making of false claims, false records, false certifications, or other false statements;
4. Lack of performance of an obligation while accepting consideration for such performance;
5. Self-dealing or arranging for other private benefits that are contrary to the public interest, including making or receiving overpayments;
6. Providing information or making a representation that is intentionally incomplete or misleading, including failing to fully cooperate and be fully forthcoming in any investigation into possible wrongdoing;
7. Covering up wrongdoing (e.g., by destroying evidence);
8. The failure to receive, use, or expend resources for their intended or authorized public purpose, including the gross mismanagement of District-controlled resources or engaging in non-authorized transactions; or
9. Aiding another person's fraudulent conduct.

To assist with the prevention, mitigation, and prosecution of fraudulent activity, the Board directs the administration to:

1. Establish, model, and enforce strong ethical standards in all District programs and operations;
2. Implement and monitor strong internal controls (i.e., systems and procedures) that can limit opportunities to engage in fraudulent conduct, identify irregularities, and reveal evidence of fraudulent conduct after it occurs;

3. Create and foster a climate that encourages and facilitates the timely reporting of fraud, suspected fraud, or suspicious circumstances that should be further investigated;
4. Diligently investigate all reasonably credible reports of fraud or possible fraud; and
5. When any instance of fraud is substantiated, engage in appropriate follow-up, including making additional state or federal reports and pursuing appropriate consequences and remedies (such as disciplinary action and/or referral for possible legal action).

### **Reports and Investigations of Fraud or Suspected Fraud**

Except in situations where an employee exercises a legal right to make a confidential report to an external agency or to participate in an official investigation or legal proceeding that is not disclosed to his or her employer, any employee who has knowledge of or who has reason to suspect fraud or any similar impropriety in relation to any aspect of District programs or operations shall immediately report the relevant circumstances to his or her supervisor and/or to the Superintendent. In the event the concern or complaint involves the Superintendent, the concern shall be brought to the attention of the Director of Finance and Operations. Such reports may involve or relate to the conduct of any person, including District employees, Board members, volunteers, consultants, vendors, contractors and other parties maintaining any business or programmatic relationship with the District.

In directing employees to make the internal reports referenced in the previous paragraph, the District shall in no way prevent or interfere with an employee making a report or providing information to a state or federal regulatory or law enforcement agency (including the U.S. Department of Education's Office of Inspector General) or to any court or grand jury.

The District also encourages any other person who has knowledge of or who has reason to suspect fraud or some other similar impropriety in relation to any aspect of District programs or operations to report the relevant circumstances to the Superintendent.

No official, employee, or agent of the District may retaliate or discriminate against any person who, acting reasonably and in good faith, has filed a report under this policy or participated in any investigation related to a report of fraud, suspected fraud, or other similar impropriety. In connection with employees, prohibited retaliation and discrimination include discharge, demotion, or other adverse employment actions based upon an employee's protected activity.



Following a report of alleged or suspected fraud, and except in the case of a report involving his or her own actions, the District Administrator shall be responsible for initiating or directing the initiation of necessary investigations. Whenever necessary or appropriate, investigations will be conducted in coordination with District legal counsel and/or with other internal or external departments, agencies, or officials. Although strict and absolute confidentiality cannot be guaranteed, the confidentiality concerns of all involved parties shall be a consideration in the manner in which any investigation is conducted, including the manner in which relevant records are maintained.

To the extent required by federal law, the District shall make a report to the U.S. Department of Education (or other applicable federal agency's) Office of Inspector General any time the District has credible evidence of the making of any false claims for federal funds or the commission of a violation of any laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving federal funds.

#### **Legal References:**

##### **Wisconsin Statutes**

- [Section 19.42](#) [statutory definitions related to the code of ethics for local government officials]
- [Section 19.59](#) [ethical standards for local government officials]
- [Section 946.12](#) [misconduct in public office]
- [Section 946.13](#) [prohibiting public officials and employees from having a private interest in a public contract]

##### **State Guidance**

- [Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR)
- [Department of Public Instruction School District Audit Manual Index](#)

##### **Federal Law**

- [31 U.S.C. §3729](#) [federal False Claims Act]
- [41 U.S.C. §4712](#) [federal whistleblower protections; initially effective through July 2017]
- [2 C.F.R. §200.300](#) [federal Uniform Guidance regulation referencing statutory requirements for whistleblower protections]

**Adopted:**                **01/17/21**

The District expects all employees, School Board members, consultants, vendors, contractors and other parties maintaining any business relationship with the District to act with integrity, due diligence and in accordance with all applicable laws, District policies and procedures in matters involving District fiscal resources. The District is entrusted with public dollars and no person connected with the District should do anything to erode that trust.

The District Administrator or designee shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety or fiscal irregularities within the District. Every member of the District's administrative team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her areas of responsibility.

Any District employee who suspects fraud, impropriety or irregularity in relation to District fiscal or other resources shall report his/her suspicions immediately to his/her supervisor and/or the District Administrator, who shall be responsible for initiating necessary investigations. In the event the concern or complaint involves the District Administrator, the concern shall be brought to the attention of the Board President. Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts, and be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, appropriate actions shall be taken in consultation with the District's legal counsel.

**Legal References:****Wisconsin Statutes**

[Chapter 19, Subchapter III](#) [code of ethics for local government employees and officials]

[Section 120.12\(1\)](#) [board duty; management of district]

[Section 946.12](#) [misconduct in public office]

[Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR)

Wisconsin Public School District Auditing Manual – [Statement of Auditing Standard \(SAS\) 99](#)

## **EXPENSE REIMBURSEMENT (EMPLOYEES)**

**671.2**

The District authorizes the reimbursement of employees for certain work-related expenses that an employee either (1) pays for directly, or (2) incurs via the use of a personal vehicle for District business. The administration may approve reimbursement of an employee's work-related expenses if the Director of Finance and Operations, or an authorized designee, determines that the expense meets the following criteria:

1. The District has a reasonable factual basis for reimbursing the expense without the reimbursement being treated as taxable wages to the employee, including information that supports the business-related reason for the expense.
2. The expense is reasonably necessary and does not materially conflict with District policies.
3. Subject to any authorized exceptions, the employee must have obtained advance approval to incur the expense, either generally or specifically — such as by policy, by contract, or by an authorized supervisor.
  - a. An example of general approval would involve an employee's supervisor-approved attendance at a two-day professional development activity that requires an overnight stay. The approval of the employee's attendance encompasses approval of the directly-related travel expenses that otherwise qualify for reimbursement.
  - b. The Director of Finance and Operations may grant an exception to the advance-approval requirement where the employee demonstrates that there is sufficient cause for an exception and the expense otherwise clearly qualifies for reimbursement.
4. The amount of the reimbursement shall not exceed the lesser of the actual expense incurred or the maximum reimbursement amount established by the District for the expense, if any.
  - a. The maximum meal reimbursement amount is \$40 per day.
  - b. The Director of Finance and Operation may, at their discretion, determine that a request for reimbursement of an expense in an amount that was not specifically approved in advance is clearly excessive and, as a result, take appropriate action (such as denying full reimbursement).
5. The employee substantially complied with District procedures regarding expense reimbursement, as established by the administration, and with any

supervisory directives related to the expense. At a minimum, the administrative reimbursement procedures shall:

- a. Be consistent with the requirements for an accountable expense reimbursement plan under Internal Revenue Service standards, such as that the recipient of reimbursement must account for each expense within a reasonable period of time;
  - b. Address supervisory signoff/review of reimbursement requests; and
  - c. Require the employee to provide adequate substantiation of each reimbursed expense via District-approved documentation (e.g., itemized receipts).
6. If applicable, the employee followed all procedures required to obtain reimbursement of an expense under a specific state, federal, or private funding source, such as a grant.
  7. No employee may be the individual who gives final approval for reimbursement of his/her own reimbursement requests or who approves any exceptions related to his/her own reimbursement requests. Any reimbursement request made by the Director of Finance and Operations must be approved by the Superintendent.

The District may deny a request for reimbursement, in whole or in part, if an employee fails to meet any of the above-listed requirements in connection with a reimbursement request.

An employee must promptly return any excess reimbursement/payment (e.g., upon the recipient's own calculation/discovery or upon receiving notice if an error or overage is first discovered by another person). Failure to follow the District's expense reimbursement policies and procedures is also grounds for possible discipline.

Employees who request expense reimbursement and supervisors who authorize and approve reimbursable expenses are further expected to adhere to the following guidelines and parameters regarding expense reimbursement:

1. District employees are expected to be reasonably diligent in avoiding excessive costs and in utilizing reasonable, low-cost options.
2. The primary intent of the expense reimbursement process is to reimburse employees for personal, but work-related eligible expenses (such as those incurred while travelling for a business purpose). While occasional reimbursement for direct employee purchases of goods or services that are ultimately delivered to the District may be necessary in unusual or emergency circumstances, supervisors and employees shall not use the expense reimbursement process to regularly contravene or willfully avoid the

District's purchasing, procurement, and payment procedures for such goods or services.

3. When practical, employees and supervisors should attempt to arrange for direct District payment of known and predictable expenses, such as conference registration fees and reserved hotel accommodations, particularly when doing so will facilitate avoiding a charge for sales tax.
4. A supervisor may require an employee to make specific purchases, use specific vendors, or use specific methods of travel where doing so is deemed to be in the best interest of the District. For example, a supervisor may direct an employee to obtain a rental vehicle for certain work-related travel when reimbursing mileage for the business use of a personal vehicle would be comparatively cost-prohibitive, or the supervisor may arrange with the employee to cap mileage reimbursement for the trip at the cost of an available, less-expensive travel option.
5. The District does not reimburse employees for any of the following:
  - a. The cost of any alcohol purchased in connection with a reimbursable meal or work-related function.
  - b. The cost of parking violations or traffic violations/citations incurred while operating a personal vehicle for work-related business.
  - c. The cost of any personal entertainment and social events (e.g., a golf outing) that may be associated with a conference, convention, training, or similar event.
  - d. Additional costs attributable to the employee's family member(s) or other guest(s).

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 118.24\(5\)](#)

[authority to reimburse certain expenses incurred by administrators related to approved professional development]

##### **Federal Law**

[IRC Section 62](#)

[definition of adjusted gross income]

[IRC Section 162](#)

[deductions for trade or business expenses, generally]

**Adopted:** 09/18/89  
**Amended:** 12/05/11  
01/17/22

## **EXPENSE REIMBURSEMENTS (School District Employees)**

**671.2**

All school district employees are encouraged to follow the purchasing procedure (672). If from time to time, school district employees incur expenses in carrying out their authorized duties they may be reimbursed by the District upon submission of a properly filled out and approved requisition and such supporting receipts as required by the Business Manager. Such expenses may be approved and incurred in line with budgetary allocations for a specific type of expense.

The District will reimburse the following types of expenses:

1. Transportation Expenses – When official travel by a personally owned vehicle has been authorized, mileage payment will be made at the current federal rate. When air travel is required, reimbursement will be made for coach airfare.
2. Fees and registration as required for participation at an approved meeting, conference or convention.
3. Hotel or motel costs at a reasonable room rate.
4. Reasonable expenses for meals within a maximum of \$40.00 per day and appropriate miscellaneous expenses. Additional costs will be reimbursed when submitted with a valid receipt.

LEGAL REF.:      Sections      118.21      Wisconsin Statutes  
   118.24

CROSS REF.:      164, Board Member Reimbursement for Expenses 537,  
                                 Professional Staff Development Opportunities 673,  
                                 Payment Procedures  
                                 Current Employee Agreements/Handbooks

**Adopted:            9/18/89**  
**Amended:        12/5/11**

## **SALARY DEDUCTIONS/WITHHOLDING**

**671.3**

Salary deductions are allowed only upon approval by the School Board and are subject to the following requirements:

1. Organizations, companies, or individuals desiring the institution of a salary deduction plan must submit a desired plan to the District Business Office for advance approval.
2. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of pay periods included in the employee's job description.
3. The payroll department of the Business Office shall be given 30 days' notice of the institution or termination of a salary deduction by an individual.
4. All salary deductions other than those regulated by the federal or state government will be deducted only upon written approval of the employee.
5. All Internal Revenue Service and state withholding rules and regulations will be followed.

CROSS REF.: Current Employee Agreements/Handbooks

**Adopted:** 11/7/83  
**Amended:** 12/5/11

## **DISCRETIONARY RETIREMENT SAVINGS PLANS FOR EMPLOYEES**

**671.31**

The District may offer various retirement savings plans and programs for employees that are separate from and in addition to the District's participation in the Wisconsin Retirement System. Examples of such plans and programs include any elective 403(b) plan, non-elective 403(b) plan, post-employment 403(b) plan, or 457 plan.

The Director of Finance and Operations is responsible for:

1. Ensuring that the District appropriately maintains and updates legally-required plan/program documents, including ensuring that any required Board approvals are obtained on a timely basis.
2. Establishing systems and procedures necessary to implement the District's responsibilities with respect to each plan or program, such as procedures related to:
  - a. Salary reduction agreements;
  - b. Payroll deductions, including enforcing annual contribution limits according to the information provided by participating employees; and
  - c. The transfer of funds to designated third-party administrators/vendors.
3. Providing information that notifies employees of the available plans and programs.

To the extent consistent with and permitted by applicable laws/regulations, the District's written plan documents, and any relevant third-party agreements, the District reserves discretion to establish and periodically modify rules and procedures that affect the District's general administration of and employees' participation in approved plans and programs, including but not limited to the following:

1. The conditions and procedures for beginning, modifying, or terminating voluntary/elective participation in any such plan or program.
2. The number of times that an employee may modify the amount of any voluntary/elective contributions and the designation of the vendor(s) to which funds are transferred on behalf of the employee.
3. The number of vendors an employee may designate at any one time to receive transferred funds within a particular plan or program.



4. The deadlines for making changes to elective decisions and the effective dates of any such changes.

To the extent required by law, any changes to the rules or procedures addressing the above-listed topics may require amendments to the relevant plan documents and/or specific notice to employees.

Employees are responsible for following the rules and procedures applicable to the plans or programs in which they are participating; for adhering to applicable contribution limits and to applicable restrictions on withdrawals and distributions; for understanding and paying the fees that may be charged to participating employees by third-party administrators and vendors; and for understanding the investment and other risks associated with their participation. To the extent permitted by law, the District assumes no liability for any losses that may be incurred by plan participants.

## **Legal References**

### **Wisconsin Statutes**

[Chapter 40, Subchapter VII](#) [section 457 Wisconsin Deferred Compensation Program statutes]  
[Section 66.0518](#) [restrictions on structure of contributions to defined benefit pension plans]

### **Wisconsin Administrative Code**

[Chapter ETF 70](#) [section 457 Wisconsin Deferred Compensation Program regulations]

### **Federal Law**

[IRC Section 403\(b\)](#) [revenue code authority for 403(b) plans]  
[IRC Section 457](#) [revenue code authority for 457 plans]

**Adopted:**           **01/17/22**

**PAYROLL PRACTICES AND COMPLAINTS RELATED TO WAGE  
PAYMENTS, PAYROLL, CLASSIFICATIONS, AND OTHER  
PAYROLL-RELATED ISSUES**

**671.4**

The District is committed to maintaining lawful and accurate payroll management practices. Accordingly, the District will promptly investigate and remedy any potential payroll errors which come to the District's attention, including possible underpayments, overpayments, withholding errors, or errors related to payroll deductions, as well as possible errors in accounting for hours worked or for leave or compensatory time that is earned or used. Employees are required to accurately report all time worked and all leave usage on a timely basis using established procedures. To help identify and address possible errors, all employees are strongly encouraged to review their wages, withholding, and deductions in connection with each pay period.

In connection with its obligations under state law and under the Federal Fair Labor Standards Act (FLSA), the District is committed to accurately compensating all employees and to properly classifying employees as either "exempt" or "non-exempt." For exempt employees paid on a salary basis, the District acknowledges its obligation to pay such employees their full salary for any work week in which they perform work, regardless of the number of days or hours actually worked, subject only to the deductions from salary that are permitted under applicable laws and regulations. No District officer or employee may knowingly cause, request, or require that an impermissible deduction be made from such an employee's salary. For non-exempt employees, the District acknowledges and requires all employees and officials to comply with the District's legal obligations with respect to the payment of a lawful minimum wage, the proper payment for all hours worked, and, where applicable and required by law, the payment of overtime compensation or accrual of compensatory time off at the appropriate rate.

**COMPLAINT PROCEDURE (ERROR REPORTING)**

If any employee has a concern that any District payroll practice or procedure may be improper, or believes that a possible error has occurred related to his/her FLSA classification, earnings, withholding, deductions, or other matters related to payroll management, wage payments, or benefits administration, the employee should submit a complaint (i.e., report the possible error) as soon as practical to the HR Payroll and Benefits Specialist or the Director of Finance and Operations. To avoid ambiguity, the employee shall either submit the complaint in writing (electronic submission via email is acceptable) or take reasonable steps to confirm that any verbal report has been clearly documented for further review and processing. (At its discretion, the administration may develop a specific form for submitting or documenting such complaints.)

Upon receipt of such a complaint, the HR Payroll and Benefits Specialist, or such person's designee, will promptly investigate the matter and give a response to the relevant employee(s). If an error or impropriety is confirmed, it shall be corrected and remedied (e.g., by providing reimbursement) to the extent appropriate in the specific situation.

If an employee does not receive a specific resolution, status update, or other specific follow up to a reported error or other complaint within five (5) business days of submitting the complaint, the employee should immediately contact the Director of Finance and Operations. If an employee disagrees with the initial resolution of a complaint, the employee may appeal the initial resolution to the District Administrator who will issue a final administrative decision with respect to the complaint.

No employee who, acting in good faith, files, pursues, or participates in the investigation of a complaint under this policy shall be subject to retaliation or other unlawful adverse employment action because of such complaint or participation.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 109.03](#) [state wage payment statutes]

##### **Wisconsin Administrative Code**

[DWD Chapter 272](#) [state minimum wage laws]

[DWD 274.08](#) [applicability of certain federal labor laws and regulations to public employers and public employees]

##### **Federal Law**

[29 C.F.R. Part 541](#) [federal FLSA regulations generally addressing exempt status and the salary basis requirements]

[29 C.F.R. § 541.602\(b\)](#) [federal FLSA regulations establishing specific exceptions to the prohibition against deductions from the wages of employees being paid on a "salary basis" under the regulations]

[29 C.F.R. § 541.603\(d\)](#) [federal FLSA regulations establishing the requirements for a qualifying "safe harbor" policy with regard to improper salary deductions]

#### **Cross References:**

*[Insert appropriate cross references to the policy as applicable to your district.]*

**Adopted: 01/17/2022**

## **EMPLOYEE COMPENSATION PAID FROM FEDERAL GRANTS DURING EXTRAORDINARY CIRCUMSTANCE**

**671.5**

Under unexpected or extraordinary circumstances, such as a public health emergency, the Director of Finance and Operation shall continue to charge the compensation (including but not necessarily limited to salaries, wages, and fringe benefits) of its employees who are paid by a currently active Federal grant consistent with the organization's policies and procedures for paying compensation from all funding sources, Federal and non-Federal.

If the District pays similarly situated employees whose compensation is paid with non-Federal funds during an extended closure, those paid with Federal grant funds may also continue to be paid. The procedures for documenting time and effort per the Federal Uniform Grant Guidance (2 CFR §200.430(i) "Standards for documenting personnel expenses") under unexpected or extraordinary circumstances will include documenting the funding source of the personnel before the circumstance and the funding source of the personnel during the extended closure.

This documentation will be authorized by the Director of Finance and Operations and maintained for auditing or monitoring purposes. Through the process of documenting time and effort under unexpected or extraordinary circumstances, the authorizer will verify that employees who are being paid with federal grant funds while the program grant activities are closed in whole or in part due to the circumstance are not additionally being paid for working on other activities that are not closed down.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 115.28\(13\)](#) [uniform financial accounting system for school districts]

[Section 120.13\(6\)](#) [school board power to apply for and receive federal aid]

#### **Federal Laws**

[2 C.F.R. part 200 subpt. D](#) [post federal award requirements — including standards for financial and program management]

[2 C.F.R. part 200 subpt. E](#) [cost principles and allowable costs under the federal Uniform Guidance]

[2 C.F.R. part 200 subpt. F](#) [audit requirements under the federal Uniform Guidance]

[34 C.F.R. part 75](#) [U.S. Department of Education regulations for direct grant programs]

[34 C.F.R. part 76](#) [U.S. Department of Education regulations for state-administered programs]

[34 C.F.R. part 77](#) [definitions applicable to federal Education Department General Administrative Regulations (EDGAR)]

[34 C.F.R. §75.135](#) [U.S. Department of Education direct grant competition exception for proposed implementation sites, implementation partners, or service providers]

**Adopted:**        **01/17/22**

## **PROCUREMENT METHODS FOR SERVICES, SUPPLIES, EQUIPMENT AND OTHER PROPERTY**

**672.1**

This policy sets forth requirements and expectations related to methods of procurement, including purchases made, in whole or in part, using federal funds that have been awarded to the District. The Director of Finance and Operations has primary administrative responsibility for directing and overseeing the implementation of this policy as a component of the District's overall procurement procedures and within a system of internal controls that supports the District's processes for budgeting, procurement management, accounting and financial management, and property disposition.

While this policy grants authority for employee or non-employee procurement agents to utilize relatively informal competitive processes and even noncompetitive methods in some situations, such authority does not:

1. Permit any District procurement agent to disaggregate a purchase into multiple transactions with the intent and purpose of avoiding a cost threshold that requires a more demanding procurement method.
2. Preclude District procurement agents from lawfully going beyond any minimally-required and minimally-acceptable procurement procedures for the purpose of (a) enabling the District to make a more informed decision, (b) enhancing the District's competitive and bargaining position with respect to a procurement decision, or (c) otherwise increasing the tangible or intangible value that the District can derive from a particular purchase or contract.

All persons involved in the procurement of services, supplies, equipment, or other property on behalf of the District are responsible for ensuring that (1) their actions and decisions are within the scope of their authority, and (2) they sufficiently understand and make all reasonable efforts to comply with applicable laws, District policies, and established District procedures.

### **Methods of Procurement for Purchases Supported by Federal Funds**

When procuring services, supplies, equipment, or other property involving the use of federal funds that are subject to the procurement standards found in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), the District shall use a procurement method that (1) at a minimum, is consistent with the Uniform Guidance, as summarized at a general level in the following chart; and (2) implements any additional standard locally-defined procurement procedures/requirements that are not in conflict with the Uniform Guidance:

Cost Threshold	Allowable Federal Procurement Methods
<p>A purchase of "supplies" or "services" (as defined in the federal regulations) that, in an aggregate amount, does not exceed \$10,000 or, if different, the federal "micro-purchase" threshold that is in effect at the time of the purchase</p>	<p>Such "micro-purchases" of supplies or services (as defined in the federal regulations) may be made or awarded without soliciting competitive quotations to the extent any of the Director of Finance and Operations determines that the cost of the purchase/contract is reasonable. Where multiple qualified suppliers of the same or materially interchangeable products have been identified and such suppliers offer effectively equivalent rates/prices and other terms, repeated micro-purchases that are subject to the Uniform Guidance are to be reasonably distributed among different suppliers when practical.</p>
<p>Unless the purchase qualifies as a federal "micro-purchase," purchases below \$250,000 or, if different, below the federal "simplified acquisition threshold" that is in effect at the time of the purchase</p>	<p>Price or rate quotations must be obtained in advance from a reasonable number of qualified sources, as further detailed in District procurement procedures, <u>unless</u> (1) a valid basis exists under the Uniform Guidance for relying on procurement by a noncompetitive proposal (i.e., "single source" procurement), or (2) the District elects to use a more formal competitive bid or request for proposal process.</p> <p>To the extent required by federal regulations, the District will negotiate profit as a separate element of the price for each contract that is awarded in the absence of price competition.</p>
<p>Purchases of an amount that equals or exceeds \$250,000 or, if different, the federal "simplified acquisition threshold" that is in effect at the time of the purchase</p>	<p>The District shall conduct a cost or price analysis for these purchases that, at a minimum, shall include making an independent estimate before receiving bids or proposals (including noncompetitive proposals). Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which shall then be incorporated into any solicitation of bids or proposals.</p> <p>Procurement shall be made by sealed bids or by competitive proposals <u>unless</u> a valid basis exists under the Uniform Guidance for relying on procurement pursuant to a noncompetitive proposal (i.e., "single source" procurement).</p>

	To the extent required by federal regulations, the District must negotiate profit as a separate element of the price for each contract involving expenditures at or above this cost threshold.
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The above chart represents a starting point for identifying an appropriate and lawful procurement method for purchasing that is subject to the Uniform Guidance. Many additional details, requirements, restrictions, and procedures are established in the federal regulations. In certain cases, other federal laws and regulations establish additional requirements and/or affect the specific application of the Uniform Guidance. Additionally, all purchase must follow relevant District policies.

### **Methods of Procurement for Purchases NOT Involving the Use of Federal Funds Subject to the Uniform Guidance Regulations**

The following parameters for methods of procurement apply when the District procures services, supplies, equipment, or other property and the expenditure does NOT involve the use of any federal funds that are subject to the Uniform Guidance procurement regulations:

1. The District shall adhere to any other state or federal requirements that dictate the use of a certain procurement method for a particular purchase or contract.
2. When no separate state or federal requirement applies and the Board has not directed or approved a more specific procurement method for a particular purchase or contract, the District directs its authorized employee and non-employee procurement agents to utilize the following procurement methods:

<b>Cost Threshold</b>	<b>District-Authorized Procurement Method(s)</b>
A purchase that, in an aggregate amount, does not exceed the dollar amount of the federal-funds "micro-purchase" threshold at the time of the purchase and does not exceed \$50,000.	Such purchases may be made or awarded under a reasonable business judgment standard without soliciting quotations, bids, or proposals. The Board will consider this standard satisfied to the extent that the Director of Finance and Operations has determined that the cost of the purchase/contract was reasonable.  The administration may also elect to use any of the methods approved for the higher cost thresholds.



<p>A purchase in an amount greater than the dollar amount of the applicable federal "micro-purchase" threshold, but less than the federal "simplified acquisition threshold," as determined at the time of the purchase</p>	<p>Such purchases may be based on any of the following:</p> <ol style="list-style-type: none"> <li>1. multiple price or rate quotations obtained in advance from qualified sources, as further detailed in District procurement procedures applicable to purchases involving federal funds;</li> <li>2. "single source" procurement to the extent there are grounds for doing so as specified under the federal Uniform Guidance or as separately approved by the Board;</li> <li>3. the administration's election to use a more formal competitive bid or request for proposal process. Whenever appropriate and relevant to the transaction and a bid or proposal process, the District will make life-cycle cost estimates and incorporate consideration of life-cycle costs into the solicitation and evaluation of competitive bids or proposals.</li> </ol>
<p>Purchases of an amount that equals or exceeds the amount of the federal "simplified acquisition threshold" that is in effect at the time of the purchase</p>	<p>Such purchases may be based on any of the following:</p> <ol style="list-style-type: none"> <li>1. competitive bids;</li> <li>2. competitive proposals;</li> <li>3. "single source" procurement to the extent there are grounds for doing so as specified under the federal Uniform Guidance</li> </ol> <p>Whenever appropriate and relevant to the specific transaction, the District will make life-cycle cost estimates and incorporate consideration of life-cycle costs into the solicitation and evaluation of competitive bids or proposals.</p>

The District authorizes "single source" (i.e., noncompetitive) procurement for **non-federal** purchases if at least one of the following justifications has been verified and documented by the Director of Finance and Operations. Any of the circumstances present under which noncompetitive procurement would be allowable under the federal Uniform Guidance.

1. The purchase involves the District's choice to exercise a renewal or extension option found in an existing license or other contracting arrangement where the underlying contract was either previously approved by the Board or procured via the solicitation of competitive bids or competitive proposals.

2. The District is choosing to continue to use (or expand the use of) a specific product or service (such as a specific curriculum element or computer application or software system) that is already in use in the District and in which a significant investment of time and/or money has already been made. In such a situation, the District may consider a particular brand or particularly proprietary version of a product to be a "single source," and may further consider a specific vendor or contractor to be "single source" when such vendor or contractor has exclusive rights to purvey the goods or services in question.
3. Grant monies are involved and the grant mandates the participation of expressly-identified grant partners, subcontractors, or vendors.
4. The purchase is under \$50,000.

The Board acknowledges that the procurement of professional services, such as legal services, can present unique situations such that a contract or other service agreement may not be readily amenable to the typical procurement methods and procedures outlined in this policy.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#"><u>Section 16.73</u></a>	[cooperative purchasing]
<a href="#"><u>Section 66.0131</u></a>	[local government purchasing, including intergovernmental purchases without bids, recycled and recyclable content of procured goods, and life-cycle cost estimates]
<a href="#"><u>Section 66.0133</u></a>	[energy savings performance contracting; procedures and bidding]
<a href="#"><u>Section 66.0135</u></a>	[contracts and orders, receipt of invoices, and payments]
<a href="#"><u>Section 66.0301</u></a>	[intergovernmental agreements]
<a href="#"><u>Section 66.0903</u></a>	[prevailing wage requirements and the related suspension and debarment requirements]
<a href="#"><u>Section 118.03</u></a>	[board requirement to adopt all textbooks necessary for use in the schools]
<a href="#"><u>Section 120.10</u></a>	[powers of the annual meeting, including authorizing or directing the district to purchase/provide certain property or services]
<a href="#"><u>Section 120.12(24)</u></a>	[school board duty to solicit sealed bids prior to selecting provider of group health care benefits]
<a href="#"><u>Section 120.13(3)</u></a>	[school board power to enter into certain intergovernmental agreements]
<a href="#"><u>Section 120.13(5)</u></a>	[school board power to purchase books, materials and equipment for use in the schools]
<a href="#"><u>Section 779.14</u></a>	[performance bonds, payment bonds, and other contract requirements in connection with public improvements or public works]

##### **Federal Law**

<a href="#"><u>2 C.F.R. Part 180</u></a>	[federal suspension and debarment requirements]
<a href="#"><u>2 C.F.R. §200.212</u></a>	[Uniform Guidance regulation that applies federal suspension and debarment requirements to non-federal entities that spend federal funds]
<a href="#"><u>2 C.F.R. §200.318</u></a>	[general standards for procurement supported by federal funds]
<a href="#"><u>2 C.F.R. §200.319</u></a>	[competition in procurement supported by federal funds; written procurement standards required]

<a href="#">2 C.F.R. §200.320</a>	[methods of procurement to be followed for purchases supported by federal funds; includes specific requirements for competitive bids and proposals and the list of circumstances under which noncompetitive procurement is allowable for federally-supported purchases]
<a href="#">2 C.F.R. §200.321</a>	[federal funds contracting with small and minority businesses, women's business enterprises, and labor surplus area firms]
<a href="#">2 C.F.R. §200.322</a>	[procurement of recovered materials; federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act]
<a href="#">2 C.F.R. §200.323</a>	[cost or price analysis requirements for procurement in excess of the simplified acquisition threshold; requirement to negotiate profit as a separate element of the price for certain contracts]
<a href="#">2 C.F.R. §200.325</a>	[bid guarantee, performance bond, and payment bond requirements for construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold]
<a href="#">2 C.F.R. §200.326</a>	[contract provisions for non-federal entity contracts under federal awards]
<a href="#">2 C.F.R. App. II to Pt 200</a>	[contract provisions for non-federal entity contracts under federal awards]
<a href="#">7 C.F.R. §§210 to 226</a>	[child nutrition program regulations; including allowances of geographic preference in the procurement of certain unprocessed locally grown or locally raised agricultural products]
<a href="#">7 C.F.R. §210.16</a>	[contracting for the participation of food service management company in connection with school meal programs]
<a href="#">34 C.F.R. §75.135</a>	[U.S. Department of Education direct grant competition exception for proposed implementation sites, implementation partners, or service providers]
<a href="#">48 C.F.R. §2.101</a>	[Federal Acquisition Regulation definitions]

**Adopted:**

The District is committed to purchasing and contracting processes that promote the responsible stewardship and expenditure of District funds (inclusive of local, state, federal, and all other sources), including the avoidance of conflicts of interest. Accordingly, in addition to all other applicable restrictions independently established by law, the District:

1. Directs the administration, through its procedures and evaluative processes, to consistently enforce the standards of conduct imposed by by related state and federal laws, including, as examples, the state's Code of Ethics for Local Government Officials ("Code"), the state's prohibitions against misconduct in office, the state's prohibitions against private interests in public contracts, and the federal government's minimum standards of conduct connected to any District officer's, employee's, or agent's participation in purchasing and contracting activities that involve the use of federal funds.
2. Extends the application of the state's Code such that the provisions of the Code (as well as its applicable exceptions and exclusions) shall be enforced as District standards of conduct with respect to all District employees who are involved in District purchasing and contracting activities in other than a purely ministerial capacity. Further, in applying and enforcing the various provisions of the Code as local employment standards in connection with such activities, the following broader definitions shall be used in place of the narrower definitions found in the state statutes:
  - a. "Immediate family" means all of the following: spouse, and parents thereof; children, and spouses thereof; parents, and spouses thereof; and siblings, and spouses thereof; financial dependents as identified in the state Code; or another adult sharing the same household as the employee of the District.
  - b. An organization with which the employee is "associated" means any organization with which the employee or his or her spouse is associated as an owner, partner, or director, as further defined by the Code; any organization for which the employee or his or her spouse serves as an authorized representative or agent; or any organization which employs or is about to employ either the District employee or any member of the employee's immediate family.
3. Requires any employee of the District to disclose to the Director of Finance and Operations, clearly and as early in the contracting process as practical, the employee's desire to pursue in his or her private capacity (e.g., via bidding, negotiation, etc.) any contract with the District (a) in which the employee has a direct or indirect private pecuniary interest, and (b) that, but for the amount of the contract being below the dollar/cost threshold of the

applicable criminal statute that prohibits private interests in public contracts, the employee would otherwise be criminally prohibited from pursuing even in his or her private capacity.

4. Prohibits any authorized agent of the District from participating in the submission of a bid or proposal for any District procurement or contracting decision that is to be made through the solicitation, receipt, and evaluation of competitive bids or competitive requests for proposals when the same agent's designated role on behalf of the District included advising the District regarding the same project's specifications, requirements, statements of work, or invitations for bids or requests for proposals.

Even where no law or District policy, regulation, or procedure requires an officer, agent, or employee of the District to take a specific action (or to refrain from specific conduct), the District expects all officers, agents, and employees to use sound judgment in identifying possible conflicts of interest or other situations giving rise to a reasonable perception of impropriety that may detract from public confidence in the District's purchasing and contracting activities. Upon identifying such situations, the officer, agent, or employee should consult with the Director of Finance and Operations as necessary and determine a reasonable course of action. Examples of potential resolutions to such situations include making express disclosures (e.g., of particular familial or social relationships) and/or abstaining from participation in particular District processes and transactions.

### **Consequences for Violations**

Any officer, employee, or agent of the District who violates the standards of conduct applicable to participation in District purchasing and contracting activities, as established by the Board or by applicable law, is subject to referral to law enforcement when the conduct is independently subject to possible legal prosecution. In addition:

- A Board member who violates any standards of conduct established by state or federal law is further subject to censure or other disciplinary sanction that is within the authority of the Board itself, and may also be subject to an action for removal from public office by the courts.
- Employees are further subject to possible disciplinary action, up to and including termination from employment.
- A non-employee agent of the District is further subject to termination of his or her authority to act as an authorized agent of the District.

A current or prospective vendor or contractor of the District who offers or provides gifts, favors, or gratuities to any officer, agent, or employee of the District that

would constitute a violation of this policy or any applicable law is subject to possible disqualification as a future vendor or contractor of the District.

In setting forth such possible consequences, the Board neither absolves any officer, employee, or agent of the District from any other individual liability that may accrue to such representative of the District nor disclaims or waives any of the Board's or District's rights to void or terminate agreements or to pursue any other lawful claims or remedies.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 19.42</a>	[statutory definitions related to the code of ethics for local government officials]
<a href="#">Section 19.59</a>	[ethical standards for local government officials]
<a href="#">Section 946.12</a>	[misconduct in public office]
<a href="#">Section 946.13</a>	[private interests in public contracts prohibited]

##### **Federal Law**

<a href="#">2 C.F.R. §200.318</a>	[uniform guidance related to acceptance and use of federal funds by non-federal entities; written standards of conduct required]
<a href="#">2 C.F.R. §200.319</a>	[uniform guidance related to ensuring objective contractor performance and eliminating unfair competitive advantage]

**Adopted:**           **01/17/22**

## COOPERATIVE PURCHASING

672.3

The District's purchasing power can sometimes be leveraged by purchasing goods or services in larger quantities. As such, joint purchasing agreements with other governmental units, governmental agencies, or other entities may be beneficial to the District. To the extent permitted by law, such agreements may cover, for example, the purchase of materials, supplies, equipment, and capital or contractual services.

The District encourages the administration to pursue the exploration and preliminary negotiation of such cooperative purchasing arrangements.

In addition to other terms and conditions that may be deemed necessary or prudent, written cooperative purchase agreements shall identify:

1. The competitive methods/procedures that will be used to identify, evaluate, and select vendor(s) under the agreement, including a process for the retention of appropriate documentation regarding such methods and procedures that will be sufficient to demonstrate compliance with any applicable federal, state, or District competitive purchasing requirements.
2. The duration of the agreement and terms that address renewal of the agreement, termination of the agreement prior to expiration, and (if permitted) withdrawal from the agreement by any party prior to termination.

Legal mandates to use and document competitive processes for certain purchases, such as requirements applicable to certain purchases made with federal funds, may still apply.

This policy is not intended to address intergovernmental agreements under which the District contracts for the receipt (or furnishing) of services directly from (or directly to) one other governmental entity.

### Legal References:

#### Wisconsin Statutes

[Section 16.73](#)

[purchasing transactions under a joint contract between or among local governments and/or the Department of Administration]

[Section 66.0301](#)

[local governments may contract with each other for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law]

[Section 66.0303](#)

[local governments may contract with specified out-of-state entities for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by statute]

#### Federal Law

[2 C.F.R. Part 200 Subpart D](#)

[federal funds post-award requirements, generally]

[2 C.F.R. §200.318](#)

[general standards for procurement supported by federal funds; including express encouragement to consider and use

intergovernmental agreements or inter-entity agreements for procurement or use of common or shared goods and services]

**Adopted: 01/17/22**



**Federal Suspension and Debarment**

Whenever the District is using federal funds in connection with a transaction that is subject to the federal suspension and debarment requirements, the District is generally prohibited from engaging in transactions with any party (i.e., an individual, organization, or a principal of an organization) that is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. In connection with its acceptance and receipt of federal funds, the District may also be required to notify a state and/or federal agency of the District's own status with respect to these federal requirements, including the status of certain officers and employees.

When soliciting bids or proposals or otherwise preparing to enter into a covered transaction, the District will use at least one of the following verification methods to ensure that any parties to the transaction are not suspended or debarred before committing to a covered sub-award, purchase, or contract:

1. Obtaining a certification of a party's compliance with the federal suspension and debarment requirements in connection with any application, bid, or proposal;
2. Requiring compliance with the federal suspension and debarment requirements as an express condition of the sub-award, purchase, or contract in question; or
3. Prior to committing to any sub-award, purchase, or contract that is a covered transaction, the Director of Finance and Operations shall check the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

The District may also periodically re-verify the status of, or receive new information from, parties that currently hold a sub-award or contract in connection with a covered transaction. To the extent the District is a participant in an existing covered transaction with another party and the District receives confirmation that the other party has become newly subject to federal exclusion before the earlier transaction is complete, the School Board may elect to discontinue the earlier transaction with the excluded party to the extent permitted by law.

If, for any reason, the District learns after entering into a transaction with a party but prior to claiming federal funds for any portion of the cost of the transaction that the party should have been identified as being excluded from or ineligible for the transaction, the costs shall not be claimed unless the District obtains

written confirmation from the relevant federal agency that the costs may be claimed under an applicable federal exception.

The Director of Finance and Operations shall ensure that procedures and internal controls are in place that facilitate compliance with federal suspension and debarment requirements, including adequate means of identifying covered transactions, issuing any required notices to appropriate parties that compliance with federal suspension and debarment is required in connection with a covered transaction, and retaining records of status verifications.

### **State Suspension, Debarment, or Other Ineligibility**

Whenever the District is undertaking a public works project (e.g., construction, repair, remodeling, or improvement of District buildings or facilities) and to the extent required by law, the District shall not knowingly solicit bids from, negotiate with, award any contracts to, or approve or allow any subcontracts with a debarred contractor that is prohibited by law from participating in such project.

If it comes to the attention of the District that any prospective vendor or contractor is currently suspended, debarred, or otherwise ruled ineligible by the State of Wisconsin from receiving state contracts for any reason that is not directly binding on the District by law, and provided that the District has taken steps to confirm the person's current ineligibility for state contracts, the District may rely on the vendor's or contractor's state-determined status as a basis for refusing to enter into a purchase, contract, or other procurement relationship with the person.

### **Local Suspension or Debarment**

If, separate from any federally-determined or state-determined suspension or debarment, the Director of Finance and Operations decides to suspend or debar any person for a fixed period of time from the opportunity to respond to District procurement solicitations and/or from having the person's responsive bids or proposals considered by the District, the District shall provide the person with notice of the decision and an opportunity to appeal their locally-determined suspension or debarment status to the Superintendent.

### **Other District Evaluation of Vendors and Contractors**

Nothing in this policy shall be construed to prevent the District and its authorized agents from independently evaluating whether particular vendors or contractors are responsible persons who are sufficiently likely to be able to successfully perform under the terms of a proposed purchase, contract, or other procurement relationship. In making such decisions, consideration may be given

to factors such as the vendor's or contractor's integrity, compliance with public policy, record of past performance, and financial and technical resources.

Similarly, nothing in this policy shall be construed to prevent the District and its authorized agents from considering service, reliability, experience, and other relevant performance factors when selecting particular vendors or contractors to provide products or services to the District.

**Legal References:**

**State Statutes**

<a href="#">Section 16.705(9)</a>	[ineligibility for state contracts due to violations of certain state purchasing statutes or violations of state contracts]
<a href="#">Section 16.75(10m)</a>	[ineligibility for state contracts due to state tax compliance violations]
<a href="#">Section 16.765</a>	[ineligibility for state contracts due to discriminatory conduct or practices]

**Federal Law**

<a href="#">2 C.F.R. Part 180</a>	[federal suspension and debarment requirements; including reference to the federal <a href="#">System for Award Management</a> (SAM)]
<a href="#">2 C.F.R. §200.212</a>	[Uniform Guidance regulation that applies federal suspension and debarment requirements to non-federal entities that spend federal funds]
<a href="#">2 C.F.R. Part 3485</a>	[U.S. Department of Education nonprocurement debarment and suspension]

**Adopted:**           **01/17/22**

The Director of Finance and Operations shall be responsible for preparing and/or processing:

1. Appropriate payment vouchers (such as purchase orders, invoices, receipts, etc.) that are submitted for approval for payment. Unless consistent with a previously-approved contract or previously-approved purchase, bills paid shall be for goods, property, or services that have been verified as received/completed.
2. Draw orders, on behalf of the Board Clerk, that reflect approved vouchers/payments (i.e., requested payments approved for disbursement). No order for a disbursement from the District treasury may be issued in excess of the funds available or appropriated for the purpose(s) for which the order is drawn unless authorized by the affirmative vote of two-thirds of the entire membership of the Board.
3. Entries of disbursements, on behalf of the Board Treasurer, that adequately document the amount and date of each disbursement, the person to whom it was paid, and the object for which it was paid.

The District's payment approval and disbursement procedures are to be managed in a manner that results in the timely payment of the District's financial obligations and that, to the extent reasonably practical, avoids interest or fees on late payments or other similar financing charges.

Subject to exceptions permitted by law, disbursements of District funds from the District's official public depositories shall normally be made as follows:

1. Disbursements from a demand deposit account shall be by draft or order check.
2. Withdrawals from a time deposit or savings account shall be by a transfer order that serves to transfer such deposits to another District-controlled deposit account in the same or another District-authorized public depository.
3. Such drafts, order checks, and transfer orders must be signed by the Board Clerk and Treasurer and countersigned by either the Board President or another Board member who is authorized to countersign in place of the President.

The following also apply to disbursements of District funds and other money managed by the District:

1. In lieu of the personal signatures of the Board Clerk, Board Treasurer, and any other required signature(s), a facsimile signature adopted by the particular person may be affixed to a draft, order check, or transfer order for the

disbursement of funds. This policy serves as the required School Board resolution authorizing the use of such facsimile signatures, and the Director of Finance and Operations shall ensure that an approved copy of this policy is filed in the Department of Finance and Operations Office on behalf of the Clerk and with each of the District's official public depositories.

2. Under the management of the Director of Finance and Operations, authorized District personnel may process disbursements that are approved periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer, and automated clearinghouse methods provided that a record is kept of the date, payee, and amount of each such disbursement. Such authority includes, but is not limited to, the processing of payroll-related transactions.
3. Except to the extent consistent with District procedures established regarding the use and management of petty cash funds or as otherwise expressly approved by the Board, District officials, employees, and agents shall not make disbursements of District funds in cash (i.e., monetary currency). This provision is not intended to prohibit making change for District-authorized cash-based transactions (e.g., event admissions).
4. To the extent consistent with District-established procedures and restrictions regarding the use and management of District-issued purchasing cards and/or credit cards that (a) appropriately limit the amount of charges; (b) restrict any direct access to District accounts at depositories; and (c) adequately protect the District's ability to audit and dispute charges, the District may authorize District officials, employees, and agents to utilize such cards.
5. Disbursement of monies held by the District as agency funds (such as student activity accounts) shall be made according to disbursement procedures adopted for the applicable agency fund.
6. To the extent the Board authorizes the transfer to a community foundation of any gift or grant that has been received and accepted by the District, any disbursements of monetary amounts shall be consistent with state law governing such transferred gifts or grants, including that the community foundation must agree to make disbursements of the gift or grant to the District upon the written request of the Board.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 25.50</a>	[local government pooled investment fund]
<a href="#">Section 34.05</a>	[designation of public depositories]
<a href="#">Section 66.0135</a>	[interest on late payments to contractors providing goods or services]
<a href="#">Section 66.0607</a>	[withdrawal or disbursement from local treasury]

[Section 118.27\(3\)](#) [disbursements from gifts and grants transferred to a community foundation]  
[Section 120.15\(1\)](#) [board president duty to countersign disbursement instruments]  
[Section 120.16\(2\)](#) [board treasurer duties regarding disbursements]  
[Section 120.17\(5\)](#) [board clerk duties to draw orders on the treasurer and to record all such orders]

**Adopted:** 01/09/12  
**Amended:** 01/17/22

All expense reimbursement requests, bills, invoices, and other requests for payment must be submitted to the Business Office in a timely manner. The Business Office shall properly verify the appropriateness of the payment request prior to recommending it for payment. Verification of receipt of items purchased, work performed or completed, or that a proper purchase order has been completed is necessary prior to Board approval of any payment.

In order to avoid having to pay interest fees, all payments shall be made in a timely manner as required by state law.

LEGAL REF.: Sections      66.0135 Wisconsin Statutes  
                                 66.0607  
                                 120.11(4)  
                                 120.13(33)  
                                 120.16(2)

CROSS REF.:    661.1, Check Writing Services (Use of Check Signing Machine)  
                      662.2, Petty Cash Funds  
                      671.2 , Expense Reimbursements  
                      671.3 , Salary Deductions/Withholding  
                      672, Purchasing

**Adopted:      01/09/12**

## DISTRICT-ISSUED CREDIT CARDS

673.1

The District recognizes that various practical, financial, and marketplace considerations make it important for the District and its authorized employees and agents to be able to make certain purchases using a credit card that has been issued through a District-controlled account. At the same time, because the authorized holders and users of such credit cards necessarily have the capability to obligate District funds through their purchases, it is critical for the District to maintain prudent internal controls that govern the District's Credit Card Program ("Program"), as authorized under this policy.

Under the ultimate supervision of the Director of Finance and Operations, the management, implementation, and oversight of the Program shall be a primary responsibility of the Accounts Payable and Receivable Specialist.

The Program shall be implemented subject to the following general parameters:

1. The Director of Finance and Operations shall approve the card issuer(s) through which the District obtains its credit card accounts.
2. The use of credit cards shall not be used to circumvent District purchasing and procurement procedures — such as obtaining appropriate approvals and documenting price/cost information from multiple potential vendors for purchases above a certain value.
3. The number of authorized cardholders and card users shall be kept to a reasonable minimum based on the Director of Finance and Operations' evaluation of both demonstrated need and the administration's capacity to sufficiently oversee and monitor the cardholders, card users, accounts, and transactions.
4. The Program may include both building/department-based cards (which may have multiple authorized users) and individually-assigned cards (which may be used only by the named cardholder).
5. The cards in the Program shall not be debit cards that directly debit funds held in District depositories.
6. As a default setting on all District credit card accounts, the ability to use the card to obtain a cash advance shall be blocked.
7. The accounts within the Program shall be structured and managed administratively so that the District:
  - a. Is able to use its exception from paying sales tax as often as is practical.
  - b. Normally pays its balances in full each month and avoids incurring interest charges for balances.



8. All authorized cardholders and card users shall be required to participate in at least a brief, orientation meeting or similar training opportunity that addresses their responsibilities. This training will be provided by the District's Finance and Operations Office.
9. Separate from any review or reconciliation performed by the cardholder/card user, all card transactions shall be reviewed by personnel in the District's Finance and Operations Office and/or by a supervisor with Program-related responsibilities prior to the deadline for making payment of the current account balance. Additional random and other auditing (e.g., to confirm adherence to established procedures, actual delivery of products purchased to the District, etc.) shall also occur.
10. A card user who does not follow established procedures or meet established deadlines is subject to revocation of their card access and usage.

The following additional specific responsibilities shall be performed by the primary manager of the District's Credit Card Program:

1. Developing, implementing, and revising as needed the District's procedures, rules, forms, and systems relating to the Program, including those that address the responsibilities of cardholders and card users. The primary manager of the Program may periodically consult with the District's auditors to review and improve the operation and security of the Program.
2. Approving authorized cardholders and card users, and also suspending, modifying, or removing such authority. This includes opening and closing card accounts.
3. In connection with authorizing cardholders and card users, obtaining a signed card user agreement that acknowledges the responsibilities, expectations, and procedures related to holding or using a District credit card.
4. Establishing and monitoring account-level and user-level restrictions and similar settings, including but not limited to transaction limits, account holder notification triggers, blocks or other restrictions based on geographic location or type of vendor, etc.
5. Identifying specific examples of prohibited transactions, recognizing that any such list will not be exhaustive of all possible inappropriate charges.
6. Working with the individual cardholders and card users to review, reconcile, and assign correct accounting codes for transactions, address disputed charges (including potentially fraudulent charges), and report and resolve lost or stolen cards or card information.

7. Maintaining documentation related to card accounts, transactions, internal controls, and other information relating to the Program.
8. Overseeing appropriate investigation and resolution of any suspected misconduct or impropriety that may arise in connection with the Program.

**Legal References:**

**Wisconsin Statutes**

[Section 66.0135](#) [contracts and orders, receipt of invoices, and payments]  
[Section 66.0607](#) [withdrawal or disbursement from local treasury]  
[Section 120.16](#) [school district treasurer duties]

**Federal Law**

[2 C.F.R. Part 200 Subpart D](#) [post-award requirements under the federal Uniform Guidance for federal funds, including requirements related to financial management, internal controls, cash management, payment, and procurement standards]

**Adoption Date:** 01/17/22

The School Board directs the administration to maintain an accounting system that will provide for the proper accounting for all District funds and provide the necessary information for the efficient operation of the schools. Specifically, the accounting system and related procedures will:

1. correspond with the expenditure categories and account codes outlined in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) as required by the Department of Public Instruction (DPI);
2. be in line with generally accepted accounting principles; and
3. give assurance to the Board and its constituents that funds are being accounted for and administered in a proper manner.

The Superintendent and Business Office staff will be expected to confer with appropriate school finance specialists of the DPI, school district auditors, and any other knowledgeable persons or groups in achieving these objectives.

The Board shall receive monthly financial statements from the Superintendent showing the financial condition of the District. Such other financial statements as may be determined necessary by either the Board or the administration shall also be presented to the Board.

The financial records and accounts of the District shall be audited annually by a certified public accountant in accordance with prescribed standards and legal requirements. The Board will select the certified public accountant at a Board meeting held on or before May 1 each year, and pay for the audit with District funds. The Superintendent or Designee shall present the audit, when completed, to the Board for examination and certify to the Board that the audit conforms to the accounting system required by the DPI. In addition, the Superintendent shall file copies of the audit with the proper authorities as prescribed by law.

LEGAL REF.: Sections 115.28(13) Wisconsin Statutes

120.14

120.16(4)

120.18(6) and (7)

121.05(1)(c)

PI 14, Wisconsin Administrative Code

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 620, Annual Operating Budget  
652, Revenues from Investments  
662.1, Student Activity Funds Management  
662.2, Petty Cash Funds  
662.3, Fund Balance  
665, Fraud Prevention and Reporting  
672, Purchasing  
673, Payment Procedures

**Adopted:** 11/7/83  
**Amended:** 12/5/11

The District's capital assets include, but are not necessarily limited to, land, land improvements, buildings, building improvements, and infrastructure, as well as vehicles and certain machinery, equipment, software, works of art, and other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond one fiscal year. Capital assets also include certain improvements, modifications, replacements, or renovations to capital assets that materially increase their value or useful life. The District's procedures shall be sufficiently formalized and implemented to allow for adequate financial reporting, as assessed by the District's auditors.

The Director of Finance and Operations, in consultation with the District's financial auditors, shall be responsible for establishing a written schedule of capitalization thresholds applicable to particular capital asset classes. The schedule shall be structured to capture at least 80% of the value of the District's total assets. The capitalization threshold established for single items within any of the asset classes shall not be less than \$5,000, except that:

1. [Computing devices, computer peripherals, and any instructional technology capital assets with an individual item value in excess of [insert dollar amount] shall be capitalized.
2. When qualifying as capital assets, the following shall be capitalized in groups without regard to the acquisition cost of individual items within a group:
  - a. Furniture;
  - b. Textbooks;
  - c. Library books/library media acquisitions.]

Capital assets having an acquisition cost (or other relevant valuation) above the capitalization threshold of the applicable asset class shall be valued, inventoried, depreciated for financial accounting purposes when appropriate, and regularly tracked over time through the point of retirement, sale, or other disposition.

District procedures related to capital asset management shall also account for the appropriate identification, recording, and tracking of capital assets that are acquired using (1) federal funds, (2) capital borrowing, or (3) referendum funds that are subject to specific restrictions on use.

Nothing in this policy prevents the District from otherwise inventorying (recording, counting, and tracking) supplies, equipment, and other items that are not capitalized for financial reporting purposes. Further, the District shall

appropriately inventory any such non-capitalized items if required by law or by the terms of any grant or contract.

**Legal References:**

**Wisconsin Statutes**

[Section 120.14](#) [annual school district audit required]

**State Guidance**

[Department of Public Instruction School District Audit Manual Index](#)

[Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR)

**Federal Law**

[2 C.F.R. §200.33](#) [definition of "equipment" tied to local capitalization threshold within the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)]

[2 C.F.R. §200.94](#) [definition of "supplies" tied to local capitalization threshold within the federal Uniform Guidance]

[2 C.F.R. Part 200 subpt. D](#) [post-award requirements under the federal Uniform Guidance; includes requirements related to tracking and disposition of property, supplies, and equipment paid for with federal funds]

[2 C.F.R. Part 200 subpt. F](#) [audit requirements under the federal Uniform Guidance]

**Federal Guidance**

[Governmental Accounting Standards Board – GASB Statement No. 34](#)

**Adopted:** 11/07/83

**Amended:** 12/05/11

10/20/14

01/17/22

**Sale or Other Disposition of District Real Estate, Buildings, or Property Interests**

The School Board shall approve the sale or other disposition of any land, buildings, or other improvements to land that are owned by the District and no longer needed by the District. The Board shall also directly and expressly approve any sale, release, or modification of any District-owned or District-controlled interest in real property (e.g., an easement or covenant). The Director of Finance and Operations shall ensure that all requirements for engaging the electors in this process are followed.

**Sale or Other Disposition of Other District Property**

The District may dispose of other District property not addressed in the previous section of this policy, including equipment, materials, or supplies found to be surplus, replaced, broken, damaged, in unusable condition, or obsolete as authorized by the electors at the annual meeting.

The following positions are designated as authorized property managers under this policy:

1. The Director of Finance and Operations shall oversee the allocation, review, and disposition of all equipment, materials, or supplies that (a) have been capitalized and depreciated for financial reporting purposes, (b) are assigned to the district office function, or (c) are subject to federal disposition requirements under the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
2. Building principals and individual department directors, working in conjunction with the Director of Maintenance as needed, have responsibility to oversee the allocation, review, and disposition of equipment, materials, or supplies that have been assigned to their building or department and that, pursuant to this policy or to any applicable administrative rule, are not under the specific authority of the Director of Finance and Operations.

Whenever an authorized property manager or his or her designee determines that District property is no longer going to be used in its current function or location, the property manager shall ensure that reasonable efforts are made to determine whether the property can be appropriately used in another District function or location. If so, the property manager shall arrange for the internal transfer/re-designation of the property.

For any property that an authorized property manager determines is no longer going to be used in the District, the following general parameters for further disposition of the property shall apply:

1. Any items that an authorized property manager, or his or her designee, has determined have minimal or no resale value may, without further Board approval, be (a) offered without cost to a charitable or civic organization or other governmental entity, or (b) discarded or otherwise disposed of using an efficient method.

Any per-item estimated resale value in excess of \$500 shall not be considered minimal, except that any property that remains unsold after having been offered for sale may be deemed to have minimal resale value.

2. Items (whether individually or grouped for a single transaction) that an authorized property manager determines can be economically sold (or traded in) for value and that have an estimated resale/fair-market value below \$1,000 may be sold (or traded in) using a process approved and coordinated by the Director of Finance and Operations. Public processes intended to inform/solicit multiple potential buyers (e.g., the use of online public advertising or auctions) shall be the preferred means of attempting to sell such property, except where the Director of Finance and Operations determines that another method of disposition is in the best interest of the District considering all relevant circumstances.
3. Items (whether individually or grouped for a single transaction) that an authorized property manager estimates to have a resale or other fair-market value of \$1,000 or more may be disposed of only if the Director of Finance and Operations has expressly approved the specific disposition under approved parameters.

The disposition of District property under this policy shall be conducted in the public interest for the benefit of the District. Unless otherwise required by law or by some other special and enforceable condition, all money received from the sale or other disposition of District property shall be directed to the District's general fund.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 77.54\(4\)](#)

[sales tax treatment of certain sales of tangible personal property]

[Section 118.12\(1\)\(b\)](#)

[school board authority over sales of goods on school property]

[Section 120.12\(21\)](#)

[sales tax treatment of certain sales of tangible personal property]

[Section 120.13\(19m\)](#)

[school board authority to sell any property belonging to and not needed by the school district]

[Section 120.13\(25\)](#)

[school board lease of school district property at reasonable rental]

[Section 175.10](#)

[certain procurements for sales to employees prohibited by statute]

[Chapter 287](#)

[state solid waste reduction and recycling policy and requirements]

[Chapter 291](#)

[disposal of hazardous materials/substances; including electronic devices]

##### **Wisconsin Administrative Code**

[NR 660 to NR 679](#)

[regulations related to hazardous waste management]



**Federal Law**[2 C.F.R. §200.33](#)

[definition of "equipment" tied to local capitalization threshold within the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)]

[2 C.F.R. §200.94](#)

[definition of "supplies" tied to local capitalization threshold within the federal Uniform Guidance]

[2 C.F.R. part 200 subpt. D](#)

[general post-award requirements under the federal Uniform Guidance]

[2 C.F.R. §200.311](#)

[disposition of real property that is subject to the requirements of the federal Uniform Guidance]

[2 C.F.R. §200.313](#)

[disposition of equipment that is subject to the requirements of the federal Uniform Guidance]

[2 C.F.R. §200.314](#)

[disposition of supplies that are subject to the requirements of the federal Uniform Guidance]

[2 C.F.R. §200.315](#)

[disposition of intangible property that is subject to the requirements of the federal Uniform Guidance]

[2 C.F.R. §200.322](#)

[applicability of federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, under the federal Uniform Guidance]

**Adopted:** 11/07/83

**Amended:** 07/10/17

01/17/22

## EMERGENCY DRILLS INVOLVING STUDENTS

723.1

Under the direction of and in consultation with the Director of Finance and Operations, who serves as the District Safety Officer, it is the responsibility of each building principal to ensure that his/her school schedules and conducts an appropriate number of (1) fire drills; (2) tornado and other hazard drills; (3) school safety incident response drills; and (4) school violence response drills, in accordance with state law requirements and the District's school safety plan.

The Director of Finance and Operations will ensure that:

1. A record of each such drill is maintained for at least seven (7) years;
2. An annual report of the school's fire, tornado/other hazard, and safety response drills is provided to the fire department serving the school, using a form furnished by the Wisconsin Department of Safety and Professional Services; and
3. Within 30 days of each drill of students in the proper response to a school violence event, a brief written evaluation of the drill is prepared and submitted to the School Board for review.

### Legal References:

#### Wisconsin Statutes

[Section 118.07\(2\)](#) [general emergency drill requirements]

[Section 118.07\(4\)\(cp\)](#) [drills in the proper response to a school violence event; evaluation and school board review required]

**Adopted:** 01/17/22

## THREATS OF SCHOOL VIOLENCE

723.2

Any school employee who believes in good faith that there is a serious and imminent threat to the health or safety of any student, any school employee, or the public, based on a threat that has been made by an individual seen in the course of the employee's professional duties regarding violence in or targeted at a school, shall report the threat as required by state law and this policy. In particular:

1. The facts and circumstances contributing to the belief that there is such a serious and imminent threat shall be reported immediately, by telephone or personally, directly to a law enforcement agency.
2. The person making the report to law enforcement shall also immediately inform the building principal of the nature of the threat and circumstances. Such notice to a responsible administrator or supervisor in the District does not have to be given prior to contacting a law enforcement agency.

This policy and the obligation to immediately report a serious and imminent threat of school-related violence also applies to any other person who is acting as an agent of the District (e.g., a contracted service provider) and who is specified as a mandatory reporter of threats of school violence under state law.

The administration shall promptly evaluate and process known threats of school-related violence according to the District's school safety plan and under any other established procedures for responding to safety emergencies.

The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a report of threatened school violence in good faith under this policy. School employees may be subject to District disciplinary action, as well as penalties under state law, for failure to report such threats.

All District employees shall receive training provided by the Department of Public Instruction in the state laws governing the reporting of a threat of school violence within the first six (6) months after commencing employment and at least once every five (5) years after that initial training.

If a student has made, or if there is reason to suspect that a student has made, a threat of school-related violence, the District shall conduct an investigation of the relevant facts and circumstances and determine any appropriate school disciplinary consequences or other response. The Superintendent, or his/her designee, is authorized to seek payment from appropriate parties for costs and other damages, including for lost instructional time and other disruptions of

operations, that may be associated with any threatened, attempted, or actual act of school-related violence.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 48.981(2)(a)</a>	[list of persons specified as mandatory reporters of child abuse and neglect and threats of school violence]
<a href="#">Section 115.01(10)(c)</a>	[authority of district administrator to close school for threat to the health and safety of students and staff]
<a href="#">Section 118.07</a>	[health and safety requirements, including school safety plans, safety drills, and related staff training]
<a href="#">Section 120.12(1)</a>	[board duty; care, control and management of school property]
<a href="#">Section 120.13(1)</a>	[board power to discipline students for threats and other conduct that endangers health, safety, or property]
<a href="#">Section 175.32</a>	[mandatory reporting of threats of school violence]
<a href="#">Section 947.015</a>	[bomb scares]
<a href="#">Section 947.019</a>	[threats of death, bodily harm, or damage to property affecting school premises and in other circumstances]
<a href="#">Section 895.035(4a)</a>	[parent liability for certain acts of children]

**Adopted: 01/17/22**

Except as provided in this policy or by another Board policy, no person may sell or promote the sale of goods or services on school district property (expressly including using District email), including property to which the District controls access when such property is temporarily being used for District operations or for a District-sponsored purpose.

Further, pursuant to state law, it is unlawful at all times and without any exception for any District employee to receive for his/her personal benefit anything of value from any person other than the District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any student while on District property or at a District-sponsored activity.

The following are authorized exceptions to the above-stated general prohibition against the sale of goods or services and against the promotion/solicitation of such sales:

1. When approved in advance by the relevant building principal sales (or promotions of sales) of goods or services by students, student groups, employees, or others for a school-related or educational purpose.
2. District-approved fundraising activities and event concessions.
3. The sale of food and beverages through the District's school meal program.
4. To the extent consistent with any applicable mandatory federal nutrition requirements, the District-approved sale of food and beverages outside of the school meal program, including District-approved vending arrangements.
5. Administratively-approved paid advertising for goods and services within any District-sponsored publication/media that regularly accepts and publishes paid advertisements as a means of financial support. All such advertising is subject to administratively-established standards intended to foster an educationally-appropriate, safe, and nondiscriminatory atmosphere. Such advertising shall never promote tobacco, alcohol, drugs, weapons, or gambling or include any material that is sexually-explicit or vulgar.

6. A person who, in advance, has made an appointment to meet with one or more District employees for the purpose of discussing the sale, or possible sale, of goods or services to the District.
  - a. All such persons, upon their arrival, shall check in with the main office of the building in which their meeting is scheduled and follow the District rules surrounding school visitors.
  - b. In addition, all third-party entities and individuals seeking to sell goods or services to the District are expected to obtain advance authorization from an administrator or supervisory-level employee before contacting any non-administrative and non-supervisory employee with whom the seller has no pre-existing business relationship.
  - c. In person, third-party solicitations for the sale of goods or services to the District that are not pursuant to an advance appointment or directly related to a pre-existing business relationship with the District are strongly discouraged. Such solicitations shall be directed solely to the main District Finance and Operations Office, where the third party may or may not be approved to meet with any representative of the District.
7. Sales and the promotion of sales pursuant to a third-party's pre-approved facilities use agreement with the District, during the time that the third-party is using District facilities for the approved purpose.
8. When property that is neither owned or leased by the District is temporarily being used for District operations or for a District-sponsored purpose, any sales or promotional authority that has been reserved by the owner or operator of such property.
9. In a manner authorized in advance by the relevant building principal (or by the primary supervisor of any District building/property that is not a school), an employee's incidental and occasional sale (or promotion of the sale of) of property, goods, or services to other District employees, provided that such activity does not interfere with District operations or with any employee's work-related responsibilities. As an example, a building principal may permit employees to place notices of items of personal property that are for sale on a bulletin board that is located in a

staff lounge. This section of policy does not allow for the sale of property, goods, or services to other District employees using District email.

10. Any other sales or promotion activity that an administrative-level designee has approved in advance. However, the administration shall not approve any such activity directed toward sales to students or their parents or guardians that lacks a clear school-related or educational purpose.

**Legal References:**

**Wisconsin Statutes**

[Section 118.12](#) [sale of goods and services at schools]

[Section 175.10](#) [sales to employees prohibited]

**Federal Laws**

[Healthy, Hunger-Free Kids Act of 2010](#) [school wellness policy requirements, including requirements related to food sold during the school day]

["Smart Snacks" Rule](#) [minimum nutrition standards for all foods sold outside of the school meal program during the school day]

**Adopted:**           **01/17/22**

# Policy DBK - Line Item Transfer Authority

## DBK - LINE ITEM TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the district's budget, the board will authorize as it sees fit the transfer of budget line items upon the request of the superintendent and recommendation of the board Treasurer.

Under state law, proceeds of bonds authorized and issued, but not used or entirely used for the purposes issued, may be transferred only to the debt service account of the district.

In managing budgets set up for individual schools, modification of the school's budget by the principal or director must have the authorization of the superintendent and the approval of the board.

LEGAL REF: Wisc. Statutes 65.90(5)(a)

Initial Adoption: 10/03/83

Final Adoption: 11/07/83

Amended: 12/08/97



The Board President, or in his/her absence the Vice President, shall preside at all regular and special School Board meetings and call the meetings to order. Every Board meeting shall initially be convened in open session, although the Board may thereafter convene and hold a closed session to the extent permitted by law and consistent with applicable legal requirements.

It shall be the duty of the presiding officer to preserve order and decorum at the meeting and to decide questions of rules and order, subject to an appeal to the Board as a whole that is supported by any two individual members. The presiding officer, like any other Board member, votes on all matters coming before the Board in the absence of a valid reason to abstain from voting (e.g., a conflict of interest).

To the extent consistent with applicable law, a majority of the Board's members constitutes a minimum quorum at any regular or special school board meeting. In the absence of a lawful quorum, the only official Board action that may be taken is to end the meeting (unless, in a very rare circumstance, some specific legal exception applies).

Except where a statute or Board policy requires any proposed official action to be supported by other than a standard majority vote, a majority vote of a lawfully-assembled quorum is sufficient to take official action. The Board may take official action at meetings by motions and votes thereon or, where permitted by law, by a showing of unanimous consent that is sufficiently documented in the meeting minutes. The term "motion" is intended to include any resolutions of the Board.

To the extent consistent with applicable law and established procedures, the Board may consider the approval of a group of items of business under a single motion as a consent agenda. However, prior to any vote on a consent agenda, any individual Board member may move for removal of one or more items from the consent agenda, and a majority vote of the Board will give such separated item(s) stand-alone consideration. A Board member may ask a clarifying question about a consent agenda item without removing it, but comments or discussion may only occur for a removed item.

In the absence of any specific legal requirement or any local rule of order or procedure that has been established by the Board, the Board directs the presiding officer to rely on *Robert's Rules of Order* (including the procedures and procedural flexibility that *Robert's Rules* allows for small boards) to conduct Board meetings, and the presiding officer and Board will refer to *Robert's Rules* or their knowledge thereof to resolve procedural inquiries, points of order, objections, and appeals during Board meetings. However, any misapplication of or failure to precisely follow *Robert's Rules* or any other local discretionary procedural rule(s) shall not, standing alone, be construed to render any decision

made by the Board void, voidable, or otherwise invalid. Such rules are intended for the benefit of the Board and its members, and individual members are expected to raise procedural inquiries, points of order, objections, and appeals at meetings on a timely basis.

#### **Legal References:**

##### **Wisconsin Statutes**

<u>Section 19.85</u>	[closed session exceptions to meeting in open session; closed session procedures]
<u>Section 19.88</u>	[ballots and voting]
<u>Section 120.11(1)</u>	[regular board meetings and definition of quorum for meetings in common and union high school districts]
<u>Section 990.001(8m)</u>	[general statutory construction of a quorum of a public body]

**Adopted:** 12/17/79  
**Amended:** 10/01/12  
12/20/21

## RULES OF ORDER

181

The Board President, or in his/her absence the Vice-President, shall preside at all regular and special School Board meetings and call the meetings to order. The Board President, like any other Board member, has a duty to vote on all matters coming before the Board in the absence of an appropriate reason to abstain from voting (e.g., a conflict of interest).

A majority of the members of the Board (three members) shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

Action on any item of business will be taken by motion. In this policy, the term "motion" is intended to include any "resolution" of the Board.

Business shall be conducted at regular and special Board meetings according to *Robert's Rules of Order* applying to small boards, except as otherwise provided by law or the Board. However, the failure to follow *Robert's* or any other local procedural rules that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

Rules for Meeting will be included as an agenda item. The Board President or chair will announce that Robert's Rules will be followed.

LEGAL REF.: 19.88, 120.11(1) Wisc. Statutes; Robert's Rules of Order

CROSS REF.: 171, Regular Board Meetings; 172, Special Board Meetings; 173, Closed Sessions

**Adopted: 12/17/79**

**Amended: 10/01/12**

This policy defines procedures for calling, noticing, and conducting technology-facilitated School Board meetings that involve remote participation by Board members and/or the public's remote access to the meeting ("virtual meetings") in situations where conditions exist that make it potentially dangerous for the Board to convene in person or in the typical setting that is established for the Board's public meetings (e.g., where a number of people would be in direct proximity to one another). Examples of such dangerous conditions might include a natural disaster, a regional or national emergency, or a serious public health emergency as defined or declared by authorized public health officials, the state, and/or the federal government.

These procedures may be invoked for one or more meetings by a decision of the Board or, in the absence of any Board decision, upon the Board President's determination (in consultation, as needed, with the Superintendent and District legal counsel) that such dangerous conditions exist and that it is reasonably necessary and appropriate to hold one or more virtual meetings of the Board.

**Modified Content for the Public Notice of a Virtual Meeting**

When posting or otherwise giving public notice of a virtual Board meeting that is to occur under this policy, the District shall, in addition to all other content required by law, include the following information as part of the notice:

1. A statement that the meeting will be conducted as a virtual meeting due to an active emergency situation, meaning that multiple Board members may be participating in the meeting from remote locations through the use of communications technology and/or that public access to the meeting may be arranged through the use of technology.
2. A statement that briefly identifies the nature of the emergency situation that has been deemed to necessitate the use of a virtual meeting.
3. Although the notice shall identify a physical location for the meeting, which shall normally be the location where at least the presiding officer and Superintendent are present (see below), the notice shall normally also include a statement, as applicable to the specific meeting and emergency circumstances, that substantially reflects one of the following:
  - a. The District discourages the public and/or media from attending the meeting in person at its noticed location due to concerns with health and safety and encourages use of the alternative method(s) of access that the District is providing. (Such statements may also identify any further limitations or restrictions on in-person attendance that may apply.)

- b. Unless the Superintendent or his/her designee expressly approves an exception for an individual that is deemed necessary to meet a legal obligation of the District, the public and/or media are prohibited from attending the meeting in person at its noticed location due to a specific recommendation of public officials that the District intends to enforce in the interest of health and safety or due to an expressly applicable order, decree, or declaration that has been issued by a governmental authority. However, the District has arranged to provide one or more alternative forms of public access to the meeting.
- 4. Information that identifies how/where a member of the media or general public may access the meeting. For example, apart from any in-person attendance option that may be available, the District may provide access to the meeting via a live broadcast, via a video and/or audio streaming service, and/or via a telephone number for joining an audio conference.
- 5. District contact information that a person may use to identify and communicate any special needs or any requests for accommodations related to accessing the meeting. This would include any person for whom it would be burdensome or infeasible to use the primary method(s) of remote access established by the District.
- 6. Unless required by law in connection with a particular item of business, a virtual meeting held under this policy need not include an opportunity for any in-person or other form of public comment during the meeting.
  - a. At the direction of the Board or, in the absence of a Board decision, at the discretion of the Board President, the meeting notice may include information regarding how a member of the public may submit a communication (e.g., a comment regarding an agenda item) that, if received in a timely manner, will be provided to all Board members prior to the meeting.

### **Conducting a Virtual Meeting of the School Board**

- 1. At least the presiding officer of the meeting and the Superintendent (or an administrative-level designee) shall normally be physically present at the meeting location identified in the public notice of the meeting.
- 2. Any Board members who are physically present at the posted meeting location will join the virtual meeting as a group using the available technology platform(s). Any Board members who are not physically present at the meeting location will likewise join the meeting individually from their remote locations via such platform(s).
- 3. The presiding officer will formally convene the meeting.

- a. The presiding officer shall confirm that all Board members who are known to have attempted to join the meeting appear to have an adequate connection to enable their participation as authorized under this policy.
  - b. The presiding officer shall confirm that the planned methods for allowing public access to the meeting appear to be functioning in a manner that allows for adequate and reasonable public access under the specific circumstances.
4. Quorums for any virtual meeting that is convened under these emergency procedures will be determined by counting the total number of Board members who are participating in the meeting, including both those physically present and those attending remotely via technology. A majority of the total members of the Board shall constitute a quorum. If, at any point, fewer than a majority of the Board members are able to participate, the meeting shall end for a lack of a quorum.
5. Unless the in-person attendance of the full Board is disallowed by an order, decree, or declaration that has been issued by a governmental authority having such jurisdiction, no Board member will be prohibited from attending a meeting under this policy in person at the duly-noticed location of the meeting. As a result:
  - a. In the absence of such an order, decree, or declaration, a Board member's decision to participate in a meeting remotely via technology under this policy is considered voluntary. If, for any reason, a Board member who voluntarily attempts to participate in such a meeting from a remote location is unable to establish or maintain his/her full participation (e.g., due to unforeseen technical difficulties), the meeting may continue without such Board member's participation as long as the Board continues to maintain a quorum of fully-participating Board members.
  - b. If the in-person attendance of the full Board at the duly-noticed location of the meeting is disallowed by an order, decree, or declaration such that a Board member's participation from a remote location cannot be considered voluntary, and if any such Board member is unable to establish or maintain his/her full participation in the meeting from a remote location, the presiding officer shall call for a temporary recess in the meeting to allow the Board member a reasonable opportunity to establish or restore his/her access and participation. If the Board member's access issues cannot be adequately resolved, but the Board member also has not voluntarily withdrawn from the meeting, then the remaining members of the Board (provided that there is a quorum) shall make a determination whether or not to continue the meeting without the Board member, taking into account factors such as (1) the apparent reason(s) for the access issues; and (2) the time sensitivity and importance

of any of the remaining items of business, including the feasibility of rescheduling some or all of the remaining agenda items of the meeting.

6. Board members who, under this policy, join and participate in a meeting remotely via technology may participate in open sessions of such virtual meetings to the same extent as if they were physically present, including discussing items of business and making and voting upon motions, except that Board members may not participate remotely in any evidentiary, due-process hearing, whether in open session or closed session, unless the Board affirmatively votes to permit such participation and has either (a) obtained the voluntary consent of the necessary parties to the hearing; or (b) determined, based on advice of counsel, that applicable law (including any order or decree issued to protect public health) requires the Board to allow such participation under the circumstances.
7. The Board's preferred setting and forum for conducting any closed session portion of a Board meeting is an in-person meeting, with a physical quorum of the Board being present and without the remote participation of any Board members. Accordingly:
  - a. If a physical quorum of the Board is present at the duly-noticed location of a Board meeting and there is no order, decree, or declaration related to the emergency that prohibits the entire Board from attending the meeting in person, then nothing in this policy grants any Board member who is not physically present at such location a right to attend or otherwise participate in a closed session.
  - b. In the event that the Board considers a motion to convene in closed session during a virtual meeting held under this policy when either (1) a physical quorum of the Board is not present at the duly-noticed meeting location; or (2) there is an order, decree, or declaration related to the emergency that expressly prohibits the entire Board from attending the meeting in person, the presiding officer of the meeting shall poll each member of the Board who wishes to participate in the closed session from a remote location, and each such Board member will be asked to expressly affirm that the Board member has taken appropriate precautions to safeguard the privacy and integrity of the closed session, including but not limited to precautions that would reasonably ensure that the closed session is not being recorded without the Board's permission and that no non-authorized person can hear or access the discussions or other confidential information. The members of the Board may take the response(s) to the request for such affirmations into account in determining whether to authorize or potentially postpone the closed session.

### **Additional Statements Regarding the Scope and Application of this Policy**

1. In the event of the temporary absence or disability of the Board President, the Vice President shall, to the extent necessary, perform the duties and exercise the powers of the Board President under this policy. If the Vice President is also unavailable, the School Board Clerk shall do so.
2. This policy applies to both regular and special meetings of the Board. Minimum requirements for calling a regular or special meeting of the Board, as specified in state law, must still be satisfied in connection with meetings that are noticed and convened under this policy.
3. During meetings that involve the remote participation of any Board members, the Board will take appropriate measures to ensure accurate tallying and documentation of votes, which may include the regular use of roll call votes or other methods that clearly identify the votes of the individual Board members. No Board member who is absent from a meeting may ever vote by proxy.
4. All special voting requirements established by state law for taking particular action must still be satisfied. Such voting requirements are not affected by this policy.
5. If, at any time, the Board is made aware that the methods arranged for providing public access to a virtual meeting under this policy are not allowing adequate and reasonable public access under the specific circumstances, and if such issues cannot be remedied during a brief recess in the meeting, then the Board shall adjourn the meeting.
6. If a Board member has a concern related to the Board President's decision that a virtual meeting is reasonably necessary under this policy, or as to whether the Board should take up any particular item(s) of business at a virtual meeting, such concerns may be evaluated by the Board at the meeting via, for example, a motion to postpone some or all of the noticed agenda items for the meeting.
7. The Board authorizes the Board President to cancel any Board meeting that has been scheduled or noticed during the pendency of conditions that constitute an emergency situation under this policy (a) if necessary to comply with any mandatory decree, order, or declaration of a governmental authority, or (b) if the Board President determines that health and safety considerations related to the pending emergency situation outweigh any need for the Board to meet, such that the Board would still be able to meet any of its legal obligations (e.g., at a rescheduled meeting) and such that the interests of the District otherwise reasonably permit the cancellation of the meeting. A cancellation under this paragraph shall be effectuated by notifying all Board members and any relevant staff members



of the cancellation and by withdrawing any public notice of the meeting and replacing such public notice with a notice of the cancellation (including notifying relevant media).

8. Except as otherwise expressly provided in this policy, the Board's normal policies and practices regarding meeting location, quorum determinations, and in-person public comment opportunities are temporarily suspended for purposes of a virtual Board meeting that is noticed and convened under this policy. However, once the emergency situation no longer exists, this policy no longer applies, and the Board's normal policies and practices regarding its meetings shall again govern subsequent meetings.
9. The requirements, procedures, and other provisions of this policy may be suspended or modified by a standard majority vote of the Board to the extent doing so would be consistent with applicable law, including any emergency relief, waiver, or exemption from an otherwise-applicable legal requirement that may be authorized by an appropriate governmental authority.

## **Legal References**

### **Wisconsin Statutes**

Subch. V of Ch. 19

[open meetings of governmental bodies; including public accessibility requirements, closed session exemptions, and other provisions]

Section 118.38

[waivers of laws and rules by the Department of Public Instruction]

Section 120.11

[school board meetings in common and union high school districts]

Section 120.43

[school board meetings in unified school districts]

Section 252.02

[powers of the Department of Health Services in connection with communicable diseases; including limitations on public gatherings]

**Adopted: 12/20/21**

All administrator and supervisory employees are responsible for making appropriate arrangements for the in-District leadership and supervisory designations that will apply during a period of leave, in his/her temporary absence from work, or when he/she will not be working on site within the District for any significant portion of a work day. As applicable to such circumstances, the employee shall also ensure that he/she appropriately conveys his/her contact information, or other applicable emergency contact information, to members of the District's staff who may have a need to consult with or have a decision made by an employee or official with the appropriate knowledge and authority.

In the event of an unexpected vacancy in an administrative position the Superintendent shall make appropriate interim arrangements for the performance of the duties and responsibilities of the position.

**Legal References:****Wisconsin Statutes**

[Section 118.24](#) [Administrative authority and assignment of responsibilities]

**Adoption Date:** 12/20/21

**INSTRUCTIONAL PHILOSOPHY**

**310**

The goal of the School District of Altoona's educational programming is to graduate lifelong learners who are prepared for post-secondary education or the contemporary job market, and have the appropriate life skills necessary for adult life. The District further recognizes that the school is but one of several institutions in our 21<sup>st</sup> century society that is responsible for our students' educational development. Families, the Altoona community as well as the greater Chippewa Valley community are also educational participants in the lives of our students.

The instructional curriculum shall support the District's mission, goals and adopted academic standards and be in line with all applicable legal requirements. The District's curriculum is aligned with the Wisconsin state standards; is comprehensive and research-based to meet the needs of diverse learners; and reflects the best of current educational research and practice. The School Board delegates responsibility for the development, evaluation and improvement of the curriculum to the District's professional staff, under the leadership and direction of the Superintendent, the Director of Curriculum and Instruction, and building principals.

The District's educational programming, instruction and materials shall have the following general attributes:

- be relevant to the needs of present-day students, addressing the needs of the whole student, not just academic needs;
- be designed to encourage a wide variety of teaching and learning styles;
- be supported by professional development;
- foster curiosity, creativity and intellectual resilience; and
- prepare students to be critical thinkers and informed citizens in society by studying timely, relevant and controversial issues.

**LEGAL REF.:** 118.01, 118.30, 120.13, 121.02(1) Wisc. Statutes

**Adopted:** 11/17/80

**Amended:** 10/17/16

The District respects the privacy rights of parents and guardians and their children. A parent or guardian shall have the right to opt his/her child out of participating in any survey which is associated with a school program or the District's curriculum, or which is administered by a third party in the schools, if the survey contains or would reveal one or more of the following items:

- political affiliations or beliefs of the student or the student's parent or guardian;
- mental and psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or the student's parent or guardian; or
- income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Within this policy, such surveys are referred to as "protected-information surveys." For purposes of this policy, the term "survey" includes an evaluation.

The District shall notify parents and guardians of the specific or approximate dates during the school year when such survey activities are scheduled involving their children.

If the District intends to require students to participate in any protected-information survey (as opposed to giving the students express direction that their participation in the survey is purely voluntary), and if the survey is funded in whole or in part by a program administered by the U.S. Department of Education, then the District shall obtain the advance, written consent of the student's parent or guardian (or from an adult student, if applicable). Such active consent shall also be obtained for any

protected-information survey where the students' responses are not submitted anonymously.

For all other protected-information surveys, parents and guardians may request that their child not participate in the survey activity. That is, a parent or guardian (or an adult student, if applicable) can choose to "opt-out" of having the student participate in the survey. At its discretion, the administration may seek active consent for any protected-information survey which, by policy, requires only an opt-out procedure.

Parents and guardians may, upon request, inspect any protected-information survey, as well as any survey created by a third party before (as well as after) the survey is administered or distributed by a school to a student. Parents and guardians may also request to inspect any instructional materials used in connection with such surveys. Requests to inspect such surveys or any related instructional materials should be made in writing to the building principal. To ensure that there is an opportunity to arrange for an inspection of a survey prior to the administration or distribution of the survey to students, inspection requests should be made one week prior to the date on which the survey is scheduled to be administered. The principal or administrative assistant shall respond to such requests as soon as reasonably practicable, without unnecessary delay.

Parents and guardians shall be notified of this policy annually in student handbooks, which are distributed to students, parents and guardians.

#### **Legal References:**

##### **Federal Laws**

[Protection of Pupil Rights Provision of General Education Provisions Act](#) [student privacy policies required and other privacy and parent's rights mandates, including rights related to surveys]

**Adoption Date:** 12/20/21

## **EDUCATION FOR EMPLOYMENT**

**341.2**

The District shall provide access to an education for employment program, which serves as an umbrella for a variety of inter-related initiatives that address individualized learning, academic and career planning, career and technical education, and college and career readiness. Under state law, the program must minimally incorporate all of the following:

- Guidance and counseling services
- College preparation
- Technical preparation programs designed to gain advanced standing in a technical college district's associate degree program
- A youth apprenticeship program or other job training and work experience opportunities
- Instruction in skills relating to employment
- Applied curricula

As part of its education for employment program, the District shall provide age and developmentally-appropriate academic and career planning services, along with related information and opportunities, to students in grades 6 through 12 with the intent and purpose of:

- Increasing student engagement with school and learning by actively involving students in setting goals and planning for their own futures;
- Increasing students' self-awareness of their own strengths and interests;
- Increasing students' awareness of and preparation for different postsecondary options, including postsecondary education and training that leads to careers;
- Providing individualized support, appropriate to the student's needs, such that all students have appropriate access to academic and career planning services, including but not limited to students with disabilities, English learners, at-risk students, gifted and talented students, students who are in alternative programs or who have other program or curriculum

modifications, and students who have transferred between different schools or programs.

The District's education for employment program shall be guided by a long-range program plan that is developed, monitored, and updated if deemed appropriate under the primary direction and supervision of the Director of Future Ready Learning, with the participation and input of District staff and community stakeholders.

The Director of Future Ready Learning is responsible for providing the required program updates to the School Board. The Director of Future Ready Learning shall also have oversight responsibility regarding the District's overall compliance with statutory and regulatory requirements that relate to the District's long-range education for employment plan and the implementation of the District's education for employment program.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 106.07</a>	[high school seniors in apprenticeship programs]
<a href="#">Section 106.13</a>	[state-sponsored youth apprenticeship program]
<a href="#">Section 115.28(59)</a>	[academic and career planning requirements]
<a href="#">Section 118.34</a>	[technical preparation programs]
<a href="#">Section 118.56</a>	[special work-based learning programs for grades 9-12]
<a href="#">Section 121.02(1)(L)2</a>	[required introductory instruction in career exploration and planning]
<a href="#">Section 121.02(1)(m)</a>	[school district standard; education for employment program]

##### **Wisconsin Administrative Code**

<a href="#">PI 8.01(2)(L)5</a>	[required introductory instruction in career exploration and planning]
<a href="#">Chapter PI 26</a>	[education for employment plans and programs]

##### **Federal Laws**

<a href="#">20 U.S.C. §6312(b)</a>	[Title I plan requirements related to effective student transitions, integration of academic and career and technical education content, and work-based learning opportunities]
<a href="#">20 U.S.C. Chapter 44</a>	[career and technical education funding and programs under federal law; includes local plan requirement for recipients of funding]
<a href="#">34 C.F.R. Appendix B to Part 100</a>	[Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs; includes nondiscrimination provisions and related annual notice requirements]

**Adopted:** 12/20/21

## **CAREER AND TECHNICAL EDUCATION**

**341.24**

If the District is required by applicable federal law and the Wisconsin Department of Public Instruction (DPI) to submit a local plan for career and technical education programming that is supported by federal funds, the Director of Future Ready Learning shall have primary administrative responsibility for all of the following:

1. To ensure that the plan/application is completed and submitted on a timely basis;
2. For coordinating the District's career and technical education plan and program with the separately-required "education for employment" plan and program; and
3. For overseeing the implementation of the District's career and technical education program and related compliance requirements (e.g., data collection, reporting, notices, etc.).

The District's career and technical education program and program options shall be structured to integrate coherent and rigorous content that is aligned with both challenging academic standards and the development of relevant, job-related skills and knowledge. The program's purpose shall include:

1. Preparing students for possible employment in high-skill, high-demand, or emerging occupations and industries that can be identified in the present; and
2. Offering students a well-rounded education such that students are prepared to pursue post-secondary learning opportunities and grow their knowledge and skills based on their changing interests and the changing needs of the workplaces of the future. This includes, for example, encouraging students who are participating in a career and technical education program of study to also enroll in challenging courses in core academic subjects.

As part of the development, assessment, and refinement of the District's career and technical education program plan, the Director of Future Ready Learning shall evaluate the program-related access, participation, and outcomes of students who are in special populations, including:

1. Individuals with disabilities;



2. Individuals with limited English proficiency, which shall be neither a barrier to admission and participation in the District's career and technical education programs nor a basis for the District to assign a student into such a program;
3. Individuals from economically disadvantaged families, including foster children;
4. Individuals preparing for occupations or fields for which individuals from one gender currently comprise less than 25 percent of the individuals employed in such occupation or field of work; and
5. School-age parents, including students who are single parents or currently pregnant.

Upon identifying any concerns with or specific barriers to the program-related access, participation, or success of students who are in such special populations (e.g., statistical disproportionality, achievement gaps, etc.), the Director of Future Ready Learning shall identify strategies and activities intended to mitigate and overcome such concerns and barriers.

In connection with student access to or participation in the District's career and technical education programs and classes, the District shall not unlawfully discriminate against any student who is in any of the special populations identified above or on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Similarly, the District shall not unlawfully discriminate against any individual in employment opportunities related to, or against any other participants/beneficiaries of, the District's career and technical education programs. Discrimination complaints may be filed and shall be processed in accordance with established District nondiscrimination complaint procedures.

#### **Legal References:**

##### **Wisconsin Statutes**

- [Section 106.07](#) [high school seniors in apprenticeship programs]
- [Section 106.13](#) [state-sponsored youth apprenticeship program]
- [Section 115.28\(59\)](#) [academic and career planning requirements]
- [Section 115.28\(30\)](#) [career and technical student organizations]
- [Section 118.34](#) [technical preparation programs]

[Section 118.56](#) [special work-based learning programs for grades 9-12]  
[Section 121.02\(1\)\(L\)2](#) [required introductory instruction in career exploration and planning]  
[Section 121.02\(1\)\(m\)](#) [school district standard; education for employment program]

#### **Wisconsin Administrative Code**

[PI 8.01\(2\)\(L\)5](#) [required introductory instruction in career exploration and planning]  
[Chapter PI 26](#) [education for employment plans and programs]

#### **Federal Law**

[20 U.S.C. §6312\(b\)](#) [federal Title I plan requirements related to effective student transitions, integration of academic and career and technical education content, and work-based learning opportunities]  
[20 U.S.C. Chapter 44](#) [career and technical education funding and programs under federal law; includes local plan requirement for recipients of funding]  
[34 C.F.R. Appendix B to Part 100](#) [Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs; includes nondiscrimination provisions and related annual notice requirements]

**Adopted: 12/20/21**

## **INDEPENDENT EDUCATIONAL EVALUATIONS (IEEs)**

**342.11**

Subject to applicable laws and regulations and the District's special education policies and procedures, the parent (or legal guardian) of a child with a disability pursuant to the Individuals with Disabilities Education Act (IDEA), or of a child who is suspected of having an IDEA disability, generally has the right to obtain an independent educational evaluation at public expense if the parent disagrees with a completed evaluation that has been conducted or obtained by the District.

When the District is responsible under the IDEA for the education of the child in question, "independent educational evaluation" (IEE) means an evaluation conducted by a qualified examiner who is not employed by the District. While the parent generally has the right to select the evaluator for an IEE, the evaluation obtained by the parent must meet the District's established evaluation criteria for IEEs. To the extent consistent with the parental right to an IEE and subject to any exceptions that are made based on a demonstration of unique circumstances, the criteria under which an IEE is obtained must be the same as the criteria that the District uses when it initiates an evaluation for the same purpose.

A parent is entitled to only one IEE at public expense for any District-arranged IDEA evaluation with which the parent disagrees. However, a parent may always obtain an educational evaluation for his/her child at his/her own cost. If a parent presents the results of a non-publicly funded evaluation to the District, the District shall, to the extent required by and consistent with applicable law, consider the results in connection with decisions made with respect to the child.

The Director of Student Services shall have primary administrative responsibility for the following:

1. Ensuring that the District has appropriate procedures in place for receiving and responding to parent notifications that the parent is seeking an IEE at public expense.
2. Ensuring that the District develops, maintains, and appropriately provides to parents, information about where an IEE may be obtained and the District

criteria applicable to IEEs.

3. Overseeing the District's response to any actual parent notification that the parent is seeking an IEE at public expense.

In situations where the individual with a disability has reached the age of 18 and has not been adjudicated incompetent under state law, the adult student with a disability (or suspected disability) stands in the place of the parent for purposes of this policy and any related procedures, except that the District shall provide notices related to IEEs to both the parent and the adult student to the extent required by law.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Chapter 115, Subchapter V</a>	[educational programs and services for children with disabilities]
<a href="#">Section 115.792(3)(b)1</a>	[notice of procedural safeguards to include right to independent educational evaluation]
<a href="#">Section 115.80(1)(b)</a>	[district authority to file for a hearing to contest the payment of an independent educational evaluation]
<a href="#">Section 118.13</a>	[student nondiscrimination]

##### **Wisconsin Administrative Code**

<a href="#">Chapter PI 11</a>	[educational programs and services for children with disabilities]
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##### **Federal Law**

<a href="#">Individuals with Disabilities Education Act</a>	[programs and services for students with disabilities]
<a href="#">34 C.F.R. §300.502</a>	[federal regulation on independent educational evaluations]

**Adopted:** 12/06/16

**Amended:** 12/20/21

Student field trips can enhance student learning, help to develop new interests and more excitement for learning, and provide useful opportunities for students to engage with people, environments, activities, and resources outside of the confines of the school campus. At the same time, field trips require substantial advance planning, can sometimes be costly, and introduce certain safety risks.

District employees and other agents of the District are always responsible for ensuring that they have been sufficiently authorized to allow students to participate in any off-premises, District-supervised trip, event, or activity. However, within this policy, a “field trip” means a District-approved and District-supervised off-premises activity for students, but excludes all of the following:

1. Travel between two or more District schools;
2. Off-premises activities that are an inherent and appropriately-authorized aspect of a District-sponsored class or other activity, such that the student's participation in the class or activity necessarily requires or reasonably implies the student's participation in the off-premises aspect(s) of the class or other activity (e.g., an athletic team's scheduled away contests, attending a dual-credit course on a post-secondary campus, or workplace apprenticeships at a jobsite are not “field trips”);

If District funds are allocated in the annual budget for field trips, funds will be allocated with sensitivity to equity considerations (such as possible perceptions that students in different schools or classes are not offered comparable opportunities).

Field trips under this policy are offered to students as a learning activity or experience that enhances the District's curriculum and directly contributes to student attainment of the course priority standards. If the health or safety of the students or staff demands it, an administrator may deny a student the opportunity to participate in a field trip. The student shall be provided with an alternate learning activity that is aligned with the same standards that are related to the field trip learning experience.

## **Field Trip Proposals**

Field trip requests shall be considered for possible approval if they are supported by a sufficient proposal that is submitted to an appropriate administrator by the staff member(s) who are responsible for planning and organizing the field trip.

A field trip proposal shall consist of a description of at least the following:

1. The name(s) of the staff member(s) who are submitting the proposal and who are responsible for the planning and organization of the proposed field trip;
2. Location (destination(s)/distance);
3. Proposed date;
4. Expected duration;
5. Identification of the eligible student group (e.g., by class, grade level(s), or activity);
6. Expected cost per student and identification of the proposed source(s) of funding (e.g., identifying any proposed District share and any student/family share);
7. A description of the connection between the planned activities and the prioritized standard(s) for the course;
8. The plan for student supervision, which shall be consistent with the District policy related to District-authorized volunteers to the extent applicable;
9. The plan for transportation;
10. The plan for meals/food (if needed);
11. Assessment of accessibility considerations for students with disabilities;
12. Assessment of such health and safety considerations as the approving authority may require, keeping in mind issues such as medication administration and emergency preparedness, including possible medical emergencies; and
13. The plan for the supervision of and alternative activities for any non-participating students.

### **District Authorization/Approval**

The building principal may approve a student field trip that otherwise complies with this policy, including the following guidelines:

1. General class or grade-level field trips that occur on non-school days, that depart from school before the students' normal arrival time, or that return to school after the students' normal departure time are discouraged, but may be approved by the administration if the administration determines that (1) the proposed trip has substantial value that cannot be easily replicated or replaced through an alternative activity; and (2) that it would be highly impractical to schedule the activity within a regular school day.
2. Field trips primarily for the purpose of entertainment and recreation are discouraged but may be approved by the building principal as a behavioral celebration or as a capstone-type privilege (e.g., an end-of-year class trip for 8<sup>th</sup> grade students) provided that the approval of any such trip does not compromise the District's ability to meet mandatory instructional hours requirements.

### **Permission of Parent or Guardian**

Before any student is permitted to participate in a school field trip, the District personnel who are organizing and supervising the field trip must ensure that the student's parent or guardian has given permission. In this context, a "parent" includes an adult who is regularly responsible for the day-to-day care, supervision, and well-being of the child and who, on a documented basis, is serving in the capacity of a parent for other school-related purposes and decisions on either a temporary or permanent basis.

The District may elect to annually request parent permission via a single form or similar communication for a student to participate in multiple intra-school-day field trips, provided that the trips occur within the same school year. Even with this advance permission granted, the staff organizing the field trip are to provide advanced communication to the parents regarding the details of the trip. In the event that a parent withdraws approval to participate in the intra-school-day field trip, the staff will provide an alternate learning experience for the student.

Parent or guardian permission must be in writing. School personnel may, at their sole discretion, accept an electronic communication that includes the pertinent information and that has sufficient indicators of authenticity.

If sufficient permission is not received by the school-communicated deadline, or if District personnel have reason to doubt the authenticity of a communication that purports to grant permission, District personnel may deny a student participation in the field trip.

### **Fees Assessed to Students/Families**

Students may be assessed fees to cover all or a portion of the actual costs associated with their participation in a field trip. The amount of such fees, or a reasonable estimate thereof, must be approved in connection with approving the field trip. Material changes to an approved student fee must be submitted for re-approval.

A parent or guardian may request a fee waiver for certain trips or trip expenses under applicable District policies by contacting the field trip organizer.

Any school-supervised fundraising that is to be conducted to cover the costs of a field trip must have appropriate approval and follow the District's applicable policies and procedures regarding fundraising.

The District cannot guarantee that pre-paid fees will be refundable in the event of a cancellation or if any student does not participate in a trip/activity as expected for any reason.

### **Transportation**

District-provided transportation for any field trip shall be by school bus unless the group is small enough to use a District-owned van with all passengers wearing a seatbelt.

If permitted and authorized by the District, District-provided transportation of students for a field trip by any vehicle other than a school bus (e.g., via a private vehicle arranged by the District) must comply with all legal requirements that apply to such vehicles and their drivers.

### **Alternative Activities; Make-Up Work**



District personnel who are responsible for planning a field trip must also plan for the appropriate supervision of and alternative activities for non-participating students who are in the relevant class, activity, or group and who attend school on the day of the field trip. A student may not be denied school attendance or alternate learning activities aligned to the same curricular standards because they are not participating in a field trip.

When students participate in a field trip that is planned and approved by school officials, they are not considered absent from school and shall be permitted a reasonable period of time, not less than the time allowed for a student with an excused absence, to make up any school work that has been missed due to the trip. Such make up work shall be arranged and accepted without penalty or any other undue disadvantage to the student.

**Legal References:**

**Wisconsin Statutes**

[Section 118.13](#)

[student nondiscrimination]

[Section 121.54\(7\)](#)

[transportation of students for extracurricular activities, including school outings and field trips]

**Wisconsin Administrative Code**

[PI 9](#)

[student nondiscrimination]

**Cross References:**      352.1      District Sponsored Trips/Activities Involving Long-Distance Travel or Overnight Stay

**Adopted:**                11/07/83

**Amended:**            05/04/98

12/20/21

## FIELD TRIPS AND EXCURSIONS

The board encourages school-sponsored trips to parks, museums, institutions, and other points of interest. It also believes that field trips to more distant locations can be an important part of the student's educational experience.

Therefore, field trips may be approved by the administration if they contribute to the total educational program.

The following guidelines are set to implement the planning of field trips.

1. All trips, and the arrangements for trips, must be approved by the school principal.
2. Trips must be taken in conveyances properly covered by the comprehensive general liability policy.
3. Adult supervision must be provided at all times.
4. All local or cocurricular trips taken must be within budgetary allotments for such purpose and approved by the administrator.
5. District approved vehicles will be used. Students will not be permitted to use their own cars or to provide transportation for other students for a field trip.
6. Each trip should be evaluated by students, teachers and the administration.
7. Any trips outside of a 60 mile radius of the district must be approved by the building principal and the district administrator in advance of the trip.

Cross Ref: EEAD

Initial Adoption: 07/06/81

Final Adoption: 11/07/83

Amended: 05/04/98

## SCHOOL VOLUNTEERS

353.1

The District recognizes the value of parents, guardians, and other community members who are willing to volunteer their time and service to enhance and make special contributions to student learning, District programs and activities, and District operations.

The Superintendent and his/her administrative-level and supervisory-level designees are authorized to establish practices and procedures related to (1) the creation of volunteer roles; (2) the definition of a volunteer's responsibilities and scope of authority; (3) the authorization of individual volunteers for particular roles; and (4) the oversight of authorized volunteers by District staff. Such practices and procedures shall be consistent with the following:

1. The degree to which the District examines a potential volunteer's background and qualifications shall take into account the nature of the proposed volunteer role. For example, if an individual seeks authorization to serve as a volunteer head coach, that proposed role involves the substantial and generally independent supervision of students; significant responsibilities related to student health and safety, student learning, and student conduct; and the application of many important District policies (e.g., student record confidentiality and the student and co-curricular codes of conduct). In such a situation, the District expectation is that the administrator or other designated staff member will examine the potential volunteer's background and qualifications in a manner that is similar to the process that would apply to an applicant for employment in a similar role.
2. Both the authorized volunteer and the District staff member(s) who oversee the volunteer's work and the relevant program or activity are expected to take reasonable steps to ensure that the volunteer is aware of the scope of his/her role, any particularly relevant policies and procedures, and any role-specific expectations. District staff members are expected to provide volunteers with reasonable guidance on these matters, and the volunteer is expected to seek clarification from appropriate District staff when needed.
3. As basic expectations, authorized volunteers are expected to adhere to applicable District policies and procedures, to exhibit professionalism and observe appropriate boundaries in all communications and interactions with

students, and to reasonably adhere to directives and expectations provided by the District and its authorized representatives.

4. A school volunteer is not authorized to provide student transportation on behalf of the District via an alternative vehicle (e.g., driving students in a private vehicle) unless the individual has taken the steps to qualify as an alternative vehicle driver and the Director of Finance and Operations has expressly authorized the individual to provide such student transportation in writing.
5. A school volunteer is not authorized to administer prescription or non-prescription medication to a student (other than the volunteer's own child) unless the school nurse has expressly authorized the individual to administer medication to students under applicable District policies. Such authorization shall be documented in writing. This paragraph shall not be interpreted to affect or diminish any immunity from liability that a school volunteer may have in connection with rendering emergency care to a student in good faith.
6. The District reserves the right, in its sole discretion and at any time, to rescind, limit, or modify the scope of an authorized volunteer's approved role, up to and including relieving the individual of his/her duties as a District-authorized volunteer.
7. A School Board member will not be approved to serve as a volunteer coach or volunteer activity advisor except by approval of the Board and in compliance with applicable state statutes that regulate such a volunteer role for Board members.
8. Volunteers will be expected to maintain full confidentiality of all student records, student information, or personnel information.
9. Volunteers who will be with a student outside of the direct supervision of a school staff member (e.g. field trip chaperones) will be required to pass a criminal background check prior to volunteering in that capacity.

Relative to any personal injury, illness, or damage to or loss of personal property that a volunteer may sustain while volunteering, the District has assumed no additional liability beyond any liability that would already be imposed under applicable law in a specific situation. Therefore, an individual who chooses to

serve as a volunteer generally does so at his/her own risk in regard to such injury, illness, damage, or other loss. An authorized school volunteer is not a District employee unless he/she is separately employed in a different and non-volunteer capacity. Authorized volunteers are not covered by worker's compensation insurance or by the District's group medical insurance plans that are offered to eligible employees.

This policy does not apply to individuals who choose to volunteer time and service to and under the direction of a school support organization that is separate and independent of the District (e.g., an athletics booster organization that is organized as a non-profit entity). However, this policy and other District policies may apply to certain activities that may be jointly conducted by the District and by any such school support organization.

The District may suspend use of volunteers at any time.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 118.29</a>	[administration of medication to students; written designation required]
<a href="#">Section 118.29(3)</a>	[limited immunity for school volunteers who render emergency care in good faith to a student]
<a href="#">Section 118.295</a>	[suicide intervention; limited civil liability exemption]
<a href="#">Section 120.20</a>	[school board members serving as a volunteer coach or activity supervisor]
<a href="#">Section 121.555</a>	[providing student transportation via alternative vehicles; driver and vehicle requirements]
<a href="#">Section 893.80</a>	[claims against governmental bodies or officers, agents or employees; limitations on damages and suits]
<a href="#">Section 895.46</a>	[judgments against political subdivisions; indemnification of agents]
<a href="#">Section 895.48(1m)</a>	[limited immunity for certain health care providers and emergency responders who render voluntary health care to a participant in an athletic event sponsored by a school]

##### **Federal Law**

<a href="#">42 U.S.C. §14501 et seq.</a>	[the federal Volunteer Protection Act; limited immunity from certain negligence claims for qualified volunteers]
<a href="#">29 C.F.R. Part 553, Subpart B</a>	[volunteers under the Fair Labor Standards Act]

**Adoption Date:** 08/03/81

**Amended:** 12/20/21

## **SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES**

**361.1**

Textbooks and other classroom instructional materials and resources, including audio-visual and digital resources, shall be carefully selected using the general criteria outlined in this policy and in accordance with established District procedures. All textbooks and other instructional materials and resources selected for use in the classroom shall support the District's mission, goals, curriculum plans, and academic standards.

The Director of Curriculum and Instruction is responsible for the general review and selection of textbooks and other instructional materials and resources. The process shall involve obtaining input from members of the instructional staff who will be using the materials, and may involve consultation with other personnel such as a school library media specialist and/or the District's Director of Future Reading Learning. As a general rule, the expectation is that the selection of core materials intended for use throughout a grade span and/or regardless of the individual instructor (e.g., textbooks) should be subject to a more extensive and participatory evaluation process and should involve more District-level oversight and coordination than the selection of class-specific or teacher-specific supplemental materials that are less likely to serve as key elements of the District's course-to-course and grade-to-grade curricular sequences.

Textbook selection is delegated to the Director of Curriculum and Instruction by the Board of Education. As required by law, the selection will be brought to the Board for action. The Superintendent will agenda this action in the Superintendent's consent agenda. The purchase of instructional materials using District funds shall follow established purchasing procedures.

When selecting textbooks and other instructional materials and resources for use in the classroom, consideration shall be given to each of the following factors, allowing for the possibility that, in some cases, staff may determine that a particular factor is not especially relevant:

- the extent to which the materials are judged to support and enhance student learning of the subject area(s) being taught, as identified with the input of instructional staff and based on relevant research;

- the extent to which the materials (and particularly textbooks) facilitate the District's ability to provide students with an appropriately sequential curriculum, both within a grade/course and from one grade/course level to the next;
- the extent to which the materials facilitate an appropriate assessment of student learning;
- the overall appropriateness of the materials relative to the intended student audience (i.e., relative to the anticipated range of age, skills, cognition, and maturity of the students who are most likely to use the materials);
- an evaluation of the materials for any improper bias, misinformation, or stereotyping;
- the extent to which the materials are likely to actively engage students and encourage their interest in learning;
- the extent to which the materials facilitate differentiated instruction and the pursuit of personalized learning objectives, including the extent to which the materials can help members of the instructional staff accommodate different learning targets and learning styles;
- the accessibility of the item to individuals who require special formats (e.g., certain students with disabilities and English language learners); and
- budgetary considerations, including but not limited to the extent to which the materials being evaluated would address a current priority area among possible alternative acquisitions.

Occasional objections to textbooks and other instructional materials and resources used in the classroom may occur. When parents or guardians or other individuals have concerns about particular instructional materials or resources, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of instructional materials or resources on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other

legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

#### **Legal References:**

##### **Wisconsin Statutes**

Section 115.77 [local education agency duties related to students with disabilities]

Section 118.03 [textbook adoption]

Section 118.13 [student nondiscrimination]

Section 120.13(5) [school board power to purchase necessary books, equipment and materials for use in the schools]

Section 121.02(1)(h) [school district standard; selection of instructional and library media materials]

##### **Wisconsin Administrative Code**

PI 8.01(2)(h) [school district standard; selection and reconsideration of instructional and library media materials]

PI 9.03(1)(e) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

##### **Federal Laws and Regulations**

Individuals with Disabilities Education Act [programs and services for students with disabilities; includes National Instructional Materials Accessibility Standard and provision of assistive technology devices and services for students with disabilities]

Assistive Technology Act of 1998 [assistive technology devices and services]

**Adopted:** 04/20/81

**Amended:** 12/20/21



## INSTRUCTIONAL RESOURCES

The Board believes that personnel and materials appropriate to the needs of the school program must be available to each student and teacher. Available system resources shall be allocated to schools on an equitable basis, recognizing system policies and local school needs.

The Board further believes that:

1. To provide each student with learning experiences suited to his aptitudes, interests, maturity, and competence in each subject area, instructional arrangements, equipment, and accommodations based on individual needs are necessary.
2. Teachers and administrators may be assisted in their tasks by aides, and by other resource persons bringing their particular background to bear on curriculum concerns, educational procedures, and individual student needs.

INSTRUCTIONAL MATERIALS  
(Selection and Adoption)

The Altoona school Board recognizes its legal responsibility for the selection and adoption of all instructional materials used in the school district.

The responsibility for reviewing and selecting instructional materials is delegated to the Administrator and the professional staff of the schools.

The selection of materials will be governed by the criteria set forth in the School Library Bill of Rights adopted by the American Association of School Librarians and the Library Bill of Rights adopted by the American Library Association.

## IIAA

### TEXTBOOK SELECTION AND ADOPTION

The administration shall recommend to the Board textbooks to be used in the schools, in accordance with the procedure adopted by the Board.

Other factors being equal, multi-ethnic textbooks should be adopted over other textbooks. Multi-ethnic textbooks should depict a pluralistic society, one in which there is more than one kind of reality. Adoption of this policy should not preclude filling in presently adopted series.

The teachers involved in the use of particular instructional materials will play a primary role in their selection. In selecting the textbook or textbooks for a level or area of study, the departmental staff involved will organize a textbook committee with the help of administrative personnel. After a thorough study of textbooks available, and with the advice of the principals, and/or department personnel, and/or other resource persons, they will submit recommendations to the administrator for his or her review. If the administrator accepts the recommendations they will be transmitted to the Board for its approval. The Board will give final approval on textbooks to be adopted.

Initial Adoption  
Final Adoption

3/16/81  
4/20/81

TEXTBOOK/SUPPLEMENTARY MATERIALS SELECTION  
AND ADOPTION

Instructional materials selected for the Altoona School District shall be in accordance with the following principles:

1. Instructional materials (print and non-print) shall be chosen for values of interest and enlightenment of all students in the community. Instructional materials shall not be excluded because of the race, nationality, political, religious or educational views of the writer.
2. Every effort will be made to provide material that presents various points of view concerning the problems and issues of our times, international, national, and local. Books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classroom because of partisan doctrinal approval or disapproval.
3. Censorship of instructional materials shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

Initial Adoption:  
Final Adoption:

3/16/81  
4/20/81

Initial amended: 10/3/83  
Final amended: 11/7/83

## **LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION**

**361.2**

The primary purpose of the District's library media program is to enrich and support the educational program of the District and student learning.

The School Board delegates the review and selection of library media center (LMC) materials and resources to the District's administrative, library media, and instructional staff. The District also welcomes purchase and acquisition suggestions from parents, students, staff, and others. Within Board-approved budgetary allocations for acquisitions and subscriptions in any school year, specific acquisitions/subscriptions that have been through the review/selection process and approved by the District Administrator or the relevant building principal may be submitted as purchase orders using established District purchasing procedures. Offers to donate LMC materials (not including donated equipment that includes no content elements) shall go through the review and approval process prior to acceptance. Administrative procedures shall be established to further guide staff in the selection and management of LMC materials in accordance with this policy.

LMC materials and resources of varying types and formats shall be selected and maintained primarily to help students:

- pursue the District's curriculum, academic standards and educational goals
- engage in self-directed learning
- obtain needed information
- become more informed and responsible members of the community
- understand and appreciate the cultural diversity and pluralistic nature of society in the United States and around the globe
- develop their creative capacities
- use discretionary time constructively and enjoyably

When selecting LMC materials to serve one or more of the goals identified above, consideration shall be given to a variety of factors, including but not limited to the following:

- budgetary considerations;
- an item's relationship to the existing collection, including especially the need for added materials in particular subject areas or within particular categories of literature, or the need to replace a resource that was damaged, destroyed, lost or stolen;
- the extent to which materials would support and enhance the District's curriculum and educational programs, as identified with the input of instructional staff;
- the extent to which an item is judged to be of contemporary significance and/or of likely lasting value within the District's collection;
- an evaluation of the item in relation to the intended audience for the item;
- the accessibility of the materials to individuals requiring special formats (e.g., certain students with disabilities and English language learners);
- the extent to which an item is judged to meet present and anticipated user needs and interests;
- an evaluation of the item/material, especially reference materials and non-fiction works, for improper bias, misinformation, or stereotyping;
- the physical limitations of school facilities; and
- the availability of the material or substantially similar material through other in-District sources, through area libraries, through interlibrary loan, or through other reasonably accessible sources, including electronic sources.

Occasional objections to LMC materials may occur despite the quality of the selection process. When parents or guardians or other individuals have concerns about particular LMC materials, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of library media materials or resources on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other

legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 115.77](#) [local education agency duties related to students with disabilities]

[Section 118.13](#) [student nondiscrimination]

[Section 121.02\(1\)\(h\)](#) [school district standard; selection of instructional and library media materials]

##### **Wisconsin Administrative Code**

[PI 8.01\(2\)\(h\)](#) [school district standard; selection and reconsideration of instructional and library media materials]

[PI 9.03\(1\)\(e\)](#) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

##### **Federal Laws and Regulations**

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes National Instructional Materials Accessibility Standard and provision of assistive technology devices and services for students with disabilities]

[Assistive Technology Act of 1998](#) [assistive technology devices and services]

**Adopted:**           **01/09/17**  
                          **12/20/21**

The primary purpose of the School District of Altoona's library media program is to enrich and support student learning and the educational programming of the District.

The School Board delegates the review and selection of library media center (LMC) materials and resources to the District's administrative, library media, and instructional staff. The District also welcomes purchase and acquisition suggestions from parents, students, staff, and others. Within Board-approved budgetary allocations for acquisitions and subscriptions in any school year, specific acquisitions/subscriptions that have been through the review/selection process and approved by the Superintendent or the relevant building principal may be submitted as purchase orders using established District purchasing procedures. Gifts of LMC materials (not including donated equipment without content) shall go through the review and approval process prior to acceptance. Administrative procedures shall be established to further guide staff in the selection and management of LMC materials in accordance with this policy.

LMC materials and resources of varying types and formats shall be selected and maintained primarily to help students:

- pursue the District's curriculum, academic standards and educational goals
- engage in self-directed learning
- obtain needed information
- become more informed and responsible members of the community
- understand and appreciate the cultural diversity and pluralistic nature of society in the United States and around the globe
- develop their creative capacities
- use discretionary time constructively and enjoyably

When selecting LMC materials to serve one or more of the goals identified above, consideration shall be given to a variety of factors, including but not limited to the following:

- budgetary considerations;
- an item's relationship to the existing collection, including especially the need for added materials in particular subject areas or within particular categories of literature, or the need to replace a resource that was damaged, destroyed, lost or stolen;
- the extent to which materials would support and enhance the District's curriculum and educational programs, as identified with the input of instructional staff;



- the extent to which an item is judged to be of contemporary significance and/or of likely lasting value within the District's collection;
- an evaluation of the item in relation to the intended audience for the item;
- the accessibility of the materials to individuals requiring special formats (e.g., certain students with disabilities and students with limited English proficiency);
- the extent to which an item is judged to meet present and anticipated user needs and interests;
- an evaluation of the item/material, especially reference materials and non-fiction works, for improper bias, misinformation, or stereotyping;
- the physical limitations of school facilities; and
- the availability of the material or substantially similar material through other in-District sources, through area libraries, through interlibrary loan, or through other reasonably accessible sources, including electronic sources.

The Board recognizes that occasional objections to LMC materials may occur despite the quality of the selection process. When parents or guardians or other individuals have concerns about particular LMC materials, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of library media materials or resources on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established District procedures.

Legal Ref: 115.77, 118.13, 121.02(1)(h) Wisc. Statutes

Federal Individual With Disabilities Act

Cross Ref: Policy 362.1 Interlibrary Loan

ADOPTED: 01/09/17

## ACCEPTABLE USE OF TECHNOLOGY RESOURCES

363.2

The Director of Future Ready Learning shall be responsible for the maintenance and enforcement of rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access infrastructure and other technology-related District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. To the extent appropriate to various groups of users, and with such additions as the administration deems necessary or appropriate, those rules and procedures shall:

1. Provide notice regarding the District's retention of ownership, control, and oversight of the District's technology and network equipment and resources. Specifically, to the extent not prohibited by law, and at all times and without further notice:
  - a. Individual users are subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that they create, store, send, delete, receive or display on or over the District's Internet connection, network resources, file servers, computers or other equipment.
  - b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, are subject to monitoring and tracking by District officials.
  - c. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (1) monitoring the person's activities; or (2) accessing equipment, data, communications, and other materials as described above.
2. Provide notice to users that their use of District technology resources is solely at their own risk regarding possible damage to, or any other potential loss of, data, content, software, or equipment. The District makes no promises or warranties to users regarding potential damage or other loss.

3. Prohibit the use of the District's technology-related resources by any person who has not been authorized as a user by school officials.
4. Establish rules and expectations related to maintaining a safe, appropriate and effective learning environment.
5. Confirm that all District policies prohibiting bullying, harassment, and discrimination apply with full force to an individual's online and other technology-based activities and communications.
6. Address and prohibit the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as applicable to technology-based resources.
7. Address employees' obligations regarding the proper retention of District records, maintaining the confidentiality of student records, and avoiding inappropriate disclosures of District records.
8. Establish rules and expectations related to accessing and using systems, networks, and data appropriately, including rules (a) prohibiting the use of District resources to access and/or transmit inappropriate material via the Internet, electronic mail, or other forms of electronic communications; and (b) prohibiting unauthorized access to systems, networks, and data.
9. Establish rules and expectations related to academic integrity.
10. Establish rules and expectations related to copyright law, licensing agreements, and related issues.
11. Establish rules and procedures related to maintaining and securing District property and resources.
12. Establish rules and procedures related to requests to temporarily adjust levels of Internet filtering/blocking where there is a demonstrated educational purpose and the request is otherwise consistent with District policies and applicable law.

13. Provide direction and processes for the reporting of violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.
14. Provide notice to users regarding possible consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Consequences may include the suspension, restriction or revocation of the privilege of use or access, the imposition of other disciplinary action by the District, and/or referral to law enforcement.
15. Provide a means for documenting each user's receipt and acceptance of the terms and conditions under which they may be authorized to use the District's technology-related resources.

The administration shall take steps to ensure that instruction or training activities and reasonable structural and systemic supports are in place to facilitate and enforce individual users' compliance with the District's policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Appropriately limiting a user's access rights to be consistent with the individual's role and authority, and running up-to-date anti-virus and other protective software are examples of structural and systemic supports that can facilitate the acceptable, safe, and responsible use of the District's technology-related resources. Ultimately, however, a cornerstone of the District's expectations for individual users is that use of District technology resources is a privilege that requires each user to take an appropriate degree of personal responsibility for following District rules and procedures and for using sound judgment in his/her communications and other technology-related personal conduct and activities.

### **Additional Provisions Regarding Internet Safety**

Internet access is an essential component of the District's technology program and technology infrastructure for the advancement and promotion of high-quality operations, instruction, and student learning. Internet access provides students and staff with statewide, national and global communications opportunities; rich sources of data, information, and research; as well as a wealth of adaptable instructional tools that build and enhance skills. The ability to appropriately locate, navigate and utilize Internet-based resources is itself an

essential skill for all students and instructional staff. Further, from an instructional point of view, students need to be capable of critically reviewing and analyzing Internet-based resources to determine their accuracy, credibility, and weight as a sound authority on the subject matter that is being addressed.

However, Internet access is neither inherently nor exclusively a beneficial educational resource. Internet access can be used—inadvertently or, in some cases, purposefully—to facilitate inappropriate, harmful, deceptive, and even illegal activities and communications. Further, notwithstanding reasonable efforts at prevention, there is still a risk that a student may, at some time, be exposed to particular content or participate in particular activities or communications that the District would consider harmful, deceptive, or otherwise inappropriate, or that a parent or guardian may find objectionable.

Consistent with applicable federal laws, the School Board believes that the best approach to student Internet safety involves a combination of technology protection measures, monitoring, and instruction. The District's comprehensive approach to student Internet safety shall take into account the differing ages and instructional levels of the students in the District.

It shall be the responsibility of the Director of Future Ready Learning, in consultation with such designees as they deem appropriate, to:

1. Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are: (a) obscene; (b) pornographic; or (c) as to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors. Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students.
2. Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel. To the extent consistent with applicable law, other examples of such monitoring activities may include the

use of applications, services, equipment, or other methods by which school personnel can:

- a. track and review users' Internet histories, online communications, uploaded, downloaded, saved or deleted data, files, applications, programs or other content, or other online activities;
  - b. track and log network access and use by any person or under any account; or
  - c. monitor file server space utilization by District users by, for example, file size, file type, file content and/or file function.
3. Develop and implement an instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication; (b) information about interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such educational activities shall vary by the instructional level of the students and shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's specific rules regarding student's acceptable and responsible use of technology while at school.

Building principals and their designees shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 120.12(1)</a>	[school board duty; care, control and management of school property and affairs of district]
<a href="#">Section 120.13(1)</a>	[school board power to adopt conduct rules and discipline students]
<a href="#">Section 120.18(1)(i)</a>	[report on technology used in the district]
<a href="#">Section 943.70</a>	[computer crimes]
<a href="#">Section 947.0125</a>	[unlawful use of computerized communication systems]
<a href="#">Section 995.55</a>	[access to personal Internet accounts]

##### **Wisconsin Administrative Code**

[Section PI 8.01\(2\)\(k\)](#) [integration of technology literacy and skills in curriculum]

**Federal Laws and Regulations**

[Children's Internet Protection Act](#) (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA) [policy and other requirements related to Internet safety]

[Protecting Children in the 21st Century Act](#) [Internet safety policy requirement; education of students regarding appropriate online behavior]

[Children's Online Privacy Protection Act](#) (COPPA) [parent control over personal information collected by websites from their children]

[E-rate funding requirements](#) [technology plan and other requirements]

**Adopted:** 10/02/95

**Amended:** 07/26/16

12/20/21

The purpose of this policy is to provide guidelines for access to the School District of Altoona's technologies, use of personal and district-owned devices within the District, use of the District's network and the acceptable and safe use of the Internet, including electronic communications.

The School District of Altoona considers its own stated mission, goals, and objectives in making decisions regarding student, employee, parent and community access to the School District of Altoona technology system, resources, and the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district technology system and to the Internet enables students and employees to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. The School District of Altoona expects that staff will blend thoughtful, applicable, and motivational use of the school district technology system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

The school district technology system is the property of the School District of Altoona. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access. The purpose of this system is more specific than providing students and employees with general access to the Internet. The school district technology system is for educational purposes and to conduct the business of the District only. Users are expected to use the technology system and the Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

The use of the School District of Altoona system and access to use of the Internet is a privilege, not a right. Internet access can be used—inadvertently or, in some cases, purposefully—to facilitate inappropriate, harmful, deceptive, and even illegal activities and communications. Further, notwithstanding reasonable efforts at prevention, there is still a risk that a student may, at some time, be exposed to particular content or participate in particular activities or communications that the District would consider harmful, deceptive, or otherwise inappropriate, or that a parent or guardian may find objectionable.

Consistent with applicable federal laws, the School Board believes that the best approach to student Internet safety involves a combination of technology protection measures, monitoring, and instruction. The District's comprehensive approach to student internet safety shall take into account the differing ages and instructional levels of the students in the District.



It shall be the responsibility of the District's technology director and building principal in consultation with such designees as they deem appropriate, to:

- Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are: (a) obscene; (b) pornographic; or (c) otherwise harmful to minors. Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students.
- Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel. School personnel has the right to randomly search District-provided equipment. To the extent consistent with applicable law, other examples of such monitoring activities may include the use of applications, services, equipment, or other methods by which school personnel can:
  - track and review users' Internet histories; online communications; other online activities, uploaded, downloaded, saved or deleted data, files, applications, programs or other content; or other online activities;
  - track and log network access and use by any person or under any account; or
  - monitor fileserver space utilization by District users by, for example, file size, file type, file content and/or file function.
- Develop and implement appropriate instruction to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication; (b) information about interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such technology safety instruction shall vary by the instructional level of the students and shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's specific rules regarding student's acceptable and responsible use of technology while at school.

Building principals and their designees shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources.

Federal Laws and Regulations: Children's Internet Protection Act (CIPA), Protecting Children in the 21<sup>st</sup> Century Act

**Adopted: 10/02/95**

**Amended: 07/26/16**

A comprehensive and sequential program of developmentally-based school counseling services shall be maintained in grades kindergarten through 12 in the District. The broad program components shall include a school counseling curriculum, individual student planning services, responsive services, and system support services (e.g., planned opportunities for professional development, consultation, and collaboration).

School counseling services shall be planned and provided by District school counselors in conjunction with supervising administrators and other licensed staff. Staff members involved in planning these services shall involve and seek the input of students, parents and guardians, and other community members or entities, as appropriate, whose perspectives and insights will help to improve the District's programs and services.

The school counseling program and services shall be integrated with the District's Academic and Career Planning services at all appropriate grade levels. School counselors shall have an integral role in delivering Academic and Career Planning.

The general goals and functions of the District's school counseling program shall be:

1. Personal and social development, including the following:
  - a. Assist students in developing a better understanding and acceptance of themselves, including knowledge of their strengths and areas for growth, aptitudes, needs, interests and worth as unique individuals.
  - b. Assist students in developing skills needed to initiate and maintain positive interpersonal relationships.
  - c. Assist students in developing problem-solving and decision-making skills.
  - d. Assist students and their parents and guardians with individual concerns, problems, or situations that, even if not directly related to the curriculum

and a student's academic progress, affect the student's readiness to learn and his/her ability to be successful in school.

- e. Assist students in incorporating personal and social self-knowledge into exploration and establishment of personal academic and career goals.
- f. Assist students in developing resiliency and an ability to problem solve as challenges arise.
- g. Communicate with and support individual parents to be prepared to support their child's personal and social development.

2. Academic progress, development, and planning, including the following:

- a. Assist students in understanding educational requirements and options.
- b. Assist and support students to be academically successful and to demonstrate learning progress each year.
- c. Assist students in understanding and resolving educational difficulties.
- d. Assist students in accepting increased responsibility for their educational and life-planning goals.
- e. Assist students in understanding the connections between the exploration and establishment of personal academic goals and various career options.
- f. Communicate with and support individual parents to be prepared to support their child's academic progress, development, and planning.

3. Career development and planning, including the following:

- a. Assist students by helping them develop positive work traits.
- b. Assist students in exploring various career options.

- c. Assist students in identifying and developing career interests.
- d. Assist students in learning career decision-making and goal-setting skills.
- e. Assist students in understanding the connections among the exploration and establishment of personal career goals, academic planning and personal/social skills.
- f. Communicate with and support individual parents to understand and be prepared to support their child's career development and planning.

Staff members who provide school counseling services and other staff who work collaboratively with school counselors are expected to appropriately maintain the confidentiality of information they receive from students and from student record information in accordance with applicable legal requirements and the District's student records policy and procedures. However, such staff are also expected to avoid making express commitments to students regarding the degree and extent to which ongoing and complete confidentiality can be assured if applicable laws, regulations, District policies, or professional responsibilities could reasonably prevent the staff member from meeting the commitment.

The District shall not unlawfully discriminate in the methods, practices and materials used for guidance and counseling services for students on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. This does not, however, prohibit the use of special counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 115.28(59)</a>	[academic and career planning]
<a href="#">Section 118.01(2)(d)</a>	[educational program goals related to personal development]
<a href="#">Section 118.125</a>	[maintenance and confidentiality of student records]
<a href="#">Section 118.126</a>	[privileged communication about student alcohol and other drug problems]

[Section 118.295](#) [liability exemption for suicide intervention]  
[Section 121.02\(1\)\(e\)](#) [school district standard; guidance and counseling services]

### **Wisconsin Administrative Code**

[PI 8.01\(2\)\(e\)](#) [school district standard; guidance and counseling program requirements]  
[PI 9.03\(1\)\(f\)](#) [requirement to address nondiscrimination in policy on guidance and counseling program]  
[PI 26](#) [education for employment regulations, including academic and career planning requirements]

### **Federal Laws and Regulations**

[Family Educational Rights and Privacy Act](#) [federal student records law]  
[34 C.F.R. part 99](#) [U.S. Department of Education FERPA Regulations]  
[34 C.F.R. part 300](#) [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]

**Adopted:** 08/03/81  
**Amended:** 02/07/94  
12/20/21

## GUIDANCE AND COUNSELING PROGRAM

Altoona's guidance and counseling program serves all students and helps them with emotional, educational, career, civic and social development. The guidance and counseling services exist to help improve the learning climate by involving students, parents, staff and community members who can influence and encourage the educational, personal and career development of students.

All counselors in the Altoona school system are appropriately certified according to Wisconsin Department of Public Instruction standards. Their basic function is to counsel, consult and coordinate services within the K-12 developmental guidance and counseling framework.

Altoona's K-12 Guidance and Counseling Program and Plan is on file in the district office and is under the supervision of the building principal, guidance director and district administrator.

The school district shall not discriminate in the methods, practices, and materials used for counseling, evaluating and testing students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref: Wis. Statutes 118.13  
121.02(1)(e)  
Wis. Admin. Code PI 9.03(1)

Cross Ref: AC, AC-R-1, AC-R-2  
Teacher's Handbook

Initial Adoption: 07/06/81  
Final Adoption: 08/03/81  
Amended: 02/07/94

**Recordings of Meetings with District Staff by a Student, Parent, or Guardian**

Except as otherwise provided under this policy, neither a student nor a student's parent(s) or guardian(s), nor any such person's representative or designee, shall make audio or video recordings of school meetings (including District conferences) that involve District employees unless the person making the recording (1) has obtained approval from the appropriate building principal or district director to record the meeting, and (2) no later than the start of the meeting, has informed the staff member(s) and others who are in attendance that the meeting is being recorded.

The District will approve a request to record a meeting under this policy if any of the following apply:

1. The request is made by or on behalf of a parent, guardian, student, or other authorized non-District participant who has exceptional needs and the District determines that approving the request would be a reasonable accommodation or that recording would be an appropriate means of ensuring such an individual's meaningful access to, participation in, or understanding of the meeting. For purposes of this policy, an individual with exceptional needs includes any qualified person with a disability, as defined under applicable law, and any person with a language barrier for whom communicating in English is not sufficiently effective.
2. The District determines that approving the request is necessary to the exercise of any individual's other legal rights.

If recording is permitted, the District may disallow a person to record a meeting using a specific method that the District has determined would be unnecessarily burdensome, intrusive, or disruptive, provided that an alternative method of recording is available that would be practical and effective in light of any legitimate need(s) that have been established. If a recording is made by a parent, guardian, or student, or by any non-District representative or designee, and if a copy of the recording is not maintained by the District, then the recording is not considered a District record.

To the extent permitted by applicable law, the District reserves discretion to deny a request to record a school meeting when the District determines that the



person does not have a legal right to record the meeting and that other relevant considerations counsel against allowing the meeting to be recorded. Examples of such other considerations include a failure to provide sufficient advance notice; failure to cooperate with reasonable inquiries related to the request; a determination that recording would not be conducive to the intended purpose of the meeting; a determination that the proposed method of recording would be unduly burdensome, intrusive, or disruptive; or a determination that the likely purpose or effect of the request would be to harass or intimidate any person.

A request for approval to record a meeting that identifies the meeting(s) and the reason(s) for the request may be submitted to any of the following: an administrator who is calling and who will be attending the meeting, the District's designated Section 504 and Americans with Disabilities Act Coordinator, the applicable building principal, or, for meetings related to special education, the Director of Student Services. A minimum of two (2) full business days' advance notice will normally be required, although it may be reasonable and appropriate to give earlier notice and it may sometimes be appropriate for the District to consider a later notice. A single request may cover more than one meeting and may also cover more than one type of meeting.

If a request to record a meeting is not made sufficiently far in advance for the District to assess and respond to the request before the meeting is scheduled to begin, then options that may be considered include:

1. Offering to hold the meeting as scheduled, but without any recording.
2. Offering to reschedule the meeting, if practical, to a later date/time.
3. If the request relates to an individual who clearly has exceptional needs and all agents and employees of the District who will be attending the meeting, or who are actually in attendance, consent to the recording, then the meeting may be held as scheduled and recorded.

### **Recordings of Meetings with Students/Parents by District Employees**

District employees shall not self-initiate the recording of a school meeting or District conference that they hold or attend with a parent, guardian, or student, or such person's representative, unless clearly authorized to do so by District policy or by an administrative-level supervisor (other than the employee

himself/herself). In the absence of exceptional circumstances, the other participants/attendees shall be informed no later than the point the recording begins that the meeting (or a portion thereof) will be recorded. Any such recording shall be considered a District record and not a personal record.

If a District employee or an agent of the District records a meeting on the District's behalf, including in situations where the recording is also made for the benefit of a parent, guardian, or student, or such person's representative, then the District shall make arrangements for the appropriate preservation and retention of the recording in accordance with applicable laws and local policies, including student records laws to the extent applicable.

### **Exceptions**

This policy is not intended to apply to general school assemblies, events, presentations, or meetings that are open to the public or to a similar general audience (e.g., all relevant school families) or to any open session meeting of a governmental body of the District that is subject to the provisions of the Wisconsin Open Meetings Law.

In addition, notwithstanding any of the otherwise-applicable rules established in this policy, a school meeting between or among a student, a student's parent(s) or guardian(s), or their representative, and any District employee(s) may be recorded:

1. Pursuant to, and in the manner expressly provided by an individualized education program (IEP) or a similar legal document that is binding on the District;
2. In response to an unforeseen, imminent emergency situation that threatens the health or safety of any person; or
3. Under the specific direction of law enforcement personnel or pursuant to a court order.

### **Legal References:**

#### **Wisconsin Statutes**

<a href="#">Subchapter II of Chapter 19</a>	[public records and property]
<a href="#">Section 118.125</a>	[state student records laws]
<a href="#">Section 120.13 (intro)</a>	[broad powers of the school board]

**Federal Law**

[29 U.S.C. §794](#)

[general nondiscrimination provision of Section 504 (Rehabilitation Act)]

[42 U.S.C. §12131 et seq.](#)

[Title II of the Americans with Disabilities Act (ADA); nondiscrimination on the basis of disability in state and local government services]

[28 C.F.R. Part 35](#)

[ADA Title II regulations]

[34 C.F.R. Part 99](#)

[U.S. Department of Education Family Educational Rights and Privacy Act (FERPA) regulations]

[34 C.F.R. Part 104](#)

[U.S. Department of Education Section 504 regulations]

[34 C.F.R. Part 300, Subpart F](#)

[U.S. Department of Education Individuals with Disabilities Education Act (IDEA) regulations; confidentiality and maintenance of records]

**Adopted: 12/20/21**

## EDUCATION OF HOMELESS CHILDREN AND YOUTHS

411.2

Homeless children and youths residing in the District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District. They shall be provided the services and have access to the programs and activities that are offered to other children attending District schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, programs and services for English Learners), gifted and talented programming, career and technical education programs, and school nutrition programs. A homeless child or youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

"Homeless children and youths" are defined as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes, but is not limited to, children and unaccompanied youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; living in cars, parks, public spaces, abandoned buildings, substandard housing, bus stations, or similar settings. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

The Director of Pupil Services has primary administrative-level oversight of the District's services for homeless children and youths. He/she, or a qualified administrative-level designee, shall be responsible for (1) providing any required assurances to applicable state and federal agencies that the District is complying with applicable state and federal requirements related to the education of homeless children and youths; and (2) reasonably monitoring compliance with such assurances.

*The Director of Pupil Services shall serve as the District's liaison for homeless children and youths.* The District's liaison for homeless children and youths will work with administrators and other District personnel to periodically review existing policies, procedures, practices, and data to identify and develop proposals to remedy and remove barriers that homeless children and youths may face in the school enrollment and admission processes, in regularly attending school, in accessing applicable support services (such as guidance counselors), in accessing academic programs, academic activities, or extracurricular activities, or in receiving appropriate credit for prior academic work.

The District's liaison for homeless children and youths will also ensure that:

1. Homeless children and youths residing in the District are identified by school personnel through outreach and coordination activities with other entities and agencies. Special attention will be given to the enrollment and attendance of homeless children and youths who are not currently attending school.
2. Homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in schools in the District.
3. Homeless families and homeless children and youths have access to and receive educational services for which they are eligible, including services through Head Start, early intervention services under laws applicable to students with disabilities, and other preschool programs.
4. Homeless families and homeless children and youths receive referrals to other appropriate services (e.g., health care services, dental health services, mental health and substance abuse services, housing services).
5. The parent or guardian of a homeless child and any unaccompanied homeless youth are informed of the educational and related opportunities available to them, and are provided with meaningful opportunities to participate in the education of the child/youth.
6. Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, such as the schools, public libraries and family shelters. The notice shall be disseminated in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths.
7. Enrollment disputes are mediated in accordance with legal requirements.
8. The parent or guardian of a homeless child and any unaccompanied homeless youth are fully informed of transportation services that may be available to them under the law and they are assisted in accessing such transportation services.
9. School personnel providing services to homeless children and youths receive professional development and other support. The liaison for homeless children and youths will also receive and participate in professional development and other support activities as required by the Department of Public Instruction, the District and federal law.

10. Unaccompanied homeless youths are: (a) enrolled in school, (b) have opportunities to meet the same challenging academic standards as the District establishes for other children and youths, including receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, and, (c) are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087vy) and that they may obtain assistance from the District's liaison for homeless children and youths to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 483 of such Act.
11. Appropriate school personnel assist homeless children and youths with their educational transitions (e.g., from early childhood to elementary school, elementary school to middle school/junior high school, middle/junior high school to high school, and from high school to post-secondary options).
12. The District's Title I plan describes the services the District will provide homeless children and youths to support the enrollment, attendance and success of homeless children and youths.
13. Reliable, valid, and comprehensive data needed to meet the established legal requirements related to homeless children and youths is collected, reported to the public, and provided to the State Coordinator for the Education of Homeless Children and Youths.
14. School personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths are informed about the liaison's duties.

#### **Legal References:**

##### **Wisconsin Administrative Code**

[PL1](#) [Department of Public Instruction complaint resolution and appeals process; to be used in dealing with disputes involving homeless issues]

##### **Federal Laws**

[McKinney-Vento Homeless Education Assistance Act](#) [equal access for homeless students; required policies to remove barriers]

Title I, Part A of the Elementary and Secondary Education Act [\[20 U.S.C. § 6312\]](#) [local educational agency plan requirements, including plan requirements related to homeless children and youths]

**Adopted: 12/20/21**

This policy shall be administered in accordance with the state public school open enrollment laws and the administrative rules established by the Department of Public Instruction (DPI).

Subject to the exception that the School Board, each January, shall act upon any annual space availability determinations for purposes of nonresident open enrollment into the District, the Board authorizes the Superintendent, or any administrative-level designee of the Superintendent, to make all other decisions and determinations that are necessary or permitted in connection with any open enrollment application or any open enrollment student under this policy and its related Board-approved rule. However, this delegation of authority shall not be construed to prohibit the Superintendent from bringing any such decision or determination to the Board as he/she deems necessary or prudent.

**Nonresident Open Enrollment Students**

A nonresident student may apply for full-time enrollment in a public school in the District under the open enrollment program. The District shall consider and apply the following criteria when deciding whether or not to accept (or, in some situations, revoke acceptance of) a nonresident student's application for full-time open enrollment:

1. Space Availability. The District shall consider the availability of space in the schools, programs, classes or grades within the District. When determining space availability, consideration may be given to desired class size limits, desired student-teacher ratios, overall building capacity, future enrollment projections, the projected number of sections of particular grades or courses, desired program-size limitations, and known or projected limitations on available staffing and other resources. Based upon a review of the relevant considerations, the Board may annually establish, at a Board meeting held in January, space limitations applicable to nonresident open enrollment.

If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular

application period for the following school year, then the District shall not approve any alternative applications submitted during the remainder of the current school year (after the January meeting) in any of the relevant grades or services with limited space for the following year. For example, if the Board has limited the availability of spaces in 7<sup>th</sup> grade for the following school year, then a current-year alternative application submitted for the 6<sup>th</sup> grade after the January meeting must be denied. Further, in the school year to which the space limitations directly apply, if the District did not approve all otherwise-eligible regular-period application(s) for a particular grade or service due to space considerations, then the District shall deny any alternative applications for entrance into a space-limited grade or service that are received from July 1 through the date of the Board meeting in January where space availability for open enrollment is again considered.

The District will create and administer waiting lists for applications received during the regular application period, but not for current-year open enrollment applications submitted under the alternative application procedure.

If the District receives more student applications during the regular application period for full-time enrollment than there are spaces available, the District shall determine which students to accept on a random basis, subject to the following exceptions and to the additional Board-established procedures that implement this policy:

- a. Students guaranteed approval under the space availability criteria: If otherwise eligible to be approved under this policy and applicable law, and provided that the individual has submitted a timely application during the applicable regular application period (but not including any alternative applications), the following applicants for full-time open enrollment in the District will not be denied based upon a lack of available space regardless of any otherwise-established limitations on the spaces that are available for open enrollment students:

- (1) Students who are currently enrolled in and attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or



home-based private educational program).

(2) The siblings of any student who is currently attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program).

b. Random selection process to be used if necessary. If, after approving the applications of all students who are guaranteed approval, there are more applications than available spaces in any grade and/or program, then all remaining timely and complete applications (regardless of grade and even if the application is potentially subject to denial for some other reason under the local criteria established in this policy) will be subject to a random selection process as further defined in the procedures adopted to accompany this policy.

2. Students with Disabilities. If the special education or related services required for a student with a disability are not available in the District or if there is no space available in the relevant program/service(s), then the application shall be denied.

If a nonresident student receives his/her initial individualized education program (IEP) while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, or if the District has approved an application for a student without an IEP and it is subsequently determined that the student is a child with a disability for whom there is either a record of a previous special education evaluation or a prior IEP based upon such evaluation, then the student may be returned to his/her resident district if the District determines either that the special education or related services required for the student are not available in the District or that there is no space available.

3. Students Referred for a Special Education Evaluation. An open enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. To the extent permitted by DPI, and assuming other acceptance criteria are and continue to be met, such a

student's parent or guardian may request that the District reconsider a denial under this criterion if the IEP (or a finding of no disability) is forwarded to the District and reviewed by the District prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists and if the District concludes that such reconsideration would not be prejudicial to any other applicant.

4. Discipline-Related Criteria.

- a. The term of an applicant's expulsion overlaps with the proposed period of open enrollment. Consistent with state law authority, the District shall deny the application and prohibit the enrollment of any student whose term of expulsion (for any lawful reason and regardless of when the expulsion occurs) from any public school, independent charter school in Wisconsin, or out-of-state public school overlaps with the proposed period of open enrollment.
- b. The term of an applicant's recent expulsion from school does not overlap with the proposed period of open enrollment. The District shall deny an application for full-time open enrollment in the District if a review of the student's disciplinary records indicates that the student-applicant has been expelled by any Wisconsin school district at any time during the current school year or preceding two school years for conduct falling in any of the four specific categories listed in the open enrollment statutes.
- c. Disciplinary matters that are pending or that become pending while the application is under consideration. Subject to the limited exception defined in paragraph 4-e, below, if any disciplinary proceeding involving alleged conduct falling in any of the four specific categories listed in the open enrollment statutes is pending at the time the District notifies the student of his/her application status, the District shall deny the application.
- d. Applicants must continue to meet discipline-related approval criteria after initial acceptance. Subject to the limited exception defined in paragraph 4-e, below, the District shall revoke the prior acceptance of an open enrollment application if, at any time prior to the beginning of the school year in which the student will first attend school in the District, the District

determines that the student either (1) has been expelled as described in paragraph 4-a of this policy, above; or (2) has been expelled or become subject to a pending disciplinary proceeding, as described in either paragraph 4-b or paragraph 4-c of this policy, above.

- e. Limited exception. In situations where a student's application was rejected (including as a result of the revocation of an initial acceptance) due to a pending disciplinary matter, the District, upon the written request of the student's parent or guardian, will reconsider the status of the student's application if both of the following conditions are satisfied: (1) prior to the close of the period during which the District would normally continue to process applications from any waiting lists, the District is able to determine that the prior pending disciplinary matter has been concluded in favor of the student; and (2) the District concludes that considering possible acceptance of the application would not be prejudicial to any other applicant.
5. Truancy-Related Criteria. An open enrollment application shall be denied if the student was habitually truant during any semester of attendance at a District school in the current or previous school year, and the student had a further instance of truancy in that same semester after the District notified the student's parent or guardian of the habitual truancy.
6. "Best Interests" Determinations Under the Alternative Open Enrollment Application Criteria and Procedures. If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criterion, the District shall review the information and rationale provided by the parent(s) or guardian and make a determination as to whether the District agrees with the parent(s) or guardian that attending school in the District pursuant to the application is in the student's best interests. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the

resident district does not have a 4-year-old kindergarten program as offered by the District, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

Assignment of Accepted Applicants to a School/Program. The District shall assign nonresident students accepted for full-time open enrollment to a school or program. Any preferences identified by the applicant cannot be guaranteed. In making such assignments, the District may give preference in attendance at a particular school or program to residents of the District.

Requests for Early Admission to Kindergarten. The District will evaluate nonresident open enrollment applicants for early admission to 4-year-old kindergarten and nonresident open enrollment applicants for possible early admission to 5-year-old kindergarten according to district policy.

No Re-Application Required. Once a nonresident student is accepted for full-time open enrollment in the District and begins attending school in the District, no re-application is required in order for the student to maintain continuous open enrollment.

Transportation. Student transportation and the costs thereof shall be the responsibility of the nonresident student's parent(s) or guardian, subject to any transportation that may be mandatory under applicable law and the following exceptions:

1. Low income parents and guardians may apply to the DPI for reimbursement of costs of transportation in accordance with DPI's procedures.
2. The District shall provide transportation for nonresident students with disabilities attending school full-time in the District if it is required in the student's IEP or otherwise required by law.
3. Upon request of the student's parent or guardian, the District shall provide transportation to nonresident full-time open enrollment students without charging any fee if there is room available on a bus on a regular route and the student is picked up or dropped off at a bus stop on the established route, except that if the bus stop on the established route is located within

the boundaries of the student's resident school district, the resident school district must also approve the transportation arrangement.

An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

### **Resident Open Enrollment Students**

Resident students may apply for full-time open enrollment in another public school district in accordance with state law.

If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student.

Transportation. Except as otherwise required by law, the parent(s) or guardian of a resident open enrollment student shall be responsible for student transportation, and any requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

### **Appeals of Open Enrollment Decisions**

The student's parent(s) or guardian may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

### **Legal References:**

#### **Wisconsin Statutes**

<a href="#">Section 115.385(4)</a>	[parent notification of education options, including full-time open enrollment]
<a href="#">Section 115.787</a>	[individualized educational programs for students with disabilities]
<a href="#">Section 115.7915</a>	[special needs scholarship program for students with disabilities denied open enrollment]
<a href="#">Section 118.16(1)(a)</a>	[definition of habitual truant]

<a href="#">Section 118.50(6)</a>	[whole grade sharing provision related to full-time open enrollment]
<a href="#">Section 118.51</a>	[full-time public school open enrollment]
<a href="#">Section 118.57</a>	[public notification of education options, including full-time open enrollment]
<a href="#">Section 120.13(1)(f)</a>	[authority to deny enrollment of student during the term of expulsion]
<a href="#">Section 120.13(1)(h)</a>	[conditional enrollment of expelled students]
<a href="#">Section 121.54(3)</a>	[transportation for children with disabilities]
<a href="#">Section 121.54(10)</a>	[optional transportation for full-time open enrollment students]
<a href="#">Section 121.545(1)</a>	[optional transportation under a parent contract]
<a href="#">Section 121.55</a>	[methods of providing transportation]

### **Wisconsin Administrative Code**

[PI 36](#) [DPI rules governing inter-district open enrollment]

### **Cross Reference: 421: Admission to Kindergarten and First Grade**

**Adoption Date:** 01/05/98

**Amended:** 05/18/21

The District is committed to providing a safe, supportive and respectful school environment for all students and strictly enforces a prohibition against bullying. Bullying behavior interferes with student learning and has a detrimental effect on the personal health and well-being of students, and will not be tolerated in the District.

Bullying of students is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, and through the use of digital technologies. "Bullying" is defined as deliberate or persistent behavior, using words or actions, that is intended to cause fear, physical harm or psychological distress on another student and has the effect of doing any of the following:

1. substantially interfering with a student's education or school performance;
2. creating an intimidating or fearful environment in a school setting for a student or group of students; or
3. substantially disrupting the orderly operation of the school.

All District staff intervene promptly and firmly against it when they are made aware of bullying by observation or report.

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to a teacher, a building administrator, a counselor, or any other staff member. Students are encouraged to report bullying as soon as possible to the nearest staff member. All reports of bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

Students found to be in violation of this policy shall be subject to disciplinary action ranging from positive behavioral interventions and supports up to and including suspension or expulsion from school. Referrals may also be made to law enforcement officials. When determining the appropriate consequences and remedial action, the building principal shall consider the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or

continuing patterns of behavior, and the context in which the alleged bullying incident(s) occurred.

If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to and including discharge. Employee disciplinary action shall be consistent with applicable provisions of the Employee Handbook or other District procedures.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 118.01(2)(d)8</a>	[protective behaviors instruction]
<a href="#">Section 118.46(2)</a>	[student bullying policy required]
<a href="#">Section 120.13(1)</a>	[school board power to set conduct rules and discipline students]
<a href="#">Section 947.0125</a>	[unlawful use of electronic communications]
<a href="#">Section 948.51(2)</a>	[hazing prohibited]

**Adoption Date:** 12/20/21



## **LOCKER SEARCHES**

**446.1**

The school provides a locker for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the Superintendent, a building principal, an assistant principal, a school liaison officer or other law enforcement officer at the request of school officials, a school employee designated by the Superintendent or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the District.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 118.325](#) [locker search policy]

**Adopted:** 12/20/21

## **USE OF DRUG-DETECTION CANINE UNITS IN SEARCH ACTIVITIES**

**446.2**

In an effort to maintain a drug-free school environment and protect the health and welfare of students and others, the District authorizes the use of trained canine units to detect the presence of illegal controlled substances in school buildings and on school premises. The canines must be accompanied by a qualified and authorized trainer who will be responsible for maintaining control of the canine and interpreting the canine's responses.

Canine units may be used without prior notification to students and/or school personnel. They may be used when:

1. There is a reasonable suspicion that illegal controlled substances may be on school premises but at unknown locations.
2. There is a belief that a random preventive canine search will be beneficial to the ongoing drug prevention efforts of the District.

Canine searches may include, but are not limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property, or any other areas of school property deemed appropriate by the Superintendent or building administration. Canine units may not be used to sniff a student's person, including articles of clothing the student is wearing or a bag while the student is holding it. Students will be restricted to classrooms and kept out of hallways when canine units are in use in school buildings.

In the event that a drug-detection canine unit indicates the possible presence of illegal controlled substances in a locker, vehicle or other location, the area may be searched by school officials in accordance with Board policy and applicable legal requirements. School officials may request the assistance of law enforcement in conducting these searches.

**Adopted: 12/20/21**

## STAFF USE OF PHYSICAL FORCE

447.1

Students shall not be subjected to corporal punishment in any form. Corporal punishment is defined as the intentional infliction of physical pain used as a means of discipline.

School personnel may use reasonable and necessary force as authorized by law to protect the health, safety and/or property of individuals within the school community. Specifically, school personnel may use reasonable and/or necessary force under the following circumstances:

- to quell a disturbance or prevent an act that threatens physical injury to another person;
- to obtain possession of a weapon or other dangerous object within a student's control;
- for the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes;
- to remove a disruptive student from school premises, a motor vehicle or a school-sponsored activity;
- to prevent a student from inflicting harm on him/herself; or
- to protect the safety of others.

Incidental, minor or reasonable physical contact designed to maintain order and control may also be used in the District.

Anyone using physical force in violation of this policy should be reported to the building principal, who shall take appropriate action to deal with the policy violation. This shall include, but not necessarily be limited to, notifying the parents/guardians of the student involved and taking proper school disciplinary action against the offender.

### Legal References:

#### Wisconsin Statutes

[Section 115.787\(3\)\(b\)1](#) [IEP team duties; behavioral interventions and supports]

[Section 118.164](#) [student removal from class]

[Section 118.31](#) [use of physical force and corporal punishment; policy required]

**Adopted:** 12/20/21

The District recognizes the importance of maintaining proper order and discipline in the schools to maintain a learning environment that is safe for all students. The District understands that personal accountability is part of the learning and growing process for students, with the ultimate goal being to help the student develop citizenship skills. The District also recognizes and actively supports the primary mission of the public schools to help ensure all students have a productive education experience and graduate from high school prepared for college and / or career readiness.

With that in mind, school administrators are to utilize, to the maximum extent possible, disciplinary strategies that keep students in school while maintaining a safe and positive school environment for student learning. These disciplinary strategies may include, but are not necessarily limited to, positive behavioral interventions and supports or restorative practices. The ultimate goal of addressing behaviors is self-awareness, growth, and improvement.

Out-of-school suspension is a serious consequence which should be reserved for situations where the student's behavior poses a safety or health danger to others, is damaging to school property or the property of others, or shows complete or repeated defiance or refusal to comply with school rules or policies. A principal may administer an out-of-school suspension under these circumstances when it is reasonably justified and is carried out in accordance with state law requirements. A student shall also be suspended from school when required by law (e.g., possessing a firearm in violation of state law and Board policy).

Except when required by law, student expulsion from school should be considered the last resort after other discipline alternatives have been considered. A student may be referred for possible expulsion when conduct poses a legitimate danger to the property, health or safety of the school, or students and others at school or under the supervision of a school authority, or District employees or Board members. All legal requirements regarding student expulsion hearings and expulsions shall be followed.

The Board shall expel a student from school only if the interest of the school demands the student's expulsion or in cases where expulsion is required by law (e.g., possessing a firearm in violation of state law and Board policy).

The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

The District may provide continued educational services to expelled students during the term of their expulsion as deemed reasonable and appropriate by the school administration. The educational services provided to expelled students with disabilities shall be provided consistent with applicable legal requirements.

**Legal References:**

**Wisconsin Statutes**

[Section 118.127](#) [use of law enforcement records as sole basis for suspending or expelling students from school prohibited]

[Section 118.16\(4\)\(b\)](#) [conditions for making up examinations and coursework missed during suspensions from school as per student attendance policy]

[Section 120.13\(1\)](#) [board power to do all things reasonable for the cause of education and to suspend or expel students from school]

**Federal Laws**

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes requirements related to change of placements and providing continued educational services during period of expulsion]

**Adoption Date:** 12/20/21

## **EMERGENCY NURSING SERVICES**

**453.1**

Emergency nursing services for the School District of Altoona are provided with input, direction, and coordination furnished by one or more registered nurses employed by the District. Emergency nursing services shall be available during the school day and during all school-sponsored activities for students, including summer school, field trips, athletic events, and other co-curricular and extracurricular activities.

To ensure the provision of an appropriate emergency nursing services program:

1. The Director of Pupil Services shall have primary administrative responsibility for the District's emergency nursing services program, including ensuring that the District conducts an annual review of the emergency nursing program and that the findings from the annual review are provided to the Superintendent.
2. The District shall designate the registered nurse whose employment responsibilities include the nursing-related duties identified in this policy.
3. The District shall arrange for a physician to serve as the District's medical advisor for the emergency nursing services program and in connection with handling other significant individual student health concerns. The Director of Student Services and the registered nurse employed by the District shall be the primary point of contact with the District's medical advisor on an as-needed basis.
4. The District shall make available equipment and supplies necessary for providing emergency nursing services in the District. A health room/area shall be designated in each school.
5. In consultation with the registered nurse(s) employed by the District, the Director of Pupil Services shall assign direct responsibilities to appropriate school personnel related to the provision of emergency and other health-related services. The building principal of each school shall always be among the designated staff who are assigned and trained to serve as site-based first responders in the event of a health-related emergency. As

used in District policy, the term "site-based first responder" is a local term that should not be equated with a "certified first responder" under state law.

In providing for the coordination and oversight of emergency nursing services, one or more registered nurses designated by the District shall:

1. Maintain and coordinate the day-to-day implementation of the District's emergency nursing procedures, including protocols for the administration of medication to students, protocols for dealing with student injury and illness (e.g., first aid protocols and other emergency procedures), and related recordkeeping procedures. These procedures will be developed by a registered nurse in cooperation with the Director of Student Services, and, on an as needed basis, in consultation with the District's medical advisor and/or representatives of the county health department or other community health agencies. The nurse developing the procedures shall ensure that any new or substantive revisions to first aid, injury, illness, or medication administration protocols are reviewed and approved by the District's medical advisor.
2. Disseminate the District's current emergency nursing procedures and protocols to appropriate school personnel, including the principals at each building.
3. Provide or arrange for the provision of training of designated school district staff in regard to the District's medical emergency protocols (e.g., general first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED), the administration of medication to students, and the implementation of the District's bloodborne pathogens/exposure control plan. As needed, the nurse shall also provide or arrange for the training of school personnel related to the District's provision of specialized health-related services to individual students. The nurse shall maintain appropriate records of all such training.
4. Provide (or provide any necessary nursing-related supervision in connection with) any specialized health-related services that the District provides to individual students with special health care needs.
5. Verify that emergency information forms are on file for all students who are attending school or otherwise participating in any school-sponsored athletic

activity in the District, regardless of the student's full-time status, enrollment status, or residency.

6. Monitor the equipment, supplies, and space needed for the appropriate provision of emergency care and other health-related services.
7. At the end of each school year, coordinate and participate in an annual review of the District's emergency nursing services program and related policies, procedures, and protocols.

Closely related to the responsibilities identified above, the registered nurse employed by the District shall also:

1. Assist in identifying and in arranging for any necessary services and accommodations for students within the District who have medical or health concerns that may require an individualized health plan, allergy management plan, Section 504 plan, or individualized education program (IEP).
2. Serve as a resource person for administrators and school personnel on student and school health issues, including but not limited to communicable disease control, the District's bloodborne pathogen/exposure control plan, and concussion and head injury management (e.g., for issues that may arise beyond the initial injury).
3. Serve as a resource person for administrators and school personnel on the District's provision of instruction to students regarding personal health and life-saving skills.
4. Serve as a liaison between the schools and community-based health agencies and services.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 118.07\(1\)](#)

[first aid kit requirement]

[Section 118.076](#)

[required lifesaving skills instruction for students, including use of CPR and automatic external defibrillators]

[Section 118.125](#)

[student records management, including student physical health records and patient health care records]

[Section 118.29](#)

[medication administration by school personnel, including emergency



	administration in certain situations]
<a href="#">Section 118.291</a>	[possession and use of inhalers by asthmatic students]
<a href="#">Section 118.292</a>	[possession and use of epinephrine auto-injectors by students]
<a href="#">Section 118.2925</a>	[plans for the management of life-threatening allergies]
<a href="#">Section 118.293</a>	[concussions and head injuries]
<a href="#">Section 121.02(1)(g)</a>	[school district standard; emergency nursing services requirement]
<a href="#">Section 146.81</a> to <a href="#">146.84</a>	[confidentiality of patient health care records]
<a href="#">Section 440.01(1)(ad)</a>	[automated external defibrillator definition]
<a href="#">Section 895.48</a>	[limited civil liability exemption related to emergency medical care, including the good-faith emergency use of an automated external defibrillator]

### **Wisconsin Administrative Code**

<a href="#">Chapter N 6</a>	[standards of practice for registered nurses and licensed practical nurses]
<a href="#">PI 8.01(2)(g)</a>	[school district standard; emergency nursing services policy/procedure requirements]
<a href="#">SPS 332.50</a>	[federal bloodborne pathogens/exposure control plan requirements adopted by the state]

### **Federal Laws**

<a href="#">29 Code of Federal Regulations (CFR), Part 1910 - Subpart Z</a>	[bloodborne pathogens/exposure control plan requirements]
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**Adopted:** 12/20/21

The School Board encourages the District's staff to make use of Web 2.0 tools and applications (such as social networks, blogs, wikis, internet-based multimedia applications, collaboration tools, and advanced learning management applications) for the purposes of (1) engaging in professional development and professional collaboration activities; and (2) enhancing student learning and instruction, provided that the use of such tools and applications is consistent with this policy and with such other requirements and expectations as may be established by the Board, the District Administrator, or the District Administrator's designee.

Paramount principles that shall guide all staff members' activities and conduct in connection with the use of Web 2.0 tools and all other electronic media include the following:

- Any time a staff member is participating in a technology-facilitated communication, collaboration, exercise, or other activity in connection with their responsibilities as a school district employee, the employee is expected to conduct him/herself in a courteous and professional manner that is consistent with the District's general rules and expectations for appropriate workplace conduct and acceptable use of technology.
- Maintaining professional boundaries in all forms of technology-facilitated communication with students—including but not limited to the consistent use of a formal, courteous, and professional tone and limiting such communication to exchanges that are within the scope of the employee's job responsibilities—is vital to maintaining appropriate professional relationships with students and to maintaining the community's trust in the schools.
- All District-provided or District-authorized technology tools and applications are provided to further the mission, vision, goals and policies of the District; and, as such, they remain under the ultimate control of the Board and District administration at all times.

- When such tools and applications are used in connection with student learning, they shall be considered an extension of the District's educational curriculum. Employees shall use such tools and applications in connection with and to accomplish their assigned duties and responsibilities, and not as a forum for self-directed personal expression. Employees shall not have an expectation of privacy in connection with their use of any District-related form of electronic media. When "off duty" or when otherwise using technology resources in their private capacities away from the District, employees are held to the same standards in their public use of electronic media (including but not limited to social media) as they are held to in connection with their other off-duty, public conduct. Where there is a sufficient nexus between off-duty conduct and an employee's work-related role and responsibilities, there can be employment-related consequences for off-duty conduct that violates the law, that violates District policy or other work directives, that is harmful to persons in the school community, or that otherwise interferes with the employee's ability to effectively perform his/her job duties. Accordingly, as an example, each employee is responsible for all content appearing on all personal websites and social media accounts maintained or controlled by the employee, and for establishing and monitoring privacy settings on any personal websites and other electronic accounts that are appropriate for the nature of content provided therein.
- In the event that any employee proposes a use of any electronic media application or tool for instructional purposes that is prohibited by current policy or by current administrative rules, the employee may request a meeting with their principal and the Director of Future Ready Learning to consider alternative options or the possibility of pursuing a modification or exemption from the applicable policy or rule to enable an innovative and viable project.

**Adopted: 05/20/13**

**Amended: 12/20/21**

POLICY: It is the policy of the employer that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

### **General Guidelines - Electronic Media:**

1. All employer-provided electronic media systems are the employer's property. Additionally, all messages and files composed, sent or received on these systems are and remain the property of the employer. They are not the private property of any employee.
2. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes. A post is "offensive" if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers.
3. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related solicitations.
4. The electronic media systems are not to be used to create any "offensive" or disruptive messages or documents (see definition of "offensive", above) or used in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers.

5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, employee/employee family medical information or similar materials without prior authorization. This guideline is not intended to restrict employees from discussing with others their wages or other terms and conditions of employment.
6. The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.
7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
8. Employees may not modify, delete, or destroy any Employer document created by any electronic media unless specifically authorized to do so.

#### **General Guidelines - Social Media:**

1. **Only on Your Own Time.** Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time and in work areas (you may engage in social media activities during lunch break and pre/post work time.)
2. **Post as Yourself.** Make clear that you are expressing your personal views alone, not those of your employer.
3. **Be Respectful and Nice.** Do not post communications or material that is disparaging of services, or employees); obscene, profane, vulgar, bullying, threatening, or maliciously false. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
4. **Use Good Judgment.** Because what you say online is accessible to the public, use good judgment in your communications. The line between professional and personal relationship is blurred within a social media context. Educational employees have a responsibility to maintain appropriate employee-student relationships, whether

on or off duty. Both case law and public expectations hold educational employees to a higher standard of conduct than the general public.

Outside of their immediate family, school employees will refrain from “friend” relationships with currently enrolled (Altoona School District) students in any avenue of social media including, but not limited to, Facebook.

5. **Obey the Law.** Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
6. **Don’t Expect Privacy.** Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
7. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask your building principal or supervisor.
8. **Comply with Harassment and Other Policies.** Employees may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment and Retaliation policies. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
9. **Keep Secrets.** You must not disclose “confidential information” which does not include discussions with third parties about your wages, hours and/or conditions of employment.

**Reporting Deviations from Policy:** All employees are encouraged to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace. The Employer prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

**Policy Violations:** Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

Adopted: 05/20/13

## FISCAL MANAGEMENT GOALS

610

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that the District's purposes and goals can best be achieved through excellent fiscal management. Further, the School Board recognizes the important trust and responsibility it has been given to manage a large amount of public resources. As trustee of local, state, and federal funds allocated for use in public education, the Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometime a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the District take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept shall be incorporated into Board decision making and into all aspects of District management and operation.

In the District's fiscal management, the Board seeks to achieve the following goals:

1. To engage in thorough advance planning, with the involvement of staff and community members in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars spent.
2. To establish levels of funding which will provide high quality education for the District's students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, fiscal reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

CROSS REF.: 110, Educational Philosophy  
111, School Board Goals  
620, Annual Operating Budget;  
672, Purchasing  
680, Fiscal Accounting and Reporting;  
683, Asset Management (Inventories)

**Adopted: 11/7/83**

**Amended: 12/5/11**



The School Board shall consider and adopt an annual operating budget for the District in accordance with state law. The budget serves as the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the year and translates into financial terms the approved educational programs, goals and priorities for the District.

The Board delegates to the Director of Finance and Operations the authority to establish procedures and processes necessary to prepare the annual operating budget. In addition, the Board places responsibility for administering the annual operating budget, once adopted, with the Director of Finance and Operations. The budget shall be administered in accordance with state law and applicable District policies.

The Director of Finance and Operations Board shall do all of the following in the development, approval, and implementation of the annual operating budget:

1. Set goals and parameters that advise budget preparation.
2. Establish a timeline for key process steps. The timeline shall coordinate with the dates that important input data (such as the state budget and reasonable estimates of revenue and aid) are expected to be available.

The Board shall do all of the following in the development, approval, and implementation of the annual operating budget:

1. Issue appropriate notice of, hold, and attend the annual public budget hearing in conjunction with the District's annual meeting of electors. The proposed budget, the Board's annual budget report, and the treasurer's statement of annual receipts and expenditures shall be presented to the District's electors.
2. After the annual meeting and budget hearing, and no later than the date designated in state law for determining the District's tax levy, adopt the final annual operating budget in light of the Board's goals, any feedback received from the public, and applicable financial constraints.

3. Determine the District's final tax levy in light of the final budget, with the timely certification of the tax levy to the appropriate municipalities.
4. Monitor and evaluate the implementation of the budget periodically throughout the year, using reports prepared by the administration. Such reports may include topics such as:
  - a. Receipt of revenues received by the District
  - b. Expenditures
  - c. Fund disbursements
  - d. Modifications to the budget

During the period between July 1st and the Board's adoption of a final annual budget, the District may spend funds as needed to meet the immediate expenses of operating and maintaining the District's educational programs. As to such expenditures made prior to final adoption of the annual budget, the District's standard procedures for obtaining approval of purchasing decisions and payments shall apply, with added consideration given to temporarily deferring expenditures, purchasing decisions, and payments when reasonably practical and when the District will not be disadvantaged by doing so.

Solely to the extent required by state law, changes to (1) the amount of tax to be levied or certified, (2) the amounts of the appropriations, or (3) the purposes for such appropriations, as stated within a Board-approved budget may require a two-thirds vote of the entire membership of the Board for approval. In addition, when required by state law, the District shall issue a Class I legal notice of budget amendments that have been approved by a two-thirds vote. Insert the following additional clarifying language if desired: The following changes to a Board-approved school district budget require neither a two-thirds approval vote nor the issuance of a Class I legal notice: (1) alterations made to a draft budget prior to the version of the budget that is approved and noticed as the proposed budget for the public budget hearing; (2) budget alterations made pursuant to a public budget hearing; and (3) changes in subordinate line items

from which the Board-adopted budget evolved, but which were not expressly detailed in the Board-approved budget, provided that such changes do not affect the major, non-subordinate line item(s) that were expressly presented within the Board-adopted budget.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 65.90</a>	[municipal budgets]
<a href="#">Section 120.10</a>	[powers of the annual meeting; including power to vote various taxes]
<a href="#">Section 120.11(3)</a>	[school board review of district finances before annual meeting; annual report to the electorate]
<a href="#">Section 120.12(3)</a>	[school board duty; adoption of tax levy]
<a href="#">Section 120.13(33)</a>	[school board power; spending authority until final adoption of annual budget]
<a href="#">Section 120.16(4)</a>	[school district treasurer's statement to the annual meeting]
<a href="#">Section 120.17(8)</a>	[clerk duty; delivery of tax statements to local municipalities]

**Adopted:** 11/7/83  
**Amended:** 12/5/11  
12/20/21

The School Board shall consider and adopt an annual operating budget for the District in accordance with state law. The budget serves as the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the year and translates into financial terms the approved educational programs, goals and priorities for the District.

Budget planning for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the school system. Budget planning will be a year-round process involving participation of district- level administrators, building principals, teachers, coordinators, other personnel and citizens of the District.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to a budget calendar.

Building principals and program managers will develop and submit budget requests for their particular schools after seeking the advice and suggestions of staff members. Each school's budget request will reflect the principal's judgment as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school.

Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and District goals, objectives and priorities.

The Board will review the preliminary budget activities of the District related to the preparation of the annual budget and District planning on an on-going basis.

The proposed operating budget shall be presented to District electors for review at a budget hearing held at the same time and place as the annual meeting. The Board shall adopt the final operating budget at a Board meeting held after the annual meeting and budget hearing and prior to the date designated in state law for notification of local municipalities of tax levy information.

The Board places the responsibility for administering the operating budget, once adopted, with the Superintendent. The budget will be administered in accordance with legal requirements and applicable District policies.

In keeping with the need for periodic reconciliation of the District's budget, the Board will authorize as it sees fit the transfer of budget line items upon the request of the Superintendent and recommendation of the Board Treasurer. In managing budgets set up for individual schools, modification of the school's budget by the building principal or program manager must also have the authorization of the

Superintendent and the approval of the Board.

Any change in the amounts of the appropriations or the purposes for such appropriations as stated in the adopted operating budget requires a two-thirds vote of the entire membership of the Board. If such action is taken, a legal notice of the action shall be issued as required by law.

LEGAL REF.:                Sections            65.90  
                                 Wisconsin Statutes 120.11(3)  
                                 120.12(3)  
                                 120.13(33)  
                                 120.17(8)

CROSS REF.:    110 Educational Philosophy  
                         610 Fiscal Management Goals  
                         680 Financial Accounting and Reporting  
                         662.1 Student Activity Funds Management  
                         662.3 Fund Balance  
                         671.2 Expense Reimbursements  
                         672 Purchasing  
                         673 Payment Procedures  
                         840 Public Gifts to the Schools

**Adopted:            11/7/83**  
**Amended:        12/5/11**

## **MANAGEMENT OF TAX-EXEMPT AND TAX-ADVANTAGED OBLIGATIONS**

**631.1**

The District has a strong interest in maintaining its ability to issue tax-exempt and tax-advantaged obligations ("Obligations") as a means of securing capital through borrowing at favorable rates. The District further wishes to ensure that such obligations, once issued, are managed and monitored in a manner that (1) preserves their tax-exempt or tax-advantaged status; (2) complies with applicable laws and regulations; and (3) demonstrates accountability with respect to the appropriate use of the proceeds of any offering.

The Director of Finance and Operations shall serve as the District's Compliance Officer with respect to the post-issuance management of the District's Obligations. The Board recognizes that the compliance and recordkeeping measures that are associated with the issuance of such Obligations are extremely complex. Accordingly, the Compliance Officer is authorized to work with the District's professional financial advisors and its designated bond counsel on an ongoing basis to:

1. Establish appropriate systems and procedures respecting post-issuance compliance and recordkeeping practices, covering matters such as (a) proper registration of the obligation; (b) continuing disclosure requirements; (c) calculating and monitoring arbitrage compliance and rebate requirements; (d) tracking the expenditure of proceeds by project/purpose; (e) ensuring proper management of funds to be used for debt service; (f) filing appropriate reports and tax forms; and (g) taking corrective actions if needed. To the extent recommended by the District's professional advisors, such procedures may be adopted as a formal administrative or Board rule under this policy.
2. Occasionally review and recommend any appropriate changes to the systems and procedures respecting post-issuance compliance and recordkeeping that are implemented pursuant to this policy; and
3. Ensure that the Compliance Officer adequately understands and implements the systems and procedures that are established and implemented pursuant to this policy.

The service expenses associated with obtaining such advice and counsel are necessary costs associated with the decision to issue tax-exempt and tax-advantaged obligations. The Compliance Officer shall ensure that the District's annual budget includes estimated costs for these services. The Compliance Officer shall inform the Board if issues arise that are likely to cause the District's actual expenditures for such services to substantially exceed the amounts allocated in the applicable budget period.

**Legal References:**

**Wisconsin Statutes**

[Chapter 67](#) [municipal borrowing and municipal bonds]

[Section 67.04](#) [purposes of issuing municipal bonds and notes]

[Section 67.05](#) [bonds issues; procedures, including referendum]

[Section 67.12](#) [temporary borrowing and borrowing on promissory notes]

[Section 120.115](#) [DPI reporting requirements and report on debt service]

**Federal Guidance**

[IRS Publication 4079](#), Tax-Exempt Governmental Bonds

**Adopted:** 03/02/15

**Amended:** 12/20/21

**POST-ISSUANCE COMPLIANCE FOR TAX-EXEMPT AND  
TAX-ADVANTAGED OBLIGATIONS AND CONTINUING DISCLOSURE****631.1****Statement of Purpose**

This Post-Issuance Compliance Policy (the "Policy") sets forth specific policies of the School District of Altoona, Wisconsin (the "Issuer") designed to monitor post-issuance compliance:

- (i) with applicable provisions of the Internal Revenue Code of 1986, as amended, and regulations promulgated thereunder for obligations issued by the Issuer on tax-exempt or tax-advantaged basis ("Obligations"); and
- (ii) with applicable requirements set forth in certificates and agreement(s) ("Continuing Disclosure Agreements") providing for ongoing disclosure in connection with the offering of obligations to investors, for obligations (whether or not tax-exempt / tax-advantaged) subject to the continuing disclosure requirements of Rule 15c2-12(b)(5) (the "Rule") promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

This Policy documents practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The federal tax law requirements applicable to each particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared by bond counsel and signed by officials of the Issuer and the post-closing compliance checklist provided by bond counsel with respect to that issue. This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the requirements for individual borrowings.

This Policy similarly documents practices and describes various procedures and systems designed to ensure compliance with Continuing Disclosure Agreements, by preparing and disseminating related reports and information and reporting "material events" for the benefit of the holders of the Issuer's obligations and to assist the Participating Underwriters (within the meaning of the Rule) in complying with the Rule.

The Issuer recognizes that compliance with pertinent law is an on-going process, necessary during the entire term of the obligations, and is an integral component of the Issuer's debt management.

Accordingly, the analysis of those facts and implementation of the Policy will require on-going monitoring and consultation with bond counsel and the Issuer's accountants and advisors.

**Development of Written Procedures and/or Administrative Rule**

The Business Manager shall be responsible for developing, maintaining and following written procedures and/or an Administrative Rule for monitoring post-issuance compliance.



procedures, including referendum]; [Section 67.12](#) [temporary borrowing and borrowing on promissory notes]; [Section 120.115](#) [DPI reporting requirements and report on debt service] **Wisc. Statutes**

[IRS Publication 3755](#), Filing Requirements; [4079](#), Tax-Exempt Governmental Bonds **Federal Guidance**

**Adopted: 03/02/15**

The Director of Finance and Operations shall evaluate the District's financial condition and financial needs to determine whether, in any year, it would be in the District's best interests to engage in short-term borrowing to meet the immediate expenses of operating and maintaining instruction in the District, as further set forth in sections 67.12(8) and 67.12(8a) of the state statutes.

Upon determining the need for such short-term borrowing, the Director of Finance and Operations will present an administrative recommendation(s) to the Board for the Board's review and consideration.

As required by state law, any such short-term borrowing that occurs (1) either in June for the next school year or in July or August for the current school year; **and** (2) prior to voting an annual tax for the operation and maintenance of the schools, shall be initiated by a resolution that is adopted by a two-thirds vote of the Board. The proceeds of the borrowing approved by such a resolution shall be used to meet the immediate expenses of the District for the period from July 1 to the last working day in October. The resolution shall levy an irrevocable tax that is sufficient in amount to pay the principal of the loan and the interest thereon as they become due and payable.

If deemed advantageous or necessary, the District may engage in such short-term borrowing more than one time per year and may also establish more than one maturity date for the obligations incurred through such borrowing.

**Legal References:****Wisconsin Statutes**

[Section 67.12\(8\)](#) [temporary borrowing by school boards]

[Section 67.12\(8a\)](#) [temporary school district loan against revenues; regarded as paid debt]

[Section 120.13\(29\)](#) [school board power to borrow money and issue municipal obligations]

**Cross References:**

*[Insert appropriate cross references to the policy as applicable to your district.]*

**Adopted: 12/20/21**

District funds in excess of those maintained in demand deposits or savings accounts for near-term operating purposes shall be properly and prudently invested in accordance with provisions of this policy and as authorized by law.

The primary objectives of the District's standard investment activities, in priority order, shall be:

1. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to preserve the amount of principal within the District's overall investment portfolio.
2. Liquidity – The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements that might be reasonably anticipated.
3. Return on Investments – The District's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary cycles, to an extent commensurate with the District's investment risk constraints and the cash flow characteristics of its portfolio.

Subject to any limitations imposed by law with respect to particular funds, the the following investment vehicles are authorized for any District funds that are determined to be in excess of those needed to meet near-term operating needs:

1. Time deposits in the District's Board-designated official public depositories or through a redepositing plan. Investments in time deposits shall also meet the following criteria:
  - a. The invested funds shall be protected under the limits established by applicable state or federal insurance/coverage programs or under bonding or other security that may be given by a financial institution for particular deposits.
  - b. No time deposit having a time to maturity in excess of two (2) years shall be made without specific Board approval.
2. Deposits into the local government pooled-investment fund, provided that the Board has given any additional approvals (if any) that the pooled-investment fund rules may require for specific deposits.

Investments of District funds in excess of those needed to meet near-term operating needs may be made in other vehicles (1) pursuant to a documented investment plan that has been presented to and approved by the Board and that remains operative, or (2) as otherwise approved by the Board.

The Board may also (1) separately approve and establish a trust for one or more lawful purposes and establish standards for the investment and reinvestment of the funds held in such a trust; and (2) receive and accept gifts and grants, and in the absence of any limiting restrictions placed by the donor or grantor, invest or direct the investment of the same in accordance with the law applicable to trust investments until the gift or grant is otherwise used.

Unless otherwise required by law or designated by the Board for any specific funds/investments, earnings on the investment of District funds are revenue that shall be credited to the accounting fund to which the invested principal was assigned.

The Director of Finance and Operations has primary administrative responsibility for the management and monitoring of this District's investments under and in compliance with this policy. The Director of Finance and Operations, in periodic consultation with any professional financial advisor(s) that have been contracted by the District, shall monitor the status of the District's investment portfolio on a regular basis, periodically provide status updates to the Board, and submit any recommendations for modifications to the District's investment practices.

Nothing in this policy is intended to diminish the Board's authority and discretion to formally delegate investment authority to certain third parties in compliance with the delegation requirements established under state law.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 25.50</a>	[local government pooled investment fund]
<a href="#">Section 34.05</a>	[designation of public depositories]
<a href="#">Section 34.08</a>	[payment for losses of public depository]
<a href="#">Section 66.0603</a>	[investments, generally; delegation of investment authority]
<a href="#">Section 118.27</a>	[investments of gifts or grants in the role of trustee]
<a href="#">Section 120.12(7)</a>	[school board duty to designate public depositories for district funds]
<a href="#">Section 881.01</a>	[Uniform Prudent Investor Act; applicable to limited funds held in a properly structured trust]

**Adopted:** 12/19/11  
**Amended:** 12/20/21

District funds in excess of those immediately needed shall be properly and prudently invested in accordance with provisions of this policy and as authorized by law. The Director of Business Services has responsibility to administer this policy, in consultation with the Board Treasurer.

The primary objectives of the District's investment activities, in priority order, shall be:

1. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio.
2. Liquidity – The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements that might be reasonably anticipated.
3. Return on Investments – The District's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of its portfolio.

Minimal risk tolerance with long-term expectations for each asset classification shall guide the strategic decisions regarding individual purchases and overall investment portfolio structure.

The use of an open competition system of offerings and quotes shall be employed to obtain the maximum yield on all investments that also satisfy liquidity needs.

The District Administrator or Designee shall monitor the status of the District's investment portfolio on a regular basis and provide a written report to the Board regarding the district's investment activities on a monthly basis.

### Legal References:

#### Wisconsin Statutes

- |                                   |   |
|-----------------------------------|---|
| <a href="#">Section 25.50</a>     | [local government pooled investment fund]                               |
| <a href="#">Section 34.05</a>     | [designation of public depositories]                                    |
| <a href="#">Section 34.08</a>     | [payment for losses of public depository]                               |
| <a href="#">Section 66.0603</a>   | [investments]   |
| <a href="#">Section 120.12(7)</a> | [school board duty to designate public depositories for district funds] |

**Adopted: 12/19/11**

Grants from federal, state, local, and private entities can be a valuable and important source of funding and other resources for various District programs and activities. At the same time, grant opportunities often require the District to commit significant resources to the grant application and grant administration processes, and some grants require the District to commit funds and/or make other specific operational or programmatic commitments related to the acceptance and use of the grant. Accordingly, subject to the exceptions identified below, the following apply to seeking and accepting grants on behalf of the District:

1. Employees shall obtain approval from a supervising administrator prior to applying for new grants on behalf of the District.
  - a. At a minimum, the administration shall review a request to pursue a grant application in light of factors that are substantially similar to the factors that the District would consider when evaluating a gift or donation that might be offered for a similar purpose, such as whether the grant would be substantially likely to impose any undesirable or unacceptable costs (whether direct or indirect) upon the District and whether the terms of the grant would be sufficiently compatible with the District's curricular, technological, instructional, programmatic, and operational practices. The administration shall also consider the resources required to apply for and, if it is accepted, administer the grant.
  - b. The administration will consult with the Director of Finance and Operations prior to the submission of even a non-binding grant application where the administration determines that the amount, structure, conditions, or purpose of the grant warrants advance District evaluation and input (e.g., where the grant would require the District to hire new staff, establish a new District program, require the District to provide matching funds, or require the District to fund a project or program beyond the lifetime of the grant).
2. The administration shall ensure that a grant application, if approved by the grantor, remains subject to final acceptance by the District before the District is committed to receiving, implementing, and administering the grant.

3. The Director of Finance and Operations shall determine whether the receipt or expenditure of grant funds requires approval by the Board as an amendment to a previously-adopted District annual budget. The Director of Finance and Operations shall ensure that the Board approval is secured for any necessary budget amendments.
4. Upon acceptance and receipt, all grant-based funding shall be adequately segregated and accounted for in accordance with the terms of the grant, applicable law, and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

Notwithstanding any requirements that might otherwise apply under this policy, the Board authorizes and expects the administration to take all steps that are required to ensure that the District timely applies for and receives the District's regular, year-to-year sources of state and federal funding (e.g., federal Title I funds), even if such state or federal funds are deemed grants by their enabling legislation or regulations. This includes periodic renewals of existing state and federal grants. Regarding such state and federal funding sources, specific Board action is required only to the extent mandated by the requirements of the particular state or federal program.

In connection with the District's acceptance or administration of any grant that provides aids, benefits, or services to students from a private agency, organization, or person, the District shall not unlawfully discriminate on the basis of age, sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical disability, mental disability, emotional disability, or learning disability, or any other category protected by applicable law.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 118.13</a>	[student nondiscrimination requirements]
<a href="#">Section 118.27</a>	[authority to receive, accept, and use grants]

##### **Wisconsin Administrative Code**

<a href="#">PI 9.03(1)(d)</a>	[student nondiscrimination requirements related to certain gifts, bequests, scholarships and other aids, benefits, or services]
<a href="#">Chapter PI 38</a>	[state grant programs]

**Adopted:** 12/20/21



The District's internal financial controls consist of a combination of policies, procedures, systems, communication/education initiatives, and monitoring activities. Internal controls exist for a variety of reasons, including to demonstrate accountability for the District's receipt, holding, and expenditure of public funds for authorized and appropriate public purposes. More specifically, internal controls help the District demonstrate and provide reasonable assurance of (1) effectiveness and efficiency of operations; (2) reliability of reporting for both internal and external uses; (3) adequate safeguards for protected personally-identifiable and other sensitive or confidential information; and (4) compliance with applicable laws, regulations, and contracts.

In terms of internal controls surrounding expenditures and procurement, the controls shall be a means of assuring that District expenditures are sufficiently necessary, reasonable, authorized, allocable (e.g., to the appropriate accounting funds, budget line items, and/or revenue sources), and documented.

The Director of Finance and Operations has primary and overall administrative responsibility to ensure that reasonable and sufficient internal financial controls are identified, implemented, monitored, and enforced. It is an expectation that the District's internal controls be regularly assessed for their adequacy, effectiveness, and efficiency. When deficiencies or areas for improvement are identified through an internal review, an audit finding, or some other source, appropriate changes should be promptly implemented or promptly recommended to the Board (i.e., when Board approval for a specific change is sought or required).

**Responsibilities and Controls Related to Federal Programs and Awards**

To the extent permitted by law, the Director of Finance and Operations is authorized and directed to act on behalf of the Board in applying for federal funding/awards and in preparing and submitting reports related to such funding/awards. District accounting procedures shall identify all federal funds

received and expended and the specific federal programs under which they were received.

The Director of Finance and Operations' responsibilities related to internal controls include administrative supervision of the District's internal control over compliance requirements for federal awards. The expectation is that District processes related to such federal compliance will be sufficient to provide reasonable assurance that:

1. Transactions related to federal awards are executed in compliance with applicable federal statutes and regulations and any specific terms and conditions of a federal award.
2. Transactions related to federal awards are properly recorded and accounted for, in order to:
  - a. Permit the preparation of reliable financial statements and federal reports;
  - b. Adequately demonstrate the specific source and application of federal funds;
  - c. Maintain accountability over assets; and
  - d. Demonstrate compliance with federal statutes, regulations, and the terms and conditions of each specific federal award.
3. The District maintains effective control over funds, property, and other assets that are subject to federal requirements, including safeguarding such assets from loss and ensuring that the assets are used solely for authorized purposes.
4. The District maintains adequate written procedures governing procurement, payment, and allowability of costs.

Examples of specific federal compliance issues that the Director of Finance and Operations is charged with overseeing include (1) verifying and ensuring that the District appropriately documents that all claimed costs under federal awards are allowable costs; (2) developing and overseeing procedures associated with tracking, allocating, and certifying staff time and compensation to particular federal awards; (3) developing and overseeing procedures associated with documenting the District's maintenance of effort requirements

in connection with specific federal awards; (4) ensuring that the District uses appropriate procurement methods and procedures for federally-supported transactions, including maintaining records sufficient to detail the history of such transactions; (5) maintaining adequate oversight of the performance of District vendors and contractors connected to federal awards; and (6) providing adequate training for employees whose work and work procedures are directly affected by the compliance requirements for federal awards.

## **Legal References:**

### **Wisconsin Statutes**

[Section 115.28\(13\)](#) [uniform financial accounting system for school districts]

[Section 120.13\(6\)](#) [school board power to apply for and receive federal aid]

[Section 120.14](#) [annual school district audit required]

### **State Guidance**

[Department of Public Instruction School District Audit Manual Index](#)

[Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR)

### **Federal Law**

[2 C.F.R. §200.61](#) [definition of “internal controls” under the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)]

[2 C.F.R. §200.62](#) [definition of “internal control over compliance requirements for Federal awards” under the Uniform Guidance]

[2 C.F.R. §200.302](#) [school district financial management requirements established under the federal Uniform Guidance; note various cross-references in this section]

[2 C.F.R. §200.303](#) [school district internal control requirements established under the federal Uniform Guidance]

[2 C.F.R. part 200 subpt. E](#) [cost principles and allowable costs under the federal Uniform Guidance]

[2 C.F.R. part 200 subpt. F](#) [audit requirements under the federal Uniform Guidance]

[34 C.F.R. part 75](#) [U.S. Department of Education regulations for direct grant programs]

[34 C.F.R. part 76](#) [U.S. Department of Education regulations for state-administered programs]

[34 C.F.R. part 77](#) [definitions applicable to federal Education Department General Administrative Regulations (EDGAR)]

**Adopted: 12/20/21**

The School Board shall, by resolution adopted at a Board meeting, designate the financial institutions that shall serve as official public depositories for District funds that are not invested or maintained in other lawful, Board-approved methods.

1. Whenever such a designation is made, the resolution shall specify:
  - a. Whether District moneys deposited at the financial institution may be maintained in demand deposits, savings deposits, time deposits, or any combination thereof; and
  - b. If a surety bond or other security shall be required to be furnished by the public depository to secure the repayment of deposits in any amounts that exceed the amount of deposit insurance or similar coverage provided under federal or state law.
2. The Board may authorize or direct the officers and employees who are charged with the management of District funds to deposit District moneys in a selected public depository that has been given instructions by the District to arrange for the redeposit of the moneys through a deposit placement program that meets the requirements of state law.
3. The Board may otherwise designate an official depository for a limited amount of funds or for a limited or particular purpose.
4. Unless the Board's designation of an official depository includes an express expiration date or is made subject to an express condition that, if satisfied, causes the termination of the designation, a designation shall remain valid until modified or until removed by a future action of the Board.

District officers and employees who are charged with the management of District funds shall ensure that they adhere to the designations and related limitations/directives established by the Board.

The Director of Finance and Operations shall:

1. Ensure that the District periodically reviews the existing designations of official depositories and the District holdings at each depository, consulting with the District's professional financial advisors as needed to establish and apply

appropriate standards and criteria. Any recommendations for changes to existing designations or to existing deposit structures shall be submitted to the Board.

2. Ensure that, for each authorized depository, the District provides and updates as necessary any account-related information, such as the identity of current District officers, signature cards, etc.
3. Follow reasonable and prudent business practices so that deposited funds remain adequately protected under the limits established by applicable state or federal insurance/coverage programs or by any bonding or other security that may apply to particular deposits, unless otherwise approved by the Board.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 34.05</a>	[designation of public depositories]
<a href="#">Section 34.07</a>	[security for deposits held by a public depository]
<a href="#">Section 34.08</a>	[payment for loss of funds held by a public depository]
<a href="#">Section 66.0603</a>	[investments; including time deposits]
<a href="#">Section 66.0607</a>	[withdrawal or disbursement from local treasury]
<a href="#">Section 120.12(7)</a>	[school board duty to designate public depositories for district funds]

**Adopted:** 12/20/21

## **ELECTRONIC TRANSFERS OF FUNDS**

**661.1**

The Director of Finance and Operations is authorized to establish, implement, and manage systems and procedures that permit the electronic transfer of money via methods such as direct deposit, electronic funds transfers, automated clearinghouse methods, and other electronic payment methods.

The use of such methods may be applied (1) to the receipt of funds as a payment, gift, grant, or other source of revenue to the District; (2) to the receipt, holding, disbursement, or other transfer of funds primarily as an intermediary (e.g., for authorized payroll deductions, for the management of student meal accounts, in connection with fundraising activities for money held in an agency capacity, etc.); (3) to the extent permitted by law, for the authorized disbursement of District funds from the District treasury for particular payments; and (4) to implement authorized investment activities involving District funds.

Electronic transfer methods may be linked to or integrated with the District's designated public depositories to the extent appropriate for the particular application.

The systems and procedures related to such monetary payment/transfer methods shall:

1. Provide for reasonable and appropriate controls, including:
  - a. Producing records that are sufficient to enable the appropriate documentation, verification, and auditing of the transactions.
  - b. Having appropriate security features and internal controls to (1) reasonably mitigate the risk of unauthorized access, unauthorized activities, or financial loss; and (2) maintain confidentiality of information at a level that is commensurate with the specific transaction.
2. Be supported by appropriate written agreements with the relevant financial institution(s) or service provider(s), including the filing of appropriate authorization documentation so that the District and the third-party institution or provider share a mutual understanding of the conditions under which transactions may be initiated and completed.

**Legal References:**

**Wisconsin Statutes**

[Section 66.0607\(3m\)](#) [authority to process periodic outgoing payments through the use of money transfer techniques]

**Adopted:**           **12/20/21**

## **RETURNED CHECKS AND OTHER DENIED PAYMENTS**

**661.3**

When the District receives a check, or an equivalent instrument (including certain electronic payments), as a form of payment from another person, a financial institution may deny payment when, for example, the check/payment was written on a closed account, the account has insufficient funds on deposit to cover the withdrawal, a "stop payment" order has been placed on the check, or the account on which the check was written has been frozen. Such checks are sometimes referred to as "returned checks," "bad checks," or "non sufficient funds checks."

The District Business Office will develop, implement, and maintain written procedures that apply when (1) the District receives notice of nonpayment on a check (or equivalent payment instrument) that a payer issued/submitted to the District, or (2) such a check/payment is otherwise returned or rejected by a financial institution without full payment.

The procedures shall address at least (1) the manner in which the District will seek prompt payment in place of a failed payment; and (2) in situations where a payer is responsible for multiple failed payments, the District's authority to place restrictions on the payer's methods for making future payments (e.g., requiring payment by means other than a personal check or equivalent instrument). Such procedures may also provide for the District to charge a reasonable and lawful service fee to the payer for any failed payment.

When any original amount owed, or any fee or service charge imposed pursuant to this policy remains unpaid following a payment issue, the District may apply any established policies or procedures regarding unpaid fees and debt collection and/or exercise other legal rights.

If the Director of Finance and Operations determines that there is reason to suspect that any party may have engaged in intentional fraudulent activity regarding a payment (e.g., falsifying a check on a nonexistent account or forging a check on an account belonging to another person), he or she will refer the matter to law enforcement.



**Legal References:**

**Wisconsin Statutes**

[Section 943.24](#) [issuing worthless check]

[Section 943.245\(1m\)](#) [civil proceedings regarding worthless checks]

**Adopted:** 12/20/21

In order to promote consistent and sound financial management practices, the District is involved in the management and handling of funds that are associated with the operations and activities of District-approved student groups and student activities, including student organizations and student clubs.

Student groups and student activities, as covered by this policy, are those organizations, clubs and other student groups that have been officially recognized by the District and assigned an adult advisor (generally either a staff member or District-authorized adult volunteer) by either the School Board, the District Administrator, or applicable school principal. Such groups shall have a defined student leadership structure and a defined, student-related or education-related purpose or mission. The following organizations and activities are not covered by this policy: (1) any group or organization that is structured as its own formal legal entity, separate from the District; and (2) any District-sponsored activity for which the District independently makes all of the relevant funding and expenditure decisions.

The Director of Finance and Operations shall establish internal processes and procedures to ensure that all student activity funds are classified and managed in accordance with reasonable business practices and in compliance with the rules of the Governmental Accounting Standards Boards (GASB), the Wisconsin Uniform Financial Accounting Requirements (WUFAR), and this policy. For accounting purposes, such funds shall be appropriately classified as either non-custodial funds, custodial funds, or (much less likely) funds maintained in a trust.

- At the discretion of the Director of Finance and Operations, decisions regarding the classification and accounting treatment of particular student activity funds may be made with the input and advice of the District's financial auditor.
- Absent special circumstances, and because the District normally expects to exercise administrative involvement in, for example, the expenditure of student activity funds, it is expected that such funds will normally be properly characterized and accounted for as non-trust, non-custodial funds. In some cases, the District's direct financial involvement in the affairs of a student activity may constitute a separate basis for classifying

and managing the funds as non-trust, non-custodial funds.

The Director of Finance and Operations shall ensure that the District's Business Office staff regularly monitors and periodically conducts internal auditing activities related to the District's student activity funds. The Director of Finance and Operations is responsible for ensuring that the designated advisors of student groups are informed of the District's student activity funds management policy and any related administrative procedures. In addition, the annual audit of the District's financial accounts shall be inclusive of student activity funds to the extent determined appropriate by the District's contracted auditor.

Any fee, charge for participation, or fundraising activity that is intended to create revenue for a student group or that is intended to cover the costs that a student group incurs in connection with its activities must be approved in advance and must comply with applicable policies. As applicable to the particular fee, charge, or fundraising activity, approval shall be obtained from the administrator who has oversight of the program.

Outside of a specific fundraising effort, any gift or donation that is offered to the District for the specific benefit of one or more student groups shall be processed according to the District's policies regarding gifts. If the gift is accepted, the gift or donation shall be allocated to the applicable student group(s) as specified in the approved conditions of the gift.

The District may, at its discretion, periodically budget or otherwise earmark District funds (e.g., from general revenue sources such as property taxes or state aid) to support the activities of student groups that are governed by this policy. Notwithstanding any other provisions of this policy, any such discretionary District funds that may be unspent remain District funds and are not otherwise considered student activity funds under this policy. For example, any such unspent District budget funds do not carry over within any student group's designated activity account from year to year.

No student group, organization, or club that is subject to this policy may (1) accept loans from any non-District third party, (2) permit any third party (including a student member or the group's advisor) to manage the group's funds outside of District-authorized processes and procedures; or (3) operate at a negative cash balance. However, at its discretion, the Director of Finance and Operations may approve providing an advance of District funds to a student

activity that exceeds the group's available cash balance in anticipation of incoming receipts which will be used to reimburse the advanced funds.

### **Non-Trust and Non-Custodial Student Activity Funds**

The following requirements apply to student activity funds that are classified as non-trust, non-custodial funds and that may be received, held, and disbursed by the District under this policy:

1. The District's Business Office shall use activity-specific subaccounts, or any substantially equivalent accounting mechanism(s) that would be consistent with WUFAR and GASB standards, that enable the District to appropriately associate specific funds with each relevant organization, club, or other student group.
2. The Director of Finance and Operations shall ensure that the District establishes and implements reasonable cash handling procedures for student activity funds.
  - a. The procedures shall promote the physical security of cash and any cash-equivalent receipts and the reasonably prompt depositing of such funds in a District-controlled depository account.
  - b. For any student activity for which the participating students may be temporarily handling any funds of the student group or organization (e.g., in connection with fundraising activities), the assigned activity advisor or a designee shall periodically review sound cash handling practices with the participating students.
3. Student activity funds received and held by the District shall be deposited in an account at a District-approved financial institution that serves as a public depository. Student activity funds shall normally be maintained in a demand deposit account. However, to the extent any such funds that are not needed for immediate use are invested in an interest-bearing account or instrument (e.g., a time deposit), the interest earned on such funds shall be proportionally allocated to the appropriate student activity account(s).
4. Student activity funds shall be expended to finance the legitimate activities of the student group, organization, or club (which may include charitable activities or community events) or for a purpose beneficial to the school community, with the primary direction for such expenditures normally being

initiated by the participating students or their designated student representative(s). Student activity funds shall not be used to cash personal checks, to make loans or extend credit to individuals, or to pay compensation directly to District employees.

5. All proposed expenditures of District-held student activity funds that may be requested by the student members or designated representatives of a student group, organization, or club shall be reviewed and approved in advance by insert approval expectation – e.g., “at least two District staff members, which shall normally be the group’s assigned advisor and the applicable school principal. However, in all cases at least one of the approvals shall be by an administrative-level employee. Such approvals shall be based on a determination that the purpose of the expenditure appears to be appropriate and that the amount, or any estimated amount, of the expenditure appears to be reasonable. Any disagreement over the approval of a proposed expenditure may be appealed to the Director of Finance and Operations.
6. All disbursements of approved expenditures from a District-held student activity account shall adhere to District-established disbursement procedures.
7. At the end of each school year, student activity account balances will be carried over to the next school year, except with respect to any account that is being closed.
8. If a student organization, club, or other student group is intentionally disbanding or otherwise ceasing its activities, the student members or (if applicable) the designated student representatives of the group may propose a final disbursement of any remaining funds in the applicable student activity account, not including any funds that are subject to a superseding obligation (e.g., an unpaid bill or an obligation under a grant or donation). The student-initiated proposal shall be reviewed under this policy as a proposed expenditure of the remaining funds, in light of the imminent winding down of the organization, club, or other group.
9. If an existing student activity account has not been purposefully closed at the direction of the applicable student group, but has had no transactional activity for at least 12 consecutive months, the District’s Business Office shall

review the current status of the applicable student group and determine whether the account should be deemed inactive and closed. Such an account should be closed if, for example, it is determined that the student group no longer exists or that the group has ceased all activities on an indefinite basis.

10. At the time a student activity account is being closed, if there are any remaining funds in the account that are not subject to any other superseding obligation, then the following shall apply:

- a. As a first priority, such remaining funds shall be disbursed or allocated according to any lawful formal direction that is known to the District and that was established by the student organization, club, or other student group prior to disbanding, graduating (in the case of a class fund), or otherwise ceasing operations. For example, the group may have directed (e.g., via an organizing bylaw or other formal decision) that any such remaining funds should be donated to a charitable organization, allocated to the activity account of a successor or closely-related student group, or transferred to the District's unassigned General Fund.
- b. If not disbursed or re-allocated according to the previous paragraph, any such remaining funds shall be handled as follows:
  - If the funds were the funds of a high school graduating class that has graduated high school, then the funds will be divided by four (4) and allocated to the activity accounts of each of the current four high school graduating classes at the same high school.
  - If the funds are related to a student group other than a graduation class, the funds shall be allocated in equal parts to the student activity accounts of the then-active student groups at the same school, other than the accounts of any graduation classes. However, if the total remaining balance is less than \$100, the remaining funds shall revert to the District's unassigned General Fund.

11. The District will not maintain and manage a balance in the student activity account of a graduating class for more than one fiscal year beyond the year in which such class graduates high school. After one year, the account will be closed as further provided in this policy.

### **Custodial Funds (Non-Trust)**

In the event the District receives and manages any student activity funds that are determined to be custodial funds, such funds shall be appropriately segregated and restricted for their intended purpose. For example, funds and other assets that are fiduciarily derived and that are held by the District for the benefit of specific individuals or for the benefit of a legally-separate (non-District) entity, but that are not administered through a trust or held in a designated trust account, must, under certain conditions, be managed and reported as custodial funds.

Student activity funds held by the District as custodial funds shall be deposited in an account at a District-approved financial institution that serves as a public depository. To the extent any such funds are invested in an interest-bearing account or instrument (e.g., a time deposit), the interest earned on such funds shall be added to the applicable balance.

No disbursement of student activity funds held as custodial funds shall be further processed under the District's disbursement procedures unless the proposed transaction has been authorized in writing by either the Director of Finance and Operations or the administrator who has oversight of the program. The authorizing administrator is validating that the proposed transaction is consistent with the District's fiduciary role in the management of the custodial funds.

If the District determines at any point that it is holding custodial funds for which it has become impossible for the District to reasonably disburse the funds for the benefit of the intended beneficiaries, then, in consultation with District legal counsel as needed, the Director of Finance and Operations shall determine a lawful and appropriate alternate disposition of the funds.

### **Misappropriation or Misuse of Student Activity Funds**

If any person has knowledge of or reason to suspect that there may have been a misappropriation of student activity funds or any other impropriety in the management or use of such funds, including any form of theft or fraud, the person should report the concerns and any supporting information to the District as further outlined in the District's separate fraud prevention and reporting policy. District employees are expected to promptly report all such situations. It is generally appropriate for any such report to be made directly to the Director of

Finance and Operations. If an investigation substantiates the occurrence of any misappropriation of funds or any other financial irregularity, the District will exercise its discretion to pursue such disciplinary consequences and other legal consequences or remedies as the District deems appropriate.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 66.0607</a>	[withdrawals or disbursements from local treasury]
<a href="#">Section 120.14(1)</a>	[audit of school district funds]
<a href="#">Section 120.16(2)</a>	[board treasurer duties; including authority to receive money raised in extracurricular activities]

**State Guidance**

[Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR)

**Adopted:** 12/19/11

**Amended:** 12/20/21



## Current

### STUDENT ACTIVITY FUNDS MANAGEMENT

662.1

All monies used and raised to support the activities of student organizations and clubs shall be under the fiduciary control of the School Board and shall be managed in accordance with sound business practices and generally accepted accounting principles similar to other District funds. Student organizations and clubs, as covered by this policy, are those organizations, clubs and other groups that have an adult advisor appointed by the building principal, student officers, and a specific student-related purpose or mission.

Student activity funds shall be maintained in a District-approved financial institution account and be accounted for in the Agency Fund (Fund 60). Activity funds may be invested, with interest accrued credited to the appropriate account. The building principal shall be responsible for supervising the proper management of student activity funds in his/her building in accordance with established procedures.

All student activity fund expenditures requested by a student organization or club shall be approved by the group's advisor and the building principal. Student activity funds shall be used only to finance the normal legitimate activities of the student organization or club or for a purpose beneficial to the school community as selected by the group or its officers.

No student organization or club activity account shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the Superintendent and Business Manager based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.

If a student organization or club activity account has had no activity for twelve (12) consecutive months it may be considered inactive and will be closed by the Business Manager. Funds from inactive student activity accounts shall be transferred to the General Fund for operating expenses.

At the end of the school year, all student activity account balances will be carried over to the next school year, with the exception of the senior class account. The senior class, after paying all its expenses, should designate before the end of the school year how any remaining balance will be allocated. Any funds that remain in the senior class activity account at the end of the school year shall be transferred to the General Fund unless special provisions are made otherwise.

The *Business Manager* shall be responsible for the internal auditing of student activity funds at regular intervals throughout the school year and for establishing appropriate

student activity fund management accounting and reporting procedures. In addition, an audit of all student activity funds shall be done at the same time as the annual audit of District funds.

LEGAL REF.: Sections 120.14(1)

Wisconsin Statutes 120.16(2)

Wisconsin Uniform Financial Accounting Regulations (WUFAR)

CROSS REF: 352.2, Overnight Trips  
370, Co-Curricular and Interscholastic Activity Programs 371,  
Student Organizations  
374, Fundraising Activities Involving Students 378-  
Rule, Student Performance Procedures 652,  
Revenues from Investments  
663, Bonded Employees and Officers  
664, Cash in School Buildings  
665, Fraud Prevention and Reporting  
672, Purchasing  
680, Fiscal Accounting and Reporting

**Adopted: 12/19/11**

**COMMUNITY PROGRAMS AND SERVICES  
(FUND 80)**

**662.2**

Under state law, the District may establish and maintain community education, training, recreational, cultural, or athletic programs and services, outside the regular curricular and extracurricular programs for District students. Such programs and services may be funded through District-collected fees, the Fund 80 tax levy, grants/donations, or other lawful sources. Costs associated with such programs and services shall not be included in the District's statutory shared costs, and the District may not expend revenues that are restricted to funding qualifying community programs and services on any ineligible costs.

In connection with developing and approving the annual District budget and tax levy, or at such other times as may be permitted under and consistent with state law, the Board shall make the following decisions:

- The decision to establish a new community program or service or to materially expand the scope of an existing program or service.
- The decision to discontinue or materially reduce the scope of any existing community program or service, except as otherwise expressly delegated to the administration.
- The determination of the method(s) that will be used to fund the costs that are associated with Board-authorized community programs and services.

In the absence of any more specific decision by the Board, inclusion of relevant funding within the school district's annual budget is sufficient approval for the continuation of an existing community program or service. When necessary as determined under state law, a financial decision affecting a community program or service may need to be processed as a budget amendment that requires a two-thirds vote of the entire membership of the Board.

The Director of Finance and Operations shall have primary administrative responsibility for ensuring that the District implements procedures to sufficiently document and properly allocate the costs that are associated with the District's community programs and services, in compliance with applicable law.

The Director of Finance and Operations shall ensure that the District periodically conducts an internal review of (1) the District's designation of community

programs and services, as defined by applicable state law; and (2) the appropriate determination and allocation of relevant revenues and costs. The Director of Finance and Operations shall identify and, as necessary using reasonable business judgment, bring to the attention of the Board any compliance-related errors, discrepancies, concerns, or recommendations.

**Legal References:**

**Wisconsin Statutes**

[Section 65.90](#)

[annual school district budget; budget amendments]

[Section 120.13\(19\)](#)

[authority to establish community programs and services; allocation of costs]

[Section 121.07\(6\)](#)

["shared cost" as defined in connection with state aid computations]

[Section 121.91\(4\)\(i\)](#)

[revenue limit exclusion for the amount of the property tax levy for community programs and services]

[Section 121.91\(4\)\(r\)](#)

[revenue limit reduction for ineligible expenditures for community programs and services in the previous school year]

**Wisconsin Administrative Code**

[Chapter PI 80](#)

[ineligible costs for community programs and services]

**Adopted:** 12/20/21

The District wishes to maintain the fiscal integrity of the food service program and to incentivize appropriate household responsibility for the payment of costs that a student incurs in the use of the program, while also pursuing the critically important goals of providing students with adequate nutrition and minimizing the extent to which any student is stigmatized because he/she has insufficient funds to pay for a meal or because the student's household owes a debt within the food service program.

In accordance with requirements established by federal and state oversight agencies, the administration shall adopt, maintain, implement, and clearly communicate a written administrative rule on the subject of meal charges and the collection of funds within the District's food service program. With respect to meal charges, the rule must particularly identify how children who pay the full-price (paid rate) or reduced price for a federally-reimbursable meal are affected by not having enough money (either in hand or in their student food service account) to cover the cost of a meal at the time of the meal service. The administrative rule and any future revisions to the rule are subject to the final approval of the District Administrator, who, at his/her discretion, may elect to seek Board approval of the rule.

The administrative rule shall be consistent with this policy, including the following parameters:

1. The rule may differentiate meal charge and collection procedures by school level or by particular grade spans.
2. The rule may permit students to charge (i.e., incur a negative balance as a debt) a limited amount of meals or other food service items that are offered for sale. The rule may also set other relevant restrictions and conditions on any such negative balances.
3. The rule may provide for one or more alternate meal options that may be made available to some or all students (with or without a charge to the student's account), and the rule may also set other relevant restrictions and conditions on the provision and receipt of alternate meals.
4. The rule shall provide that balances owed within a student's or household's food service account at the end of a school year are

generally carried over from one school year to the next, for at least as long as active collection efforts are being made.

5. The rule shall pursue the following fiscal targets, with the intent that modifications to the rule shall be identified and considered if any of the targets are not met:
  - a. At any one time within the food service program's student accounts, less than \$5,000 will be owed in aggregate delinquent debt that is more than 90 days past due.
  - b. The total amount of bad debt that needs to be written off as an operating loss within the Nonprofit School Food Service Account shall not exceed \$5,000 within any fiscal year.
6. The District may need to inform a student of his/her current account balance and any restrictions that apply to his/her food selections and charges. However, the District's preferred means of addressing any issues with a student's food service account, meal payments, and access to sufficient food while at school shall be direct and timely communication with a parent or guardian (via automated messages, personal contact, or other methods).
7. When a student's meal account has an unused, positive balance at the end of a school year, and the student has not received free or reduced-price meals during the year, the Board authorizes food service program personnel to offer such families the option of voluntarily donating the unused balance to the District to be used to repay negative balances owed by other students and families within a student food service account.

In addition to the rule accompanying this policy addressing student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meals or other items through the food service program may be authorized to charge items resulting in a negative balance in an amount up to \$20, with payment due immediately upon notice of the balance.

**Reclassification of delinquent debt as bad debt within the Nonprofit School Food Service Account (NSFSA).** In consultation with the District's financial auditors as

needed, the Director of Finance and Operations shall develop procedures and criteria for the reclassification of long-term delinquent debt within student food service accounts as uncollectible bad debt. Such procedures and criteria shall be consistent with the following general parameters:

1. Unless an active payment plan is in place or other attempts at collection are actively being pursued, delinquent debt in a student food service account that has not been repaid within 90 days shall normally be reclassified as bad debt for purposes of the District's NSFSA.
2. The reclassification of a delinquent debt to a bad debt as an accounting of allowed costs within the District's NSFSA does not prevent the District from (a) continuing to track the unpaid debt, (b) accepting payment for the debt, (c) refusing to extend further credit or offer other payment plans to the debtor household, or (d) applying other District policies and rules related to unpaid charges and fees.

**Donations to pay debts in student food service accounts.** When donations of money are accepted and used for the specific purpose of covering unpaid balances (in full or in part) in student food service accounts, the District shall consider the debt repaid and discharged to the extent covered by the donation(s). Except as provided in any terms or contingencies that are attached to a specific gift and that have been accepted by the District, or except as otherwise approved by the Board, food service program personnel shall normally aggregate (e.g., annually or more often) any donations that have been received for the purpose of covering unpaid balances and then apply the total amount on a pro-rata basis (either equal dollars per student or an equal percentage of the amount owed) across the negative-balance account(s) of households that the District has identified as being in financial need of such assistance. Where the amount of such donations makes this preferred approach impractical, the Director of Finance and Operations may approve an alternative approach that still prioritizes applying the available funds to the food service accounts of one or more households in financial need.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 115.34</a>	[school lunch program, generally]
<a href="#">Section 115.341</a>	[school breakfast program, generally]
<a href="#">Section 115.343</a>	[Wisconsin school day milk program, generally]

[Section 115.347](#)

[direct certification of eligibility for school nutrition programs]

**Federal Law**

[42 U.S.C. §1758\(b\)\(2\)\(A\)](#)

[school district duty to publicly announce the income eligibility guidelines for free and reduced price meals]

[42 U.S.C. §1758\(b\)\(6\)](#)

[confidentiality of federal meal program application information and eligibility status; disclosure limitations]

[7 C.F.R. §210.12](#)

[district duty to involve families in the school meal programs and to inform families about the availability of federal food programs]

[7 C.F.R. §245.5](#)

[district duty to inform school families and the community about the availability of reimbursable school meals (whether free, reduced-price, or paid), the eligibility criteria for free or reduced-price meals, and the process for applying for free or reduced-price meals]

[7 C.F.R. §245.6](#)

[application, eligibility, and certification of children for free and reduced-price meals and free milk; restrictions on the disclosure and use of information obtained from an application]

[2 C.F.R. §200, Subpart E](#)

[standards for allowable costs as set forth in federal cost principles]

[2 C.F.R. §200.426](#)

[treatment of bad debt under federal funding requirements]

***USDA Nondiscrimination Statement:***

**This institution is an equal opportunity provider.**

**Esta institución es un proveedor que ofrece igualdad de oportunidades.**

**Adopted: 12/20/21**



The various records authorities of the School District of Altoona shall maintain and provide access to public records in accordance with applicable laws and the policies and procedures of the District. In addition, all officials, employees, and authorized agents of the District shall, to the extent appropriate to the particular record, safeguard the confidentiality of personally-identifiable information in their possession and in the records created or maintained by any school District authority. The District's public records notice shall be posted in the District Office and made available there for inspection and copying.

#### Legal Custodian of the Records of School District Authorities

The Executive Assistant to the Superintendent shall serve as the legal custodian of records for the following District records authorities:

1. The District, including the School Board as the governing body;
2. All committees which are subunits of the Board;
3. Other District records authorities created by law or by rule or order;
4. The officers of the Board (President, Vice President, Clerk, Treasurer, and the individual members of the Board), but only to the extent such records are maintained at any District-owned or District-controlled facility, or on any District-controlled computer system. Each individual officer and member of the Board is the sole legal custodian of the records of his/her office to the extent such records are maintained at any facility, or on any computer system, that is not owned or controlled by the District.

The Superintendent shall serve as a deputy custodian of records in the event that the Executive Assistant to the Superintendent is absent or otherwise temporarily unavailable to perform the duties of the legal custodian of records. In addition, each principal employed by the District shall serve as a deputy custodian concerning the education records of the students presently attending school in their building(s) or programs, as well as those student records which are otherwise maintained at their respective building(s).

The legal custodian of records is vested with full legal power to render decisions and carry out the duties of each school District records authority designated

above, as such duties are identified under the Wisconsin Public Records Law. For example, the legal custodian shall:

1. Receive, evaluate, and respond to requests to inspect or copy records;
2. Compel the prompt assistance of other District employees in responding to requests for access to public records, to the extent the custodian deems necessary;
3. Take an active role, either personally or via a designee or via written procedures, in supervising the proper maintenance and retention of records by District employees; and

The Superintendent, or his/her designee, working in conjunction with the individual school official who has been assigned specific responsibility for ensuring the confidentiality of all personally-identifiable data, information, and records collected or maintained by the District under the Individuals with Disabilities Education Act (IDEA), shall (1) develop rules of conduct for District employees who are involved in collecting, maintaining, using, providing access to, sharing or archiving personally-identifiable information; and (2) ensure that all such employees know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.

Neither the designation of a legal custodian of records nor any other provision of this policy shall be interpreted to affect the powers and duties of any District records authority under the Public Records Law.

#### Authorized Fees under the Public Records Law

Fees may be charged for costs associated with locating and/or copying requested records and for related postage/shipping costs in accordance with the fee schedule adopted by the Board. The fee schedule shall be included in the public records notice posted in District buildings and on the District's website.

The legal custodian of records may provide copies of a record without charge or at a reduced charge where the custodian determines that a waiver or reduction of the fee is in the public interest. These situations include, but are not necessarily limited to, situations where the records custodian determines that the costs the District would be likely to incur in processing a payment would be likely to exceed the amount of the payment itself; or where the requester is an

elected official, the records in question are reasonably necessary for the proper performance of official duties, and the location costs associated with the request are negligible. The legal custodian shall apply any such waiver or reduction of fees with reasonable uniformity and without discrimination as to any status protected by law (e.g., race, sex, disability, etc.).

In a situation where any fees differing from the fees approved by the Board are established by law, or are authorized to be established by law, those other fees may be charged.

#### Assistance from Legal Counsel

When the legal custodian of records, or a deputy custodian in the absence of the legal custodian, determines that it is necessary or prudent to do so, he/she is authorized to seek specific legal advice from and engage the assistance of District legal counsel.

#### Local Public Offices

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions:

1. Seats held by individual Board members
2. Officers of the School Board
3. Superintendent
4. The Director of Finance and Operations
5. The Director of Student Services
6. The Director of Future Ready Learning
7. Elementary School Principal
8. Middle School Principal
9. High School Principal

#### **Legal References:**

#### **Wisconsin Statutes**

[Sections 19.21 – 19.39](#) [Public Records Law and related statutes]  
[Section 120.13\(28\)](#) [board authority to designate legal custodians]

**Federal Laws**

[34 C.F.R. §300.623](#) [confidentiality safeguards regarding IDEA-related records]

**Adopted:** 12/20/82  
**Amended:** 01/13/92  
12/20/21

## Current

KBG

### PUBLIC RECORDS AND PROPERTY

The legal custodian for the School District of Altoona is the District Administrator, the Board of Education Clerk, and/or Deputy Clerk. School district records are maintained in the District Office. Access to the school district's public records may be obtained during regular district office hours: 8:00 a.m. to 3:00 p.m., Monday through Friday.

Cross Ref: GBL

Wisc. Statutes: 19.31  
19.33(1)

Initial Adoption: 12/06/82  
Final Adoption: 12/20/82  
Amended: 01/13/92

The District has a responsibility to retain records in compliance with relevant state and federal laws. The District uses the [Wisconsin Records Retention Schedule for School Districts](#), as published by the Department of Public Instruction. Accordingly, District records covered by that Schedule should be retained for at least the period of time outlined therein, subject to any local modifications to the Schedule that have been adopted by the District and approved at the state level.

Student records are maintained as required by applicable state and federal laws and as further detailed in the Schedule and in the District's student records policies and procedures.

In the event a certain record has no other applicable retention period established by, or pursuant to, the Schedule or other applicable law, the District will retain the record for not less than 7 years and follow any applicable notice procedures prior to destruction.

The following are important exceptions to the District's standard records retention and destruction schedules, policies, and practices:

- Litigation Holds: When appropriate (e.g., due to imminent litigation, the receipt of a subpoena, the receipt of a formal notice of claim, pending litigation and related appeals, notice of an investigation by or formal proceedings in a state or federal agency, etc.), the District will initiate a litigation-related hold for the purpose of identifying, retaining, and preserving potentially relevant records (including electronically stored information) and other evidence. The District shall maintain records that become subject to a litigation hold for the longer of (1) the normal retention period for the record; or (2) the date on which the litigation hold is released.
- Pending Requests for Access to Public Records: Upon the receipt of a request for access to public records, the District's legal custodian of records shall take steps intended to prevent the destruction of potentially responsive records (including responsive records that the custodian may determine should not be released). The District shall maintain such potentially responsive records for the longer of (1) the normal retention period for the record; or (2) at least 60

days (excluding weekends and legal holidays) after an unchallenged denial of a request or after any request-related litigation is complete.

- School District Audits: Records necessary for any audit conducted at the direction of the Board or with notice from a state or federal authority shall be maintained until the later of (1) the completion of the audit; or (2) the end of the normal retention period.

The Superintendent, acting in cooperation with and pursuant to the direction of District legal counsel where applicable, shall have primary responsibility for initiating and ending a litigation hold, the preservation of records due to a pending public records matter, or the special preservation of District records under similar circumstances. Under any of these circumstances, the Superintendent or his/her designee shall initiate prompt communication to relevant District staff and any relevant third parties (e.g., contractors holding certain records) regarding the scope of the matter and the procedures that are to be followed.

The Superintendent is responsible for overseeing the creation and implementation of rules and operating procedures that further govern records management in the District, including the safekeeping of District records, the protection of personal privacy of record subjects, and maintaining the District's capacity to appropriately respond to requests for access to records. Records management protocols shall include means for informing employees who are involved in collecting, maintaining, using, providing access to, sharing, or archiving personally-identifiable information of their duties and responsibilities relating to protecting the personal privacy of record subjects.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 19.21</a>	[custody and delivery of official property and records]
<a href="#">Section 19.21(6)</a>	[school district records retention; destruction of obsolete records]
<a href="#">Section 19.35(5)</a>	[holding records related to a pending public records request]
<a href="#">Section 19.345</a>	[time computations under the public records law]
<a href="#">Section 19.65</a>	[rules of conduct and employee training]
<a href="#">Section 118.125</a>	[student records]
<a href="#">Chapters 801 thru 809</a>	[Wisconsin civil procedure]

##### **Wisconsin Administrative Code**

<a href="#">Adm 12</a>	[electronic records management; standards and requirements]
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**Federal Laws and Rules**

[Family Educational Rights and Privacy Act](#) [federal student records law]

[F.R.C.P.](#) [Federal Rules of Civil Procedure]

**Adopted:**           **12/20/21**



Except where otherwise required by law or where otherwise expressly directed or authorized by the School Board (e.g., in this or any other Board policy), the Board authorizes the administration to issue legal notices under Chapter 985 of the state statutes by posting rather than by newspaper publication. When posting a legal notice, the District will (1) physically post a copy of the notice at the Altoona Post Office, Altoona City Hall, Altoona District Office, and (2) place the notice electronically on an Internet site that is maintained by the District.

The following are clarifications of and, in some cases, express exceptions to the previous paragraph of this policy:

1. Pursuant to requirements established by state law, certain legal notices that are required to be published in connection with school board elections must be published in a newspaper. Accordingly, posting (as provided in the first paragraph of this policy) shall not be substituted for newspaper publication of such election notices.
2. Because there is no newspaper with its place of publication in the District, the District is not required to publish the proceedings of Board meetings as a legal notice under Chapter 985, and the first paragraph of this policy does not apply to the posting or publication of the proceedings. Instead, the proceedings of Board meetings shall be posted by electronically placing a record of the proceedings on an Internet site maintained by the District.
3. Legal notice of the annual meetings and any special meetings of the School District's electors may be provided by posting (as provided in the first paragraph of this policy) rather than by newspaper publication except that if the electors at any such meeting adopt a resolution that expresses a preference for newspaper publication of the legal notices of such meetings, then such notices shall thereafter be published in a newspaper unless such resolution is later rescinded or superseded.

For any legal notice that is issued via publication in a newspaper for purposes of compliance with Chapter 985, the District will utilize *Eau Claire Leader Telegram*.

Regardless of the method that is used to issue a specific legal notice for purposes of compliance with Chapter 985, nothing in this policy shall be construed to prohibit the giving of supplemental notice via other methods.

## **Legal References:**

### **Wisconsin Statutes**

[Subch. V of Ch. 19](#)

[Wisconsin open meetings law]

[Section 120.08](#)

[notices of annual meetings and special meetings of the school district electors]

[Section 120.11\(4\)](#)

[proceedings of school board meetings]

[Chapter 985](#)

[legal notices, generally]

[Section 985.02](#)

[methods of issuing legal notices]

[Section 985.05](#)

[official municipal newspapers; school board authority to direct posting in lieu of newspaper publication]

**Adopted: 12/20/21**

The School Board is dedicated to providing a healthy, comfortable and productive environment for students, staff, spectators and visitors. It is the intention of the District to maintain tobacco-free schools.

- The Board believes that education has a central role in establishing patterns of behavior related to good health and supports classroom-based instruction on tobacco use prevention, including training for teachers whose instructional duties include tobacco use prevention content.
- Students are prohibited from possessing or using tobacco and nicotine products (including electronic cigarettes, nicotine vaporizers/pipes, etc.) at all times in all school buildings, on all school premises, while attending or participating in a District-sponsored function, and at any other time that a student is under the supervision of school district authority.
- All persons other than students are prohibited from using tobacco, electronic cigarettes or other nicotine products not used as part of a smoking cessation program (as defined in state law) at all times in all school buildings, on all school premises, and while attending any District-sponsored function not on District property where the District controls attendance/access to the event or activity. In addition:
  - District employees are further prohibited from using such prohibited products in connection with a District-sponsored function when students are present and the employee is acting in the scope of their employment.
  - Authorized agents of the District (e.g., authorized volunteers or chaperones) are further prohibited from using such prohibited products in connection with a District-sponsored activity when students are present and the person is performing their role as an authorized agent of the District.
- Tobacco and nicotine product advertising and promotional products are prohibited on school premises, in school publications, and at all school-sponsored functions. In addition, no student shall be permitted to wear any clothing that depicts, promotes or advertises tobacco or nicotine

products (including electronic cigarettes or vaping products) while on school premises and at school-sponsored functions.

School employees, students and members of the public shall be notified of this policy through such means as student and staff handbooks, school newsletters and posted notices at all school entrances and other prominent locations on school premises.

Violation of the tobacco or nicotine product prohibitions outlined in this policy by students and staff will result in school disciplinary actions. In addition, information about tobacco cessation and related services will be provided to students and staff who violate the policy.

Members of the public who violate the tobacco or nicotine product use prohibitions outlined in this policy will be asked to discontinue such use or leave the premises. Law enforcement officials may be contacted as necessary and appropriate.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 101.123</a>	[smoking prohibited in enclosed places]
<a href="#">Section 120.12(20)</a>	[school board duty to prohibit tobacco use on school premises]
<a href="#">Section 134.66(1)(f)</a>	[definition of nicotine product]
<a href="#">Section 139.75(12)</a>	[definition of tobacco products]

**Federal Laws**

[20 U.S.C. §§7971-7974](#) [smoking prohibited in indoor facilities providing education services to children; see also [20 U.S.C. §§6081-6084](#)]

**Adopted:**                **12/20/21**

The possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under [section 948.61](#) of the state statutes) is prohibited at all times in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, and at activities under a school's control and supervision, except (1) in any situation where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such locations; and (2) the Board does not intend for this policy to restrict the authority of a qualified current law enforcement officer or a qualified former law enforcement officer to possess (and, where necessary in a safety emergency, use) any agency-issued weapon when acting in his/her official capacity or his/her licensed firearm to the same extent otherwise permitted by applicable state and federal law and agency policy.

When implementing this policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose.

Law enforcement officials shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. In addition to reporting actual weapons situations to law enforcement officers as required by this policy, school employees and other mandated reporters of threats of school violence are also required to report any serious and imminent threat of violence in or targeted at a school that they become aware of to a law enforcement agency in accordance with state law requirements and Board policy.

A student who possesses a firearm or destructive device in violation of this policy shall be suspended from school, referred for an expulsion hearing and expelled from school for not less than one year. The School Board may modify this expulsion requirement on a case-by-case basis. Students otherwise possessing a weapon in violation of any District policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A law enforcement or juvenile justice referral shall also be made for all students violating this policy.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment, and shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

On a case-by-case, the District may give advance approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under state law.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 48.981(2)(a)</a>	[list of persons specified as mandatory reporters of child abuse and neglect and threats of school violence]
<a href="#">Section 118.07</a>	[school safety plans]
<a href="#">Section 118.31</a>	[use of reasonable force to obtain weapon]
<a href="#">Section 120.13(1)(bm)</a>	[state law suspension mandate for possession of a firearm]
<a href="#">Section 120.13(1)(c)2m</a>	[state law expulsion mandate for possession of a firearm]
<a href="#">Section 120.13(1)(g)</a>	[board authority to modify expulsion mandate on case-by-case basis]
<a href="#">Section 175.32</a>	[mandatory reporting of threats of school violence]
<a href="#">Section 175.60</a>	[license to carry a concealed weapon]
<a href="#">Section 941.23</a>	[carrying a concealed weapon]
<a href="#">Section 943.13</a>	[criminal trespass law, includes provisions related to carrying firearms]
<a href="#">Section 948.60</a>	[possession of dangerous weapon under 18 years of age]
<a href="#">Section 948.605</a>	[gun-free schools zones]
<a href="#">Section 948.61</a>	[dangerous weapons other than firearms on school premises]

##### **Federal Laws**

[Gun-Free Schools Act](#) [student possession of firearms prohibited; student referral to

law enforcement/juvenile justice system required in policy]  
[18 U.S.C Sec. 921\(a\)](#) [federal definition of "firearm" (including destructive devices) that is used within the Gun-Free Schools Act and within section 120.13(1)(c)(2m)]  
[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes authority to order change of placement for weapons possession]

**Adopted: 12/20/21**

The School Board appreciates the generosity of individuals and organizations within the community that wish to donate money or other gifts to enhance the work of the public schools or to provide sponsorships in support of District programs, facilities and services. At the same time, the Board recognizes its responsibility to maintain control over the District's educational program and student activities and ensure equity in educational opportunity.

In order to maintain control over the District's educational program and student activities and to best pursue the District's mission, goals and priorities, there needs to be close communication between the potential donor/sponsor and school officials prior to the solicitation of any funds in pursuit of a school gift(s) or sponsorship and prior to the acceptance of any gift or sponsorship by the District.

No employee or agent of the District shall accept any gift or sponsorship that requires the financial commitment of District funds, that provides for the establishment of a new District program, or that involves facility naming rights without first obtaining the prior specific approval of the Director of Finance and Operations. The Director of Finance and Operations is authorized to accept all other monetary or other gifts to the schools, and to approve all other sponsorships, provided they are for a purpose consistent with the mission and goals of the District and are in line with this policy and the guidelines established to implement the policy.

For purposes of this policy, a "sponsorship" is defined as a person, organization, business or other entity providing money, goods and/or services to support the District, a public school in the District, or a school activity or program in return for the sponsor receiving an agreed-upon public acknowledgement by the District or by a school or program indicating that the money, services and/or goods were donated by the sponsor or that the program/activity was sponsored by or sponsored in part by the sponsor.

The District shall not unlawfully discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex,



sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

The Board shall only consider a donor's or sponsor's request for facility naming rights (including the naming of specific areas within a larger facility) if, at a minimum:

1. The gift or sponsorship offer is in line with the provisions of this policy and its implementing guidelines;
2. The donor/sponsor contributes to the original cost of the construction of the facility or the cost of facility improvements, as negotiated with the Director of Finance and Operations; and
3. The donor/sponsor enters into a written agreement with the Board specifying the financial terms and schedule for payment to the District, the length of time the facility naming rights are granted, and any other information or terms as the Board deems relevant and appropriate.

No District employee shall, acting on behalf of the District or for the benefit of any District school or District program, solicit specific donations or sponsorships from any individual or entity or from a website or other social media outlet without first obtaining the written approval of the Director of Finance and Operations.

The District reserves the right to accept or reject any gift or sponsorship offer made to the District from any individual, organization, business or other entity. Except for any conditions or restrictions expressly accepted by the District in connection with approving and receiving a gift or sponsorship, the District's acceptance of a gift or sponsorship shall not entitle the donor or sponsor to any special privileges or considerations from the District.

Upon acceptance, all non-monetary gifts and sponsor-supplied items (furniture, supplies, equipment, etc.) shall become the property of the District and shall be

subject to the same controls, policies and procedures governing other District property, except as otherwise expressly specified in the gift offer that was accepted by the District. All monetary donations shall be deposited in the appropriate designated District depository and shall be properly accounted for in accordance with applicable laws and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

The Director of Finance and Operations shall ensure proper acknowledgement (recognition) for all gifts accepted and received by the District and for all approved sponsorships. The degree of recognition should be reasonably correlated with the significance of the contribution.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 118.13](#) [student nondiscrimination]

[Section 118.27](#) [acceptance of gifts and grants; includes authority to transfer gift/grant to community foundation under set conditions]

[Section 881.01](#) [trust fund management; prudent investment rule]

[Section 895.515](#) [liability exemption; equipment or technology donation]

##### **Wisconsin Administrative Code**

[PI 9.03\(1\)\(d\)](#) [student nondiscrimination in policies on acceptance and administration of gifts]

##### **Federal Law**

Internal Revenue Code statutes and regulations addressing charitable contributions (see [IRS Publication 1771](#))

**Adopted:** 08/03/81

**Amended:** 03/02/15

12/20/21

The School Board appreciates the generosity of individuals and organizations within the community that wish to donate money or other gifts to enhance the work of the public schools or to provide sponsorships in support of District programs, facilities and services. At the same time, the Board recognizes its responsibility to maintain control over the District's educational program and student activities and ensure equity in educational opportunity.

In order to maintain control over the District's educational program and student activities and to best pursue the District's mission, goals and priorities, there needs to be close communication between the potential donor/sponsor and school officials prior to the solicitation of any funds in pursuit of a school gift(s) or sponsorship and prior to the acceptance of any gift or sponsorship by the District.

No employee or agent of the District shall accept any gift or sponsorship that requires the financial commitment of District funds, that provides for the establishment of a new District program, or that involves facility naming rights without first obtaining the prior specific approval of the Board. The Board otherwise authorizes the District Administrator to accept all other monetary or other gifts to the schools, and to approve all other sponsorships, provided they are for a purpose consistent with the mission and goals of the District and are in line with this policy and the guidelines established to implement the policy. The District Administrator may, at his/her discretion, elect to obtain Board approval of any particular gift or proposed sponsorship.

For purposes of this policy, a "sponsorship" is defined as a person, organization, business or other entity providing money, goods and/or services to support the District, a public school in the District, or a school activity or program in return for the sponsor receiving an agreed-upon public acknowledgement by the District or by a school or program indicating that the money, services and/or goods were donated by the sponsor or that the program/activity was sponsored by or sponsored in part by the sponsor.

The District shall not unlawfully discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

The Board shall only consider a donor's or sponsor's request for facility

naming rights (including the naming of specific areas within a larger facility) if, at a minimum:

1. The gift or sponsorship offer is in line with the provisions of this policy and its implementing guidelines;
2. The donor/sponsor contributes a minimum of an amount of the original cost of the construction of the facility or the cost of facility improvements, as determined by the District Administrator; and
3. The donor/sponsor enters into a written agreement with the Board specifying the financial terms and schedule for payment to the District, the length of time the facility naming rights are granted, and any other information or terms as the Board deems relevant and appropriate.

No District employee shall, acting on behalf of the District or for the benefit of any District school or District program, solicit specific donations or sponsorships from any individual or entity or from a web site or other social media outlet without first obtaining the written approval of the District Administrator.

The District reserves the right to accept or reject any gift or sponsorship offer made to the District from any individual, organization, business or other entity. Except for any conditions or restrictions expressly accepted by the District in connection with approving and receiving a gift or sponsorship, the District's acceptance of a gift or sponsorship shall not entitle the donor or sponsor to any special privileges or considerations from the District.

The Board shall be advised of all gifts and sponsorships accepted by the District Administrator or his/her designee(s) with a value of \$1,000 or more.

Upon acceptance, all non-monetary gifts and sponsor-supplied items (furniture, supplies, equipment, etc.) shall become the property of the District and shall be subject to the same controls, policies and procedures governing other District property, except as otherwise expressly specified in the gift offer that was accepted by the District. All monetary donations shall be deposited in the appropriate designated District depository and shall be properly accounted for in accordance with applicable laws and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

It is the intention of the Board to provide proper acknowledgement (recognition) for all gifts accepted and received by the District and for all approved sponsorships. The degree of recognition should be reasonably correlated with the significance of the contribution.

It shall be the responsibility of the District Administrator to oversee District

compliance with this policy, including providing proper notification to staff, school booster clubs and the general public regarding the existence of this policy and its implementing guidelines and ensuring that appropriate acknowledgement is provided to all gift donors and sponsors on behalf of the District.

#### **Legal Reference:**

##### **Wisc. Statutes**

<a href="#">Section 118.13</a>	[student nondiscrimination]
<a href="#">Section 118.27</a>	[acceptance of gifts and grants; includes authority to transfer gift/grant to community foundation under set conditions]
<a href="#">Section 881.01</a>	[trust fund management; prudent investment rule]
<a href="#">Section 895.515</a>	[liability exemption; equipment or technology donation]

##### **Wisconsin Administrative Code**

<a href="#">PI 9.03(1)(d)</a>	[student nondiscrimination in policies on acceptance and administration of gifts]
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##### **Federal Law**

Internal Revenue Code statutes and regulations addressing charitable contributions

CROSS REF.:	840-Rule, Guidelines for the Acceptance of Gifts840-Exhibit, Gift Acceptance Checklist 110, Educational Philosophy 111, School Board Goals 620, Annual Operating Budget 411-Rule, Student Discrimination Complaint Procedures
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**Adopted:** 8/3/81  
**Amended:** 3/2/15

## **ADVERTISING**

**851**

The District recognizes that funds raised from advertising shall provide an alternate stream of revenue for the general district operating budget. The purpose of advertising is to raise revenue; it explicitly does not create a public forum for public expression.

Advertisement is defined as an economic benefit with the specific purpose of promotion that requires selling space or time. The term advertising does not include student fundraising or outright gifts. The District will consider it's responsibility to provide an environment that is conducive to learning and the need to protect the District's integrity and image while also reflecting the community's values.

Advertising shall be limited to areas and activities that are primarily public venues; advertising may be allowed on athletic facilities, gymnasiums, event programs, school publications or other venues which are directed at members of the public. Advertising shall not be directed at student learning environments.

The Director of Finance and Operations shall be responsible for approving any advertising. The District shall allow a paid advertisement when it meets all of the following criteria:

- is consistent with law and the District's policies and goals
- is suitable for student cognitive, emotional, physical, and social development
- is not disruptive to the school environment nor does it inhibit the operation of any school
- does not promote tobacco, alcohol, drugs, weapons or a political affiliation
- is not vulgar, offensive, sexual, or obscene

No advertisement shall be construed as an endorsement of the goods or services by the Board or the School District of Altoona. The District reserves the right to reject any advertisement for any reason.

**Adopted:** 09/01/81  
**Amended:** 06/04/12  
12/20/21

## ADVERTISING

851

The Board of Education recognizes that funds raised from advertising shall provide an alternate stream of revenue for the general district operating budget. The purpose of advertising is to raise revenue; it explicitly does not create a public forum for public expression.

Advertisement is defined as an economic benefit with the specific purpose of promotion that requires selling space or time. The term advertising does not include student fundraising or outright gifts. The District will consider its' responsibility to provide an environment that is conducive to learning and the need to protect the District's integrity and image while also reflecting the community's values.

Advertising shall be limited to areas and activities that are primarily public venues; advertising may be allowed on athletic facilities, gymnasiums, event programs, school publications or other venues which are directed to members of the public. Advertising shall not be directed at student learning environments.

The Superintendent shall be responsible for approving advertising. The District shall allow a paid advertisement when it meets all of the following criteria:

- is consistent with law and the District's vision, mission, values, and goals
- is suitable for student cognitive, emotional, physical, and social development
- is not disruptive to the school environment nor does it inhibit the operation of any school
- does not promote tobacco, alcohol, drugs, weapons or a political affiliation
- is not vulgar, offensive, sexual, or obscene

No advertisement shall be construed as an endorsement of the goods or services by the Board or Altoona School District. The Board reserves the right to reject any advertisement for any reason.

The Superintendent shall provide an annual review to the Board that assesses the budgetary and educational impact of advertising within the District.

CROSS REF: 374 – Fundraising  
810 – School-Community Relations  
840 – Public Gifts to the Schools  
850 – Charity Drives  
940 – Naming Rights

**Adopted: 09/01/81**  
**Amended: 06/04/12**

Many individuals may want to enter school buildings during the school day for a variety of reasons. The District, however, has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day. Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day.

For purposes of this policy and its implementing procedures, any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the School District of Altoona, interested citizens, etc.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the Superintendent or any building principal or his/her designee has the discretionary authority to exclude from the school



premises any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 118.07\(4\)](#) [school safety plans]

[Section 120.12\(1\)](#) [school board duty; care, control and management of school district property]

[Section 120.13\(35\)](#) [school board power; authority to set rules governing individuals' presence in school buildings]

[Section 120.44\(2\)](#) [school board powers and duties; unified school districts – *include this reference only if classified as a unified school district*]

[Section 121.02\(1\)\(i\)](#) [school district standard; provide safe and healthful facilities]

[Section 301.475](#) [sex offender's presence on school premises; school administrator notification required]

**Adopted:** 08/03/81

**Amended:** 12/05/83

12/20/21

## VISITORS TO THE SCHOOLS

The Altoona School Board encourages visits by citizens, taxpayers, and parents to all of our school buildings. We urge the taxpayers of Altoona to visit our school facilities in accordance with reasonable procedures to control such visits ( KK-R) and to evaluate the quality of education, determine needs, and to join with the Board in improving our system. The Board also believes that the visits of parents/guardians of children attending the school will afford them the opportunity to be informed of the day to day operation of the school.

Principals are requested to continue strong efforts to ensure that parents of school children are not only aware of the above policy but that they are cordially invited to visit our schools and to thereby develop a spirit of the children involved. Direct communication to homes, as well as the use of parent organizations and other school meetings, to advertise this policy are encouraged. The administrator will periodically request a summary as to number and frequency of parent and citizen visits, which in turn will be reported to the Board.

Initial Adoption:	7/6/81
Final Adoption:	8/3/81
Initial amended:	11/7/83
Final amended:	12/5/83

A concern is defined as “a cause of anxiety or worry.” A complaint is defined as “a statement that a situation is unsatisfactory or unacceptable.” For the purposes of this policy, the terms are used interchangeably and the process for resolving concerns or complaints is identical.

The District relies on its teachers, staff, and administrators to resolve such concerns or complaints of the public. It is the policy of the District to provide for such resolutions first at the level most directly involved and in an informal manner, whenever possible. Further, if such resolution cannot be accomplished, procedures shall be available for review at an administrative level. Certain policies include complaint procedures that may ultimately become before the Board of Education.

Nothing in this policy or its implementing procedures is intended to supersede timelines or procedures specified in other policies of the District or in other applicable legally-mandated timelines or processes. Examples of situations in which more specific policies and procedures exist include, but are not limited to, the following:

- *Policy 342.1*      *Programs for Students with Disabilities (See also the District's special education policy and procedure manual and the Individuals with Disabilities Education Act (IDEA) Regulations)*
- *Policy 342.8*      *Section 504 (as applicable to students)*
- *Policy 345.4*      *Student Promotion and Retention*
- *Policy 347*      *Student Records*
- *Policy 361.1*      *Public Complaints About Instructional Materials*
- *Policy 361.2*      *Public Complaints About Library Materials*
- *Policy 370*      *Extracurricular Activity Rules and Regulations (See also the District's Extracurricular Activity Code and any applicable Wisconsin Interscholastic Athletics Association (WIAA) Regulations)*
- *Policy 411*      *Equal Educational Opportunities (Nondiscrimination)*
- *Policy 412*      *Student Anti-Harassment and Anti-Bullying*

- *Policy 421 Entrance Age (including early admission to kindergarten and 1<sup>st</sup> grade)*
- *Policy 511 Equal Opportunity Employment and Nondiscrimination*
- *Policy 512 Employee Harassment and Bullying*
- *Policy 527 Employee Grievances]*

**Adopted: 12/20/21**

# School District of Altoona

2022-2023

## July 2022

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## August 2022

Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
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## October 2022

Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

## November 2022

Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30			

## December 2022

Su	M	Tu	W	Th	F	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January 2023

Su	M	Tu	W	Th	F	Sa
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29	30	31				

## February 2023

Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
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26	27	28				

## March 2023

Su	M	Tu	W	Th	F	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

## April 2023

Su	M	Tu	W	Th	F	Sa
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30						

## May 2023

Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June 2023

Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 23 & 24 Teacher InService

August 9 & 10 New Teacher Orientation

August 23, 24 & 25 Staff InService

August 30 4K-12 Welcome Back Day

September 1 K-12 First Day of School

September 5 No School

September 6 First Day of 4K

September 30 Staff InService

October 25 4K-12 Evening P/T Conferences

October 27 K-12 Student Early Release; No 4K

October 27 4K-8 Aft & Eve P/T Conferences

October 28 No School

November 21-25 No School

November 21 & 22 Staff InService

December 1 End of 9-12 Trimester 1

March 23-30 No School

January 16 Staff InService

January 19 9-12 Evening P/T Conferences

January 19 End of Semester 1

February 27 4K-8 Evening P/T Conferences

March 2 End of 9-12 Trimester 2

March 2 K-12 Student Early Release; No 4K

March 3 No School

April 7 No School

April 27 9-12 Evening P/T Conferences

May 29 No School

May 31 Class of 2023 Graduation

June 2 Student Early Release

June 2 Last Day of School

# School District of Altoona

2023-2024

## July 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

## August 2023

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October 2023

Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November 2023

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## January 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## March 2024

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April 2024

Su	M	Tu	W	Th	F	Sa
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## May 2024

Su	M	Tu	W	Th	F	Sa
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## June 2024

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23	24	25	26	27	28	29
30						

Two Summer Days Teacher InService

August 8 & 9 New Teacher Orientation

August 22, 23, & 24 Staff InService

August 30 4K-12 Welcome Back Day

September 1 K-12 First Day of School

September 4 No School

September 5 First Day of 4K

September 22 Staff InService

October 24 4K-12 Evening P/T Conferences

October 26 K-12 Student Early Release; No 4K

October 26 4K-8 Aft & Eve P/T Conferences

October 27 No School

November 20-24 No School

November 20 & 21 Staff InService

November 30 End of 9-12 Trimester 1

December 25-29 No School

January 1 No School

January 15 Staff InService

January 18 9-12 Evening P/T Conferences

January 19 End of Semester 1

February 26 4K-8 Evening P/T Conferences

February 29 K-12 Student Early Release; No 4K

February 29 4K-8 Aft & Eve P/T Conferences

February 29 End of 9-12 Trimester 2

March 1 No School

April 25 9-12 Evening P/T Conferences

May 27 No School

May 29 Class of 2024 Graduation

May 31 Student Early Release

May 31 Last Day of School



1                                   **WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.**

2                                   Madison, Wisconsin

3                                   November 23, 2021

4  
5                                   **REPORT TO THE MEMBERSHIP ON PROPOSED 2022 RESOLUTIONS**

6                                   WASB Policy & Resolutions Committee

7                                   Barbara Herzog, Oshkosh Area School Board, Chair

8  
9  
10                               **Resolution 22-01: *Safe Harbor Legislation***

11  
12                               **Create:** The WASB supports passage of state legislation to protect youth who have been subject  
13 to child sex trafficking from criminal prosecution for prostitution.

14  
15                               **Rationale:** Child sex trafficking has become a prevalent problem in Wisconsin, with all 72  
16 counties reporting occurrences. In recent years, overall reported occurrences have averaged  
17 roughly 100 per year. On average, child victims are only 13 years old when they are trafficked  
18 for the first time. Traffickers target runaway and homeless youth, particularly those with a  
19 history of sexual abuse and lure them into a cycle of abuse that is hard to escape for many  
20 reasons, including that child victims face potential prosecution under child prostitution laws.

21  
22                               The board that proposed this resolution and other proponents of Safe Harbor legislation suggest  
23 that eliminating the threat of prosecution would have several benefits. It could: a) help enable  
24 victims to receive rehabilitative services and counseling; b) prevent traffickers from using the  
25 threat of criminalization as a way to keep control over the children being trafficked; and c)  
26 increase the likelihood that children who have been trafficked can and will testify against their  
27 abusers. Proponents note that after a similar law was enacted in Minnesota, convictions of  
28 traffickers quadrupled, in large part because child sex trafficking victims were more likely to  
29 testify against their abusers/traffickers. Adoption of a Safe Harbor law would bring Wisconsin  
30 law into conformity with the federal Trafficking Victims Protection Act, something 30 other  
31 states have already done by enacting similar provisions.

32  
33  
34                               **Resolution 22-02: *Annual Inflationary or Greater Increases in Per Pupil Spendable***  
35 ***Resources***

36  
37                               **Create:** The WASB supports annual increases in per pupil spendable resources for public school  
38 districts that meet or exceed inflation.

39  
40                               **Rationale:** Under current law, lawmakers may provide additional spending authority to school  
41 districts in one of three ways: 1) by increasing per pupil revenue limits; 2) by providing an  
42 increase in per pupil categorical aid (which is outside revenue limits); or 3) by providing a  
43 combination of increased per pupil revenue limits and increased per pupil categorical aid. This  
44 resolution supports annual increases provided through any of these three mechanisms that meet  
45 or exceed the rate of inflation.

1     **Resolution 22-03: *Funding for Children with Disabilities***

2  
3     **Amend** the first paragraph of existing Resolution 2.31 to read as follows:

4  
5             **2.31 Funding for Children with Disabilities** The WASB supports increasing the special  
6             education categorical aid reimbursement level to not less than 60 percent of prior year  
7             eligible costs and maintaining funding at not less than this percentage each year  
8             thereafter *via a sum sufficient appropriation*. The WASB further supports the following  
9             provisions related to funding for children with disabilities:

10  
11     **Rationale:** This resolution calls for converting special education categorical aid from a sum  
12     certain appropriation to a *sum sufficient* appropriation, which would guarantee that the specified  
13     or promised percentage level of support is met. Providing special education categorical aid  
14     through a sum sufficient appropriation would mean that the Legislature must provide whatever  
15     amount of funding it takes to meet the promised percentage reimbursement level of support (in  
16     this case 60 percent).

17  
18  
19     **Resolution 22-04: *Advanced Learning***

20  
21     **Amend** existing Resolution 2.37 to add the following language:

22  
23             The WASB encourages that schools focus less on identifying “gifted” students and more  
24             on identifying and addressing unmet learning needs of students capable of high levels of  
25             achievement.

26  
27             The WASB further encourages districts to provide a variety of advanced programming  
28             opportunities for K-12 students, including acceleration options, and to offer opportunities  
29             to individuals such that students from every background are able to achieve at their  
30             highest possible levels.

31  
32     **Rationale:** State statutes mandate that each school board must “ensure that all gifted and talented  
33     pupils enrolled in the school district have access to a program for gifted and talented pupils” and  
34     that each school board must “provide access to an appropriate program for pupils identified as  
35     gifted or talented.” However, the state currently provides only \$474,400 per year in direct aid to  
36     school districts for gifted and talented programming. Prior to the enactment of 2021-23 state  
37     budget that amount was only \$237,200 per year.

38  
39     Advocates for gifted and talented students, such as the Wisconsin Association for the Talented  
40     and Gifted (WATG), have long decried that having a state mandate for identification and  
41     services for gifted and talented students does not necessarily guarantee their availability. The  
42     WATG argues that there is lack of clarity in the definition of “gifted and talented” and that due  
43     to that lack of clarity, schools should identify “needs” not “children.” This resolution  
44     encourages schools to provide relatively low-cost pathways to meet unmet learning needs of  
45     high achieving students such as by offering acceleration options. Acceleration options may  
46     include, but are not limited to, providing such things as: early admission to Kindergarten, first



1 grade or high school; curricular modifications; access to dual enrollment courses in high school;  
2 AP courses in high school; or international baccalaureate (IB) curricula, etc.

3  
4 **Resolution 22-05: Broadening Staff Expenditures Eligible for State Categorical Aid for**  
5 **School Mental Health Services**

6  
7 **Create:** The WASB supports legislation to broaden the scope of DPI-issued pupil services  
8 licenses eligible to qualify for state categorical aid for school mental health programs to include  
9 school social workers, school counselors, and school psychologists.

10  
11 **Rationale:** Broadening the scope of DPI-issued pupil services license categories eligible to  
12 qualify for state categorical aid for school mental health programs would enable schools to  
13 better meet student mental health needs and could enable a broader range of school district  
14 expenditures to qualify for state categorical aid for school mental health programs.

15  
16 Under current law, state categorical aid for school mental health programs is funded at \$12  
17 million per year and reimburses eligible districts and schools for school social worker service  
18 expenditures as follows: (a) 50% reimbursement of the increase in expenditures for school social  
19 worker services from one year to the next; and (b) a proportion of unreimbursed expenditures for  
20 school social workers, based on the amount remaining in the appropriation after payments are  
21 made under (a).

22  
23  
24 **Resolution 22-06: Broadening the Scope of Mental Health Services Eligible for**  
25 **Reimbursement**

26  
27 **Create:** The WASB supports legislation to broaden the scope of mental health service  
28 professionals eligible for reimbursement from the state to include licensed mental health social  
29 workers, licensed mental health counselors, licensed mental health psychologists, and  
30 community mental health coordinators.

31  
32 **Rationale:** Broadening the scope of mental health providers eligible to have their services  
33 reimbursed by the state to include licensed mental health social workers, licensed mental health  
34 counselors, licensed mental health psychologists, and community mental health coordinators  
35 would enable schools to better meet student mental health needs and would help to address  
36 unfunded mental health needs in Wisconsin schools.

37  
38  
39 **Resolution 22-07: Curriculum and Professional Training on Asian Americans & Pacific**  
40 **Islanders**

41  
42 **Create:** The WASB encourages Wisconsin public schools to develop an educational curriculum  
43 and professional training to teach the history, culture, and contributions of Asian Americans &  
44 Pacific Islanders to the economic, cultural, and social development of Wisconsin and the USA.  
45 The WASB also requests the state Legislature provide sufficient funding to develop an  
46 appropriate model curriculum and training package.

1 **Rationale:** “Asian Americans & Pacific Islanders (AAPI)” refers to those persons who trace  
2 their origins and ancestries back to the countries of East Asia, Southeast Asia, South Asia or the  
3 Pacific Islands. Asian Americans & Pacific Islanders have lived and worked in Wisconsin for  
4 over 100 years, and have contributed greatly to our state’s rich history, culture, economy, and  
5 public service.

6  
7 Between the 2010 to the 2020 Census periods, the population of Asian Americans & Pacific  
8 Islanders in Wisconsin grew 36% from 131,061 to 177,901 (consistent with the nationwide trend  
9 of 35.5% growth) – increasing significantly faster than the state’s overall growth rate of 3.6%.

10  
11 At the same time, the COVID-19 Pandemic and the Delta variant have engendered the targeting  
12 of Asian Americans & Pacific Islanders in WI and the USA with Anti-Asian hate and  
13 harassment. (According to the group *Stop AAPI Hate*, the number of anti-Asian hate incidents  
14 from March 2020 to June 2021 totaled 9,081 across the USA, with 4,533 in January-June 2021  
15 alone).

16  
17 This resolution aims to build greater understanding of Asian American & Pacific Islanders’  
18 economic, cultural, and other contributions to our state and nation. This in turn may reduce  
19 violence or threats of violence against Asian Americans & Pacific Islanders.

20  
21 Proponents of this resolution note that in 2021, Wisconsin lawmakers officially recognized the  
22 contributions of AAPI people in Wisconsin, including by recognizing May 2021 as Asian  
23 Pacific Islander Desi American (APIDA) Heritage Month and by designating May 14 annually  
24 as Hmong-Lao Veterans Day. Both these legislative resolutions received bipartisan support.

25  
26  
27  
28 **Resolution 22-08: WASB National Presence and/or National Association Membership**

29  
30 **Repeal and recreate** existing resolution 5.16 as follows:

31  
32 The WASB will maintain a national presence and/or membership in a national  
33 association(s) and will participate in and support that national presence and/or  
34 membership(s), when compatible with WASB programs and policies. The WASB urges  
35 members to actively participate in and support national presence activities and/or national  
36 association(s).

37  
38 **Rationale:** The WASB Board of Directors, under its authority as spelled out in the WASB  
39 Bylaws, may place resolutions before the Delegate Assembly.

40  
41 Under existing Resolution 5.16, the WASB is required to maintain membership in the National  
42 School Board Association (NSBA). The changes proposed by this resolution would require the  
43 WASB to maintain “a national presence and/or membership in a national association(s)” but that  
44 national association would not necessarily have to be the NSBA. These proposed changes would  
45 also not require the WASB to leave the NSBA. That decision would be up to the Board of  
46 Directors. The nature of the national presence and/or membership in a national association or  
47 associations would fall under the purview of the WASB Board of Directors.



1 **Resolution 22-09: Impact Aid**

2  
3 **Amend** existing Resolution 2.63 **Impact Aid** as follows:

4  
5 The WASB petitions the Wisconsin Legislature to adopt a joint resolution asking  
6 Congress to fully fund Impact Aid as it did from the creation of the program in 1950 until  
7 1969, and will also work with our national presence and/or a national association(s) ~~the~~  
8 NSBA to try to secure greater funding of Impact Aid, including by offering a proposed  
9 resolution to ~~the NSBA~~ a national association or associations ~~urging NSBA~~ it or them to  
10 lobby Congress for a similar increase in federal Impact Aid.

11  
12 **Rationale:** The WASB Board of Directors, under its authority as spelled out in the WASB  
13 Bylaws, may place resolutions before the Delegate Assembly.

14  
15 Under existing resolution 5.16, the WASB is required to maintain membership in the National  
16 School Board Association (NSBA). The proposed changes to resolution 5.16 in Resolution 22-08  
17 would require the WASB to maintain “a national presence and/or membership in a national  
18 association(s)” but the association(s) would not have to be the NSBA. The proposed changes to  
19 resolution 5.16 would also not require the WASB to leave the NSBA. The national presence  
20 and/or membership in a national association(s) decisions would be in the hands of the WASB  
21 Board of Directors.

22  
23 In light of the proposed changes to existing Resolution 5.16, existing Resolution 2.63 is likewise  
24 proposed to be amended because it directly refers to the NSBA. References to the NSBA in the  
25 existing resolution are replaced by references to a national association or associations and/or to a  
26 national presence.

27  
28  
29 **Resolution 22-10: Elementary and Secondary Education Act (ESEA)**

30  
31 **Amend** the first paragraph of existing Resolution 3.17 as follows:

32  
33 The WASB opposes a mandated national test. The WASB will work with our legislators,  
34 ~~the National School Boards Association,~~ our national presence and/or a national  
35 association(s), the Department of Public Instruction and other education groups to adapt  
36 the Elementary and Secondary Education Act to:

37  
38 **Rationale:** The WASB Board of Directors, under its authority as spelled out in the WASB  
39 Bylaws, may place resolutions before the Delegate Assembly.

40  
41 Under existing resolution 5.16, the WASB is required to maintain membership in the National  
42 School Board Association (NSBA). The proposed changes to resolution 5.16 in Resolution 22-08  
43 would require the WASB to maintain “a national presence and/or membership in a national  
44 association(s)” but the association would not have to be the NSBA. The proposed changes to  
45 resolution 5.16 would also not require the WASB to leave the NSBA. The national presence  
46 and/or membership decision would fall under the purview of the WASB Board of Directors.

1 In light of the proposed changes to existing Resolution 5.16, existing Resolution 3.17 is likewise  
2 proposed to be amended because it directly refers to the NSBA. References to the NSBA in the  
3 existing resolution are replaced by references to a national association or associations and/or to a  
4 national presence.