

This meeting will begin immediately following the Annual Meeting/Budget Hearing which may mean prior to or later than 6:30 p.m.

Regular School Board Meeting

Wednesday, October 21, 2020, 6:30 PM

D.C. Everest Senior High

6500 Alderson Street

Weston, Wisconsin 54476



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– A G E N D A –

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

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

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Approval of Agenda**

**V. Hearing of Delegations**

**VI. Consent Agenda**

A. Approval of Minutes

B. Recommended Employment/Resignations/Contract Adjustments

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

D. Balance Sheet

E. Fundraising Requests

F. Gift/Bequests

1. John Deere Tractor Engine Donation to Senior High Tech Ed Department

2. American Family Insurance Donation to Students in Need Fund

G. Early College Credit Requests

H. Start College Now Requests

I. Bus Accident Report

J. Second Reading of Policies

1. Policy 0100 Definitions

2. Policy 0142.5 Vacancies

3. Policy 0143 Authority of Individual Board Members

4. Policy 0167.6 E-Mail Public Records

5. Policy 1213 Student Supervision and Welfare

6. Policy 5200 Attendance

7. Policy 6116 Time and Effort Reporting

8. Policy 9130 Public Requests, Suggestions, or Complaints

**VII. Reports/Considerations**

A. WASB Legislative Network Member

B. CESA #9 Representative

C. Student Representative

D. Superintendent

1. Kristy Eder - Human Resources Senior Management Certified Professional Certification Completed
2. Third Friday Count
3. Update on FutureReady Restart
4. Update on Contact Tracing

**VIII. Unfinished Business**

- A. Mission Moment - Weston Elementary

**IX. New Business**

- A. Approval of 2020-2021 D.C. Everest Area School District Annual Budget
- B. Approval of D.C. Everest Area School District Tax Levy
- C. District Calendar Revision
- D. Approval of Virtual Instruction for Snow Days
- E. New Policy 8450.01 Special Release - PPE
  1. Policy 8450.01 Personal Protective Equipment During Pandemic/Epidemic Events - New
- F. First Reading of Policies
  1. Policy 0162 Quorum
  2. Policy 0164.2 Special Meetings
  3. Policy 0166 Agenda
  4. Policy 0167.3 Public Comment at Board Meetings
  5. Policy 1130 Conflict of Interest
  6. Policy 1220 Employment of the Superintendent
  7. Policy 1260 Incapacity of the Superintendent- New
  8. Policy 1461 Unrequested Leaves of Absence/Fitness for Duty
  9. Policy 1619.01 Privacy Protections of Self-Funded Group Health Plans
  10. Policy 2210 Curriculum Development
  11. Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity
  12. Policy 2260.02 English Language Proficiency
  13. Policy 2261 Title I Services
  14. Policy 2261.01 Parent and Family Member Participation in Title I Programs
  15. Policy 2261.03 District and School Report Card - NEW
  16. Policy 2271.01 Start College Now Program
  17. Policy 2460 Programs for Students with Disabilities
  18. Policy 2700.01 School Performance and Accountability Reports
  19. Policy 3122.01 Drug-Free Workplace
  20. Policy 3125 Educator Licensing
  21. Policy 3161 Unrequested Leaves of Absence/Fitness for Duty
  22. Policy 3230 Conflict of Interest
  23. Policy 3362.01 Threatening Behavior Toward Staff Members
  24. Policy 3410.01 Compensation for Part-Time Staff
  25. Policy 3430 Leaves of Absence
  26. Policy 3431 Employee Leaves
  27. Policy 4122.01 Drug-Free Workplace
  28. Policy 4161 Unrequested Leaves of Absence/Fitness for Duty
  29. Policy 4230 Conflict of Interest
  30. Policy 4362.01 Threatening Behavior Toward Staff Members
  31. Policy 4430 Leaves of Absence
  32. Policy 4431 Employee Leaves
  33. Policy 5111 Eligibility of Resident/Nonresident Students
  34. Policy 5113 Open Enrollment Program (Inter-District)
  35. Policy 5461 Children At-Risk of Not Graduating from High School
  36. Policy 5630 Corporal Punishment

37. Policy 6145 Borrowing - DELETE
38. Policy 6147 Debt Management - NEW
39. Policy 6220 Budget Preparation
40. Policy 6520 Payroll Deductions
41. Policy 6605 Crowdfunding
42. Policy 6800 System of Accounting
43. Policy 7230 Gifts, Grants, and Bequests
44. Policy 7440.01 Video Surveillance and Electronic Monitoring
45. Policy 7440.03 Small Unmanned Aircraft Systems - NEW
46. Policy 7540.02 Web Content, Apps, and Services
47. Policy 7540.03 Student Technology Acceptable Use and Safety
48. Policy 7540.04 Staff Technology Acceptable Use and Safety
49. Policy 7544 Use of Social Media - NEW
50. Policy 8330 Student Records
51. Policy 8710 Insurance

G. Election Cycle - Katie Felch's and Larry Schaefer's seats are up for re-election this year.

H. State Education Convention will be virtual only. It still will be January 20-22, 2021. More information will be coming.

1. Regular School Board Meeting  
November 18, 2020, at 6:30 p.m.  
Location, if in-person, D.C. Everest Senior High Auditorium  
If the meeting is virtual, it will be a posted Webex.
2. Regular School Board Meeting  
December 16, 2020, at 6:30 p.m.  
Location, if in-person, D.C. Everest Senior High Auditorium  
If the meeting is virtual, it will be a posted Webex.

#### **X. Petitions and Communications**

- A. Thank You from Joshua Fritsche
- B. Thank You from Jim Sekel

#### **XI. Adjourn**

Regular School Board Meeting  
Wednesday, September 16, 2020 6:30 PM  
D.C. Everest Senior High  
6500 Alderson Street  
Weston, Wisconsin 54476



**I. Call to Order**

**II. Roll Call**

Joshua Dickerson: Present, Katie Felch: Present, Bruce Krueger: Present, Lindsey Lewitzke: Present, Corina Norrbom: Present, Larry Schaefer: Present, Yee Leng Xiong: Present.  
Present: 7.

**III. Pledge of Allegiance**

**IV. Approval of Agenda**

Motion to approve the Consent Agenda. This motion was made by Larry Schaefer and seconded by Bruce Krueger. With a voice vote motion passed.

**V. Hearing of Delegations**

**VI. Consent Agenda**

Motion to accept the Consent Agenda. This motion was made by Larry Schaefer and seconded by Bruce Krueger. With a roll call vote, motion passed.

Joshua Dickerson: Yea, Katie Felch: Yea, Bruce Krueger: Yea, Lindsey Lewitzke: Yea, Corina Norrbom: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea  
Yea: 7, Nay: 0

VI.A. Approval of Minutes

VI.B. Recommended Employment/Resignations/Contract Adjustments

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

VI.D. Balance Sheet

VI.E. Grant Application(s)/Budget(s) Approval

VI.F. Fundraising Requests

VI.G. Gift/Bequests

VI.G.1. Donation from Larry Meyer Construction

VI.H. Bus Accident Report

VI.I. Second Reading of Policy

VI.I.1. Policy 2266 - Non-Discrimination on the Basis of Sex in Education Programs or Activities

VI.I.2. Policy 8420.01 - Epidemics and Pandemics

## **VII. Reports/Considerations**

VII.A. WASB Legislative Network Member – Norrbom reported WASB has many webinars available as well as the upcoming Virtual Regional Meetings

VII.B. CESA #9 Representative – Krueger reported CESA is helping districts with virtual learning and helping navigate Cares Act funding.

VII.C. Student Representative – Aramie Theiss introduced herself as the Student Representative for this year. DECA attended virtual workshops this summer and is creating an online store as well as promoting the Spirit Box at the Senior High for purchases with less contact. There will be a virtual musical this fall. Student Council is designing a student tutoring system for Senior High students that would be useful long into the future. Fall sports are looking forward to starting this next week.

VII.D. Superintendent

VII.D.1. Summary of 2020 Summer School

VII.D.2. Communication with Board

VII.D.3. School Year Update

VII.D.4. School Safety Update

VII.D.5. Senior High Construction of House

## **VIII. Unfinished Business**

### **IX. New Business**

IX.A. Continued Use of Masks (Face Coverings)

Motion to approve the continued use of masks (face coverings) at all district facilities, including Greenheck Fieldhouse. We will continue to follow best practice for mask (face coverings) as recommended by the Marathon County Health Department when the state mandate expires. This motion was made by Larry Schaefer and seconded by Bruce Krueger. With a voice vote, motion passed.

IX.B. Update on Progress of Referendum Projects

IX.C. Homeless Report

IX.D. School Handbook Updates

Motion to approve the 2020-2021 Student/Parent Handbooks and Addendum. This motion was made by Joshua Dickerson and seconded by Lindsey Lewitzke. With a voice vote, motion passed.

IX.E. Approve Annual Meeting/Budget Hearing Agenda

Motion to approve the agenda for the 2020 Budget Hearing/Annual Meeting. This motion was made by Larry Schaefer and seconded by Bruce Krueger. With a voice vote, motion passed.

IX.F. First Reading of Policy

Motion to approve the policies listed in the Agenda on first reading. This motion was made by Lindsey Lewitzke and seconded by Corina Norrbom. With a voice vote, motion passed.

IX.F.1. po0100 Definitions - Revised

IX.F.2. po0143 Authority of Individual Board Members - Revised

IX.F.3. po0167.6 E-Mail - Public Records - Revised

IX.F.4. po5200 Attendance - Revised

IX.F.5. po6116 Time and Effort Reporting - Revised

IX.F.6. po9130 Public Requests, Suggestions, or Complaints - Revised

IX.F.7. po1213 Student Supervision and Welfare - Revised

IX.F.8. po0142.5 Vacancies - Revised

#### **X. Petitions and Communications**

X.A. Thank You from the Davies Family

X.B. Thank You from Cindy Hall and Family for the Memorial

X.C. Thank you from Jeanne Archiquette

#### **XI. Future Meeting Dates**

XI.A. Annual Meeting/Budget Hearing

October 21, 2020 at 6:00 p.m.

D.C. Everest Senior High Auditorium

6500 Alderson St.

Weston, WI 54476

XI.B. Regular Board Meeting

October 21, 2020, immediately following the Annual Meeting/Budget Hearing

D.C. Everest Senior High Auditorium

6500 Alderson Street

Weston, WI 54476

XI.C. WASB Virtual Fall Regional Meeting

October 7, 2020

7:00 p.m.

Link: <https://us02web.zoom.us/j/85994469977?pwd=VmVPTTVQbnNPV25kUEYzbHJOU0RZUT09>

XI.D. Regular Board Meeting

November 18, 2020

Location TBD

#### **XII. Meeting Adjourned at 7:23 p.m.**

Respectfully submitted,

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Yee Leng Xiong, Clerk

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Ellen Suckow, Executive Assistant to the  
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the October 21, 2020, meeting of the School Board.



## Employment Report

### Recommended Employment

**Certified Staff**

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>

**Support Staff**

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
John Le Pine	Weight Room Supervisor/GFH	0.5	September 24, 2020
Mary Peerenboom	SWD Assistant/SH	0.12	September 28, 2020
Madison Ofstad	SWD Assistant/MB	0.62	October 5, 2020
Jonah Knutson	SWD Assistant/4K EC	0.29	October 5, 2020
Cassidy Waldvogel	Adventure Care/GFH	0.46	October 5, 2020
Terry Merriam	Housekeeper/RI	1	October 12, 2020
Lillian Martell	Adventure Care/GFH	0.46	October 12, 2020
Casey Austin	SWD Assistant/RO	0.62	October 19, 2020
Seth Knutson	SWD Assistant/EV	0.62	October 26, 2020
Amy Kondzela	Housekeeper/JH	1	November 9, 2020

**Students**

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Dannielle Langseth	Before & After Care Staff/GFH	0.28	October 5, 2020

**Seasonal Staff**

<i>Name</i>	<i>Position/Building</i>	<i>Start</i>	<i>End</i>

### Resignation(s)/Retirement(s)

**All Staff**

<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Dee Hanz	Cook II/MS	Resignation	October 1, 2020
Chanel Wettengel	Sign Language Communication Facilitator/EV	Resignation	October 9, 2020
Tara Swanson	Education Assistant/EV	Resignation	October 14, 2020
Darrick Gaffney	Custodian - Class I/MS	Resignation	October 15, 2020
Jodi Lehrke	Physical Education Teacher/JH	Resignation Agreement	October 22, 2020
Ann Cyr	Education Assistant/RO	Resignation	October 23, 2020
Tonya Nielsen	Grade 3-5 Teacher/EVA	Resignation	November 9, 2020

## Adjustments

### Certified Staff

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>

### Support Staff

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Alanna Schneck	Summer Weight Room Supervisor/GFH	Weight Room Supervisor/GFH	August 31, 2020
Kristine Leonard	SWD Assistant/MS .62 FTE	SWD Assistant/JH .66 FTE	September 14, 2020
Sarah Kraemer	Cafeteria Server/SH .51 FTE	Cook II/SH .60 FTE	September 14, 2020
Cole Morehouse	Lifeguard/GFH	Lifeguard & Adventure Care/GFH	September 28, 2020
Andrew Kraus	Custodian - Class I/GFH	Custodian - Class I/JH	October 5, 2020
Katie McNutt	SWD Assistant/MB	SWD Assistant/EV	October 6, 2020
Katie McNutt	SWD Assistant/EV	SWD Assistant/MB	October 12, 2020
Madison Kandutsch	SWD Assistant/EV	FutureReady Restart Assistant/RI	October 19, 2020
Anthony Heis	Housekeeper/MS	Substitute Custodian	October 26, 2020

DCE Senior High School				
Name	Position	Begin	End	%
Buchholz, Renee	Dance Team Head Coach (Fall)	8/1/20	10/31/20	7
Fike, Leonard	Newspaper Advisor	9/1/20	6/9/21	3.75
Kemp, Audrey	Yearbook Advisor	9/1/20	6/7/21	5
Vesper, Wendy	Dance Team Co-Assistant Coach (Fall)	8/1/20	10/31/20	3.50
Villiard, Alexandria	Dance Team Co-Assistant Coach (Fall)	8/1/20	10/31/20	3.50

D.C. EVEREST AREA SCHOOL DISTRICT  
6300 ALDERSON STREET, WESTON, WI 54476  
TREASURER'S REPORT

OCTOBER 14, 2020

CASH BALANCE AS OF SEPTEMBER 9, 2020	(\$194,111.31)	
INVESTMENT ACCOUNT TRANSFERS		\$5,756,376.68
RECEIPTS CR#29067 - CR#29180	\$7,527,522.48	
CHECKS FOR APPROVAL #227916 - #228150 ACH: # 202100297-202100561		\$1,786,586.70
<u>VOIDS:</u>  #226933, 226986, 227006, 227021, 227033, 227044, 227049, 227057, 227059, 227070, 227088, 227094, 227107, 227130, 227131, 227136, 227147, 227316, 227493, 227664, 228114	\$109,663.56	
CASH BALANCE AS OF OCTOBER 14, 2020		(\$99,888.65)

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\$7,443,074.73

\$7,443,074.73

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**DC Everest Area School District  
Board Check Register  
(09/09/2020-10/14/2020)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
227916	DOBBERSTEIN LAW FIRM LLC	09112020A	09/11/2020	218.84
227917	UNITED WAY OF MARATHON CNTY	20200911ADUWAY	09/11/2020	684.67
227918	ADRIAN, ANDY	001	09/11/2020	475.00
227919	ADRIAN, NICHOLAS	002	09/11/2020	475.00
227920	BORTA, STEVE	004	09/11/2020	475.00
227921	BORTA, THOMAS	003	09/11/2020	475.00
227922	HILL, GRANT	005	09/11/2020	475.00
227923	YANG, RICHARD	NTC Yang	09/11/2020	44.48
227924	A & A LOCK SERVICE	MT BAY 08.28.2020	09/11/2020	38.00
227924	A & A LOCK SERVICE	HS 09.03.2020	09/11/2020	16.25
227925	ALLIANT UTILITIES/WP&L	AUG2020	09/11/2020	164.82
227926	APPLE INC - AR	AC43452298	09/11/2020	597.95
227927	APPLE INC.	AC42776808	09/11/2020	632.00
227928	BACKGROUND INVESTIGATION BUREAU, LLC	DCE001090120-1	09/11/2020	906.75
227929	DEAN FOODS COMPANY	AUG2020	09/11/2020	6,137.40
227930	EKON-O-PAC, LLC.	98764	09/11/2020	51.80
227931	ELITE AUTO CARE	145781	09/11/2020	71.21
227932	FEDEX, INC.	7-118-28869	09/11/2020	41.37
227933	FLINN SCIENTIFIC CO	2500352	09/11/2020	118.46
227934	GOAL LINE, INC.	13633	09/11/2020	891.00
227935	GORDON FOOD SERVICE INC	793403	09/11/2020	-36.08
227935	GORDON FOOD SERVICE INC	14446154	09/11/2020	-37.04
227935	GORDON FOOD SERVICE INC	14493582	09/11/2020	-51.76
227935	GORDON FOOD SERVICE INC	204452964	09/11/2020	8,274.76
227935	GORDON FOOD SERVICE INC	204452952	09/11/2020	1,298.11
227935	GORDON FOOD SERVICE INC	204452959	09/11/2020	4,689.70
227935	GORDON FOOD SERVICE INC	204452960	09/11/2020	664.86
227935	GORDON FOOD SERVICE INC	04452956	09/11/2020	184.47
227935	GORDON FOOD SERVICE INC	204452954	09/11/2020	69.28
227936	LORGE, SARAH	Lorge-Scholarship 1	09/11/2020	1,000.00
227936	LORGE, SARAH	Lorge-Scholarship 2	09/11/2020	500.00
227937	MCGRAW HILL SCHOOL EDUC HOLDINGS, INC	1134207001	09/11/2020	450.00
227938	MCPASD	2020-2021	09/11/2020	300.00
227939	OSIECKI, CYNTHIA	20348	09/11/2020	50.00
227940	QUADIENT, INC.	57853415	09/11/2020	135.00
227941	ROCK RIDGE ORCHARD, LLC.	076151	09/11/2020	300.00
227942	SHRED-IT USA	8180413691	09/11/2020	91.18
227943	SMITH, SAMANTHA	51581	09/11/2020	55.05
227944	STAPLES ADVANTAGE	3455864494	09/11/2020	31.32
227944	STAPLES ADVANTAGE	3455864495	09/11/2020	10.73
227944	STAPLES ADVANTAGE	3455926682	09/11/2020	26.86
227944	STAPLES ADVANTAGE	3455801367	09/11/2020	71.45
227944	STAPLES ADVANTAGE	3455864487	09/11/2020	892.89
227944	STAPLES ADVANTAGE	3455864488	09/11/2020	11.48
227944	STAPLES ADVANTAGE	3455864489	09/11/2020	112.82
227944	STAPLES ADVANTAGE	3455864491	09/11/2020	49.50
227944	STAPLES ADVANTAGE	3455864492	09/11/2020	137.44
227944	STAPLES ADVANTAGE	3455926681	09/11/2020	151.99
227944	STAPLES ADVANTAGE	3455734042	09/11/2020	92.04

**DC Everest Area School District  
Board Check Register  
(09/09/2020-10/14/2020)**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
227944	STAPLES ADVANTAGE	3455734043	09/11/2020	20.52
227944	STAPLES ADVANTAGE	3455734044	09/11/2020	146.00
227944	STAPLES ADVANTAGE	3456123863	09/11/2020	341.45
227944	STAPLES ADVANTAGE	3455734045	09/11/2020	71.78
227944	STAPLES ADVANTAGE	3455734046	09/11/2020	34.49
227944	STAPLES ADVANTAGE	3455864493	09/11/2020	9.69
227944	STAPLES ADVANTAGE	3456123864	09/11/2020	11.43
227945	TEACHER DIRECT	INV/2020/24687/49	09/11/2020	188.00
227946	THORSON, ROY	Thorson-Scholarship	09/11/2020	500.00
227947	TITO INC	13092	09/11/2020	360.00
227948	TSA CONSULTING GROUP, INC.	55665	09/11/2020	270.72
227949	VOYAGER SOPRIS LEARNING INC	2577675	09/11/2020	4,250.00
227949	VOYAGER SOPRIS LEARNING INC	2566580	09/11/2020	2,860.00
227949	VOYAGER SOPRIS LEARNING INC	2561226	09/11/2020	500.00
227950	WALSWORTH PUBLISHING CO INC	1st deposit	09/11/2020	12,711.04
227951	WESTON MUNICIPAL UTILITIES	MAY-AUG2020	09/11/2020	1,645.09
227951	WESTON MUNICIPAL UTILITIES	MAY-AUG2020.	09/11/2020	13,708.67
227952	WI VALLEY CONFERENCE	05152020	09/11/2020	4,100.00
227953	YASMIN, HAJIRA	20385	09/11/2020	80.00
227954	BOELTER COMPANIES, THE	97500922	09/11/2020	482.19
227954	BOELTER COMPANIES, THE	97500923	09/11/2020	1,173.95
227955	ECOLAB, INC.	122247583	09/11/2020	624.26
227956	GORDON FOOD SERVICE INC	204606781	09/11/2020	329.58
227956	GORDON FOOD SERVICE INC	204606785	09/11/2020	98.69
227956	GORDON FOOD SERVICE INC	204606775	09/11/2020	3.79
227956	GORDON FOOD SERVICE INC	204606774	09/11/2020	1,257.11
227956	GORDON FOOD SERVICE INC	204606782	09/11/2020	218.54
227956	GORDON FOOD SERVICE INC	204606778	09/11/2020	4,160.21
227956	GORDON FOOD SERVICE INC	204606776	09/11/2020	4,185.47
227956	GORDON FOOD SERVICE INC	204606777	09/11/2020	130.18
227956	GORDON FOOD SERVICE INC	204544146	09/11/2020	248.94
227956	GORDON FOOD SERVICE INC	204544145	09/11/2020	1,136.51
227956	GORDON FOOD SERVICE INC	204544142	09/11/2020	7.58
227956	GORDON FOOD SERVICE INC	204544147	09/11/2020	457.26
227956	GORDON FOOD SERVICE INC	204544149	09/11/2020	341.11
227956	GORDON FOOD SERVICE INC	204544143	09/11/2020	130.77
227956	GORDON FOOD SERVICE INC	204544139	09/11/2020	994.05
227956	GORDON FOOD SERVICE INC	204544148	09/11/2020	363.81
227957	LITZER, LAURA	21508	09/11/2020	117.20
227958	RETTLER CORPORATION	5109	09/11/2020	560.00
227959	SCHOLASTIC INC.	54440010	09/11/2020	130.90
227959	SCHOLASTIC INC.	M6995167	09/11/2020	130.90
227959	SCHOLASTIC INC.	M6994996	09/11/2020	139.15
227960	TRANSEO	46	09/11/2020	6,187.50
227961	VEENENDAAL, AMY	51723	09/11/2020	25.55
227963	CPI, INC.	IUS0174617/IUS016485	09/18/2020	300.00
227964	AC AND SONS PARTY TENT RENTALS LLC	2112	09/18/2020	1,500.00
227965	ADS ON BOARDS	ADSONBOARDS9420	09/18/2020	635.00
227966	ADVANCED FITNESS SERVICE	1028	09/18/2020	560.00

**DC Everest Area School District  
Board Check Register  
(09/09/2020-10/14/2020)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
227967	AMERICAN PROCESS SOLUTIONS, LLC	20325	09/18/2020	981.00
227968	APPLE INC - AR	AD00961702	09/18/2020	497.95
227968	APPLE INC - AR	AC42139355	09/18/2020	299.95
227969	AUTO SELECT, INC.	228444	09/18/2020	1,051.40
227970	BAUER, RICH	53168	09/18/2020	64.50
227971	BLUE EDGE ENERGY	2412	09/18/2020	173.47
227972	BORCHARDT, BETH	52860	09/18/2020	100.00
227973	BORGEMOEN, RYAN	BORGEMAN9920	09/18/2020	210.00
227974	CENTURY LINK	150368387	09/18/2020	176.40
227975	DECKER EQUIPMENT INC	358467A	09/18/2020	641.20
227976	DEHNE, CHERYL	20437	09/18/2020	75.00
227977	ELITE AUTO CARE	145827	09/18/2020	99.64
227977	ELITE AUTO CARE	145848	09/18/2020	60.73
227978	ERDMAN, PETER	ERDMAN91520	09/18/2020	129.53
227979	FASTSIGNS	2096-9502	09/18/2020	420.00
227980	FEDEX, INC.	7-124-10221	09/18/2020	54.58
227981	FROLIK, JESSE	Frolik-Scholarship	09/18/2020	1,000.00
227982	FULLY PROMOTED	23781	09/18/2020	3,100.00
227983	GREATMATS	1581361	09/18/2020	3,567.10
227984	HALL, CINDY	SEP2020 REIMB	09/18/2020	200.00
227985	HANSON SANITATION AND EXCAVATING INC	20801	09/18/2020	160.00
227986	HIORNS PIANO SERVICE	8.28.20	09/18/2020	50.00
227987	HOEPPNER, KOREY	52909	09/18/2020	20.20
227988	INTEGRITY FIRE PROTECTION INC	59428	09/18/2020	223.00
227988	INTEGRITY FIRE PROTECTION INC	59438	09/18/2020	223.00
227989	LEE, KELLY	52954	09/18/2020	9.20
227990	ORIENTAL TRADING CO INC	704924454-01	09/18/2020	64.69
227991	ORION COMPUTER SERVICES	7396	09/18/2020	540.00
227992	OTIS ELEVATOR CO	CVW16700001	09/18/2020	1,952.00
227993	PERFORMANCE AWARD CENTER, INC.	92763719	09/18/2020	3,034.97
227994	PETERS, NAOMI	21781	09/18/2020	44.15
227995	PETERSON, TABBETHA	5392953233	09/18/2020	226.20
227996	PITNEY BOWES	090920	09/18/2020	3,000.00
227997	QUADIANT, INC.	AUG2020	09/18/2020	3,000.00
227998	RICS SEWER SERVICE LLC	SF 08312020	09/18/2020	725.00
227999	RIDDELL / ALL AMERICAN SPORTS CORP	951146959	09/18/2020	6,322.20
228000	ROBERT PAYNE PHOTOGRAPHY INC.	2020-21 8th ID CARDS	09/18/2020	497.50
228001	ROCK RIDGE ORCHARD, LLC.	076153	09/18/2020	300.00
228002	RYDIN	373072	09/18/2020	653.28
228003	SCHOLASTIC INC.	M7015767	09/18/2020	93.39
228004	SCHOOL DATEBOOKS	S20-0188431	09/18/2020	190.18
228005	SCHROEDER, ANDREA	2350325614	09/18/2020	85.50
228006	SHEBELSKE, DANA	25732	09/18/2020	7.25
228007	SONOVA USA, INC.	5132181335	09/18/2020	219.99
228008	SPRAGUE, MELISSA	50786	09/18/2020	39.48
228009	STACK, KASEY	Stack-Scholarship	09/18/2020	375.00
228010	STAPLES ADVANTAGE	3456337064	09/18/2020	31.24
228010	STAPLES ADVANTAGE	3456123865	09/18/2020	16.68
228010	STAPLES ADVANTAGE	3456203162	09/18/2020	76.54

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228010	STAPLES ADVANTAGE	3455864490	09/18/2020	70.32
228010	STAPLES ADVANTAGE	3456123862	09/18/2020	118.21
228010	STAPLES ADVANTAGE	3456203161	09/18/2020	8.59
228011	SWITS LTD	16622	09/18/2020	50.00
228012	TATRO, JORDAN	Tatro- Scholarship	09/18/2020	500.00
228013	TEACHER DIRECT	INV/2020/25627/19	09/18/2020	60.22
228014	THE NEW YORK TIMES	8.30.20	09/18/2020	75.00
228015	THE ONLINE ITINERANT	2400	09/18/2020	1,200.00
228016	TITO INC	13128	09/18/2020	296.20
228016	TITO INC	13129	09/18/2020	645.74
228016	TITO INC	13130	09/18/2020	827.23
228016	TITO INC	13131	09/18/2020	476.00
228017	YANG, XANG	107025	09/18/2020	100.00
228018	SECURITY HEALTH PLAN	OCT 2020	09/18/2020	815,996.94
228019	DOBBERSTEIN LAW FIRM LLC	09252020A	09/25/2020	270.41
228020	UNITED WAY OF MARATHON CNTY	20200925ADUWAY	09/25/2020	684.67
228021	BETHLEHEM COMM-RO., INC.	BETH-4K-2020-21 Supp	09/25/2020	500.00
228022	BOELTER COMPANIES, THE	97505159	09/25/2020	592.79
228022	BOELTER COMPANIES, THE	97505157	09/25/2020	63.36
228022	BOELTER COMPANIES, THE	97505158	09/25/2020	83.10
228023	COACH EVALUATOR LP	002122	09/25/2020	125.00
228024	CONDON OIL COMPANY	T038916	09/25/2020	714.19
228024	CONDON OIL COMPANY	T038917	09/25/2020	493.29
228024	CONDON OIL COMPANY	T038918	09/25/2020	294.51
228025	DOWN SYNDROM ASSOCIATION OF WISCONSIN	17176	09/25/2020	232.00
228026	EKON-O-PAC, LLC.	98621	09/25/2020	2,325.20
228027	ERC WIPING PRODUCTS, INC.	787173	09/25/2020	448.00
228028	EVEREST METRO POLICE DEPT	056	09/25/2020	150.00
228029	FASTSIGNS	2096-9549	09/25/2020	1,755.00
228029	FASTSIGNS	2096-9544	09/25/2020	420.25
228029	FASTSIGNS	2096-9545	09/25/2020	288.50
228030	FEDEX, INC.	7-130-59527	09/25/2020	49.47
228031	GARDENER'S SUPPLY COMPANY	SINV06481152	09/25/2020	2,330.71
228032	GORDON FOOD SERVICE INC	204849281	09/25/2020	39.81
228032	GORDON FOOD SERVICE INC	204759075	09/25/2020	1,107.68
228032	GORDON FOOD SERVICE INC	204759079	09/25/2020	33.52
228032	GORDON FOOD SERVICE INC	204759077	09/25/2020	30.67
228032	GORDON FOOD SERVICE INC	204759072	09/25/2020	164.39
228032	GORDON FOOD SERVICE INC	204759073	09/25/2020	895.97
228032	GORDON FOOD SERVICE INC	204759081	09/25/2020	42.63
228032	GORDON FOOD SERVICE INC	204759078	09/25/2020	288.23
228032	GORDON FOOD SERVICE INC	204759071	09/25/2020	7,071.58
228032	GORDON FOOD SERVICE INC	204656837	09/25/2020	625.56
228033	HIORNS PIANO SERVICE	9.16.20	09/25/2020	150.00
228034	HSU GROWING SUPPLY	46427	09/25/2020	300.00
228035	INTEGRITY FIRE PROTECTION INC	59424	09/25/2020	223.00
228036	JAS CONSTRUCTION, LLC	434	09/25/2020	1,145.40
228037	K12 MANAGEMENT INC. DBA FUELED	INV-27905	09/25/2020	3,250.00
228038	LAMERS BUS LINES, INC.	574470	09/25/2020	118.39

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228038	LAMERS BUS LINES, INC.	574471	09/25/2020	112.66
228038	LAMERS BUS LINES, INC.	574472	09/25/2020	148.49
228038	LAMERS BUS LINES, INC.	574473	09/25/2020	116.82
228038	LAMERS BUS LINES, INC.	574474	09/25/2020	148.86
228038	LAMERS BUS LINES, INC.	574475	09/25/2020	148.86
228039	LOCKSMITH SHOPPE	14754	09/25/2020	18.00
228040	MACCO'S COMMERCIAL INTERIORS	MC005078	09/25/2020	5,661.00
228041	MAKEMUSIC INC	ZUSK-B4YD	09/25/2020	1,680.00
228042	MARA CTY TREASURER'S OFFICE	20090811	09/25/2020	14.00
228043	MARTINEZ, ALICIA	53893	09/25/2020	20.00
228044	MESENBERG, BRADY	24905 REISSUE	09/25/2020	100.00
228045	MS GRAPHICS, LLC	2014-3390	09/25/2020	160.00
228045	MS GRAPHICS, LLC	2014-3391	09/25/2020	42.00
228046	NASCO INC - EDUCATION	920824	09/25/2020	39.91
228047	OERTEL, GRANT	Oertel- Scholarship	09/25/2020	500.00
228048	PERRY, CARRIE	23438	09/25/2020	102.55
228049	ROCK RIDGE ORCHARD, LLC.	076158	09/25/2020	300.00
228050	SANI SPORT OF WI LLC	2605	09/25/2020	904.00
228051	SCHOLASTIC INC.	M6986422	09/25/2020	83.97
228052	SNO SITES	31703	09/25/2020	400.00
228053	SONOVA USA, INC.	5132189271	09/25/2020	100.00
228054	ST JOHN LUTHERAN SCHOOL	STJO-4K-2020-21 Supp	09/25/2020	240.00
228055	STAPLES ADVANTAGE	3457008119	09/25/2020	24.38
228055	STAPLES ADVANTAGE	3457008120	09/25/2020	10.58
228055	STAPLES ADVANTAGE	3457008121	09/25/2020	9.57
228055	STAPLES ADVANTAGE	3456686380	09/25/2020	28.97
228055	STAPLES ADVANTAGE	3456751924	09/25/2020	100.65
228055	STAPLES ADVANTAGE	3456751925	09/25/2020	10.39
228055	STAPLES ADVANTAGE	3456751926	09/25/2020	28.19
228055	STAPLES ADVANTAGE	3457008118	09/25/2020	241.09
228055	STAPLES ADVANTAGE	3457008117	09/25/2020	57.05
228055	STAPLES ADVANTAGE	3456686381	09/25/2020	24.11
228055	STAPLES ADVANTAGE	3456686382	09/25/2020	6.31
228055	STAPLES ADVANTAGE	3456686383	09/25/2020	17.20
228055	STAPLES ADVANTAGE	3456686384	09/25/2020	48.57
228055	STAPLES ADVANTAGE	3456686385	09/25/2020	24.36
228055	STAPLES ADVANTAGE	3457008116	09/25/2020	6.99
228055	STAPLES ADVANTAGE		09/25/2020	0.00
228056	THE TREE FELLA, CO.	SCHOOLFOREST3603	09/25/2020	550.00
228057	TITO INC	12810	09/25/2020	413.39
228057	TITO INC	12919	09/25/2020	429.54
228057	TITO INC	12920	09/25/2020	919.99
228058	ULINE	9082020	09/25/2020	1,344.50
228059	CHARTER COMMUNICATIONS, INC.	0001842090320	09/25/2020	3,998.65
228060	KWIK TRIP INC	SEP2020	09/25/2020	1,000.00
228061	MADISON NATL LIFE INS CO	OCTOBER 2020	09/25/2020	17,970.32
228062	SECURIAN FINANCIAL GROUP, INC.	OCTOBER 2020	09/25/2020	17,634.43
228063	GREENWOOD HILLS COUNTRY CLUB, INC	09302020	10/01/2020	150.00
228064	POSTMASTER WAUSAU/DISTRIBUTION	ProcSafe2020	10/01/2020	110.00

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228065	3D CONSULTING, LLC.	4938	10/02/2020	4,106.44
228066	A & A LOCK SERVICE	JH 09.22.2020	10/02/2020	390.00
228067	APPLE INC - AR	AD05689632	10/02/2020	218.95
228067	APPLE INC - AR	AD05804728	10/02/2020	218.95
228067	APPLE INC - AR	AD05804727	10/02/2020	497.95
228068	BETHLEHEM COMM-RO., INC.	BETH-4K-SEPT 2020-21	10/02/2020	6,632.00
228069	BOELTER COMPANIES, THE	97510162	10/02/2020	3,662.54
228069	BOELTER COMPANIES, THE	97510163	10/02/2020	254.32
228069	BOELTER COMPANIES, THE	97514990	10/02/2020	729.44
228069	BOELTER COMPANIES, THE	97514991	10/02/2020	200.94
228069	BOELTER COMPANIES, THE	97514992	10/02/2020	142.70
228069	BOELTER COMPANIES, THE	97514993	10/02/2020	306.56
228069	BOELTER COMPANIES, THE	97514994	10/02/2020	31.66
228070	BRENTHAVEN	IN1158970	10/02/2020	862.20
228071	BYTESPEED LLC	INV0143857	10/02/2020	875.00
228072	CDW GOVT IN EDUCATION	1285186	10/02/2020	5,500.00
228073	CELLCOM - WAUSAU	812939	10/02/2020	2,735.22
228074	CENTRAL WI IMPACT BASEBALL	107094	10/02/2020	75.00
228075	CESA 12	25600	10/02/2020	50.00
228076	CHARTER COMMUNICATIONS, INC.	0072595091920	10/02/2020	1,779.04
228077	COLLINS, HEATHER	SEP2020 MILEAGE	10/02/2020	88.55
228078	EDUCATIONAL INNOVATIONS INC	822608-1	10/02/2020	571.61
228079	FEDEX, INC.	7-136-33775	10/02/2020	40.49
228080	GORDON FOOD SERVICE INC	204998971	10/02/2020	192.48
228080	GORDON FOOD SERVICE INC	204913198	10/02/2020	602.51
228080	GORDON FOOD SERVICE INC	204995340	10/02/2020	484.00
228080	GORDON FOOD SERVICE INC	205003246	10/02/2020	144.02
228080	GORDON FOOD SERVICE INC	205003250	10/02/2020	127.56
228080	GORDON FOOD SERVICE INC	205003244	10/02/2020	212.20
228080	GORDON FOOD SERVICE INC	205003243	10/02/2020	648.97
228080	GORDON FOOD SERVICE INC	205003237	10/02/2020	1,460.30
228080	GORDON FOOD SERVICE INC	204849275	10/02/2020	1,219.42
228080	GORDON FOOD SERVICE INC	204849268	10/02/2020	223.51
228080	GORDON FOOD SERVICE INC	204849270	10/02/2020	3,572.17
228080	GORDON FOOD SERVICE INC	204849276	10/02/2020	911.91
228080	GORDON FOOD SERVICE INC	204913197	10/02/2020	7.41
228080	GORDON FOOD SERVICE INC	204913199	10/02/2020	58.69
228080	GORDON FOOD SERVICE INC	204913194	10/02/2020	17,357.97
228080	GORDON FOOD SERVICE INC	204913193	10/02/2020	91.94
228080	GORDON FOOD SERVICE INC	204913195	10/02/2020	127.64
228080	GORDON FOOD SERVICE INC	205067061	10/02/2020	55.72
228080	GORDON FOOD SERVICE INC	205067059	10/02/2020	13,132.24
228080	GORDON FOOD SERVICE INC	14572518	10/02/2020	-17.68
228080	GORDON FOOD SERVICE INC	2049131192	10/02/2020	213.43
228080	GORDON FOOD SERVICE INC	204759076	10/02/2020	118.95
228080	GORDON FOOD SERVICE INC	205067065	10/02/2020	195.50
228081	HANSON, ETHAN	Hanson- Scholarship	10/02/2020	500.00
228082	HARVEY, CHRIS	28327	10/02/2020	285.10
228083	IDENTIFIX, INC.	400431-20	10/02/2020	1,068.00

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228084	JANKE BOOK STORE	5181	10/02/2020	525.00
228085	JOSTENS, INC.	24926073	10/02/2020	10.51
228085	JOSTENS, INC.	24872815	10/02/2020	10.51
228086	LAKESHORE LEARNING MAT	4786400920	10/02/2020	11.04
228087	LYGA, KAYLIE	Lyga - Scholarship	10/02/2020	1,000.00
228088	MCGRAW HILL SCHOOL EDUC HOLDINGS, INC	114131455001	10/02/2020	8,479.05
228089	NASCO INC - EDUCATION	925384	10/02/2020	65.85
228090	NEFF COMPANY, INC.	N002868978	10/02/2020	874.39
228091	ORT, APRIL	54401	10/02/2020	7.85
228092	PRESTWICK HOUSE INC	392954	10/02/2020	296.97
228093	RIVERSIDE INSIGHTS	INV048137	10/02/2020	1,320.00
228094	ROCK RIDGE ORCHARD, LLC.	076162	10/02/2020	210.00
228095	SCHOOL DATEBOOKS	S20-0193709	10/02/2020	213.84
228096	SHIRCK, RACHEL	50016/26470	10/02/2020	33.85
228097	ST JOHN LUTHERAN SCHOOL	STJO-4K-SEPT 2020-21	10/02/2020	3,183.36
228098	STAPLES ADVANTAGE	3457547230	10/02/2020	26.49
228098	STAPLES ADVANTAGE	3457547231	10/02/2020	19.02
228098	STAPLES ADVANTAGE	3457108079	10/02/2020	54.52
228099	TITO INC	13163	10/02/2020	360.00
228100	TSA CONSULTING GROUP, INC.	56776	10/02/2020	272.60
228101	VOYAGER SOPRIS LEARNING INC	2680953	10/02/2020	69.82
228102	XIONG, SOPHIAYA	54378	10/02/2020	11.20
228103	ZOLL MEDICAL CORP.	3140981	10/02/2020	783.60
228104	DOBBERSTEIN LAW FIRM LLC	10092020A	10/09/2020	260.16
228105	UNITED WAY OF MARATHON CNTY	20201009ADUWAY	10/09/2020	684.67
228106	COUNCIL FOR EXCEPTIONAL CHILDREN	1296643 - 2020	10/09/2020	165.00
228107	HASTREITER INDUSTRIES	001	10/09/2020	2,290.00
228108	A & A LOCK SERVICE	WESTON 09.28.2020	10/09/2020	25.00
228109	AC AND SONS PARTY TENT RENTALS LLC	2111	10/09/2020	1,500.00
228110	ALLIANT UTILITIES/WP&L	SEP2020	10/09/2020	808.60
228111	APPLE INC - AR	AD07538087	10/09/2020	299.95
228111	APPLE INC - AR	AD07590150	10/09/2020	497.95
228111	APPLE INC - AR	AD07451527	10/09/2020	497.95
228111	APPLE INC - AR	AD07451526	10/09/2020	646.95
228111	APPLE INC - AR	AC42305304	10/09/2020	497.95
228112	ASCA	121905-2020	10/09/2020	129.00
228113	BOELTER COMPANIES, THE	97519889	10/09/2020	899.00
228113	BOELTER COMPANIES, THE	97519890	10/09/2020	852.00
228114	BRICE CHRISTIANSON INTERPRETING, LLC	160	10/09/2020	4,200.00
228115	BUSINESS IMPACT GROUP-B.I.G.	2463560	10/09/2020	1,026.93
228116	CENTRAL WI QUALITY MACHINING, LLC	1630	10/09/2020	198.16
228117	CRESENT LANDSCAPE SUPPLY, INC	024898	10/09/2020	2,160.00
228118	DISCOUNTSAFETYGEAR-ONLINE STORES.COM	252573	10/09/2020	404.44
228119	FANDREY, RENEE	51876/50438	10/09/2020	87.50
228120	FASTSIGNS	2096-9574	10/09/2020	257.50
228121	FEDEX, INC.	7-144-00431	10/09/2020	49.51
228122	GORDON FOOD SERVICE INC	205067065-1	10/09/2020	37.32
228122	GORDON FOOD SERVICE INC	205067066	10/09/2020	223.90
228122	GORDON FOOD SERVICE INC	205067062	10/09/2020	309.67

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228122	GORDON FOOD SERVICE INC	205160922	10/09/2020	812.17
228122	GORDON FOOD SERVICE INC	205160934	10/09/2020	697.43
228122	GORDON FOOD SERVICE INC	205160932	10/09/2020	76.86
228122	GORDON FOOD SERVICE INC	205160924	10/09/2020	506.14
228122	GORDON FOOD SERVICE INC	205160930	10/09/2020	1,501.96
228122	GORDON FOOD SERVICE INC	14584081	10/09/2020	-14.72
228122	GORDON FOOD SERVICE INC	13379310	10/09/2020	-69.26
228122	GORDON FOOD SERVICE INC	205220413	10/09/2020	14.72
228122	GORDON FOOD SERVICE INC	205220407	10/09/2020	123.65
228122	GORDON FOOD SERVICE INC	205220411	10/09/2020	131.86
228122	GORDON FOOD SERVICE INC	205220414	10/09/2020	89.11
228122	GORDON FOOD SERVICE INC	205220410	10/09/2020	238.86
228122	GORDON FOOD SERVICE INC	205220406	10/09/2020	1,114.65
228122	GORDON FOOD SERVICE INC	205220408	10/09/2020	9,801.73
228122	GORDON FOOD SERVICE INC	197270738#	10/09/2020	13.77
228122	GORDON FOOD SERVICE INC	205271382	10/09/2020	192.48
228122	GORDON FOOD SERVICE INC	197446165	10/09/2020	265.86
228122	GORDON FOOD SERVICE INC	197625876	10/09/2020	212.36
228122	GORDON FOOD SERVICE INC	198830649	10/09/2020	170.98
228122	GORDON FOOD SERVICE INC	200386306	10/09/2020	161.75
228122	GORDON FOOD SERVICE INC	199536355	10/09/2020	179.01
228123	GREENWOOD HILLS COUNTRY CLUB, INC	10012020	10/09/2020	25.00
228124	HANSON, BETH	107106	10/09/2020	181.68
228125	KOWALSKI, SEAN	25339/26343	10/09/2020	82.80
228126	KYLES CONSULTING LLC	SEP2020	10/09/2020	1,550.00
228127	MARA CTY TREASURER'S OFFICE	20092204	10/09/2020	14.00
228128	MARCO	27899142	10/09/2020	26,316.09
228129	MARSHFIELD CLINIC RESEARCH FOUNDATION	9-013-208-93020	10/09/2020	132.20
228130	METRO FIRE PROTECTION INC	44232	10/09/2020	2,083.63
228131	MS GRAPHICS, LLC	2014-3417	10/09/2020	65.00
228131	MS GRAPHICS, LLC	2014-3373	10/09/2020	475.00
228131	MS GRAPHICS, LLC	2014-3357	10/09/2020	2,760.00
228132	NAPA AUTO PARTS, INC.	779816	10/09/2020	52.19
228132	NAPA AUTO PARTS, INC.	781237	10/09/2020	7.66
228132	NAPA AUTO PARTS, INC.	780330	10/09/2020	24.42
228132	NAPA AUTO PARTS, INC.	780332	10/09/2020	24.71
228132	NAPA AUTO PARTS, INC.	780324	10/09/2020	71.88
228133	PIETTE, EMMA	Piette- Scholarship	10/09/2020	100.00
228133	PIETTE, EMMA	Piette- Scholarship2	10/09/2020	1,000.00
228134	PRIO HEALTH, LLC	12346	10/09/2020	298.00
228135	RIVERSIDE INSIGHTS	inv049644	10/09/2020	1,026.67
228136	ROCK RIDGE ORCHARD, LLC.	076165	10/09/2020	300.00
228137	ROCKLER WOODWORKING AND HDWR	7524714	10/09/2020	228.63
228138	RYDER TRANSPORTATION SERVICES, INC.	CQ5932	10/09/2020	815.75
228139	STAPLES ADVANTAGE	3458127426	10/09/2020	21.63
228139	STAPLES ADVANTAGE	3457936362	10/09/2020	16.41
228139	STAPLES ADVANTAGE	3457936361	10/09/2020	14.07
228139	STAPLES ADVANTAGE	3458061808	10/09/2020	71.91
228139	STAPLES ADVANTAGE	3458061809	10/09/2020	4.13

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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
228139	STAPLES ADVANTAGE	3457936360	10/09/2020	6.07
228139	STAPLES ADVANTAGE	3457637186	10/09/2020	43.72
228139	STAPLES ADVANTAGE	3457936359	10/09/2020	115.78
228140	STERLING WATER INC	342X08655709	10/09/2020	1,293.70
228141	THE SOCIAL EXPRESS	1575	10/09/2020	1,200.00
228142	THORNBERRY CREEK AT ONEIDA	10062020	10/09/2020	32.00
228143	TRAUTMAN, JON	TRAUTMAN10620	10/09/2020	45.00
228144	ULINE	123252225	10/09/2020	1,647.45
228145	UNITED RENTALS INC	183013279-001	10/09/2020	367.58
228145	UNITED RENTALS INC	183014120-001	10/09/2020	255.00
228145	UNITED RENTALS INC	183014029-001	10/09/2020	267.80
228145	UNITED RENTALS INC	183014070-001	10/09/2020	260.73
228146	VILLAGE OF HATLEY	OCT2020	10/09/2020	274.06
228147	VILLAGE OF ROTHSCHILD	SEPT-DEC2020	10/09/2020	20,000.00
228148	WAUSAU AWARDS AND ENGRAVING	9-29-2020	10/09/2020	21.75
228149	WESTON MUNICIPAL UTILITIES	JUN-SEP2020	10/09/2020	11,970.82
228150	WILSON LANGUAGE TRAINING	1819641	10/09/2020	4,698.97
202100297	ABLE DISTRIBUTING CO INC	S015708171.002	09/11/2020	3.00
202100297	ABLE DISTRIBUTING CO INC	S015708171.001	09/11/2020	225.47
202100298	ADVANCED DISPOSAL SOLID WASTE MIDWEST, LLC	AUG2020	09/11/2020	3,608.00
202100299	ALPHA BAKING CO., INC.	200126244008	09/11/2020	84.90
202100299	ALPHA BAKING CO., INC.	200126244009	09/11/2020	235.44
202100300	AMAZON CAPITAL SERVICES	1D1Q-1D99-NHJJ	09/11/2020	88.93
202100300	AMAZON CAPITAL SERVICES	1D1Q-1D99-RRKR	09/11/2020	25.94
202100300	AMAZON CAPITAL SERVICES	1NW9-TFW9-9WQP	09/11/2020	223.17
202100300	AMAZON CAPITAL SERVICES	1F4R-T93F-7FPJ	09/11/2020	55.85
202100300	AMAZON CAPITAL SERVICES	1F4R-T93F-CP3C	09/11/2020	42.98
202100300	AMAZON CAPITAL SERVICES	1R79-XNWK-QYRY	09/11/2020	197.31
202100300	AMAZON CAPITAL SERVICES	1GDY-44RD-QKNR	09/11/2020	229.80
202100300	AMAZON CAPITAL SERVICES	1PCF-VX66-GXNL	09/11/2020	72.51
202100300	AMAZON CAPITAL SERVICES	1KXJ-YYDK-F474	09/11/2020	129.70
202100300	AMAZON CAPITAL SERVICES	1KXJ-YYDK-F4WN	09/11/2020	25.95
202100300	AMAZON CAPITAL SERVICES	1YVJ-3J7P-FDRV	09/11/2020	51.30
202100300	AMAZON CAPITAL SERVICES	14MJ-QM11-7NK9	09/11/2020	43.88
202100300	AMAZON CAPITAL SERVICES	1THM-HKJT-HWH9	09/11/2020	47.22
202100300	AMAZON CAPITAL SERVICES	1THM-HKJT-TYGH	09/11/2020	193.42
202100300	AMAZON CAPITAL SERVICES	1HNY-QMF6-9MQ3	09/11/2020	197.50
202100300	AMAZON CAPITAL SERVICES	1GDY-44RD-PPNP	09/11/2020	20.86
202100300	AMAZON CAPITAL SERVICES	1Y9T-GCPG-33LV	09/11/2020	1,296.00
202100300	AMAZON CAPITAL SERVICES	1T1D-DWXL-63PG	09/11/2020	121.19
202100300	AMAZON CAPITAL SERVICES	1MDQ-9VCG-GR4F	09/11/2020	97.97
202100300	AMAZON CAPITAL SERVICES	1GMM-CVCJ-9QHM	09/11/2020	125.95
202100300	AMAZON CAPITAL SERVICES	1TPY-HF36-3MXY	09/11/2020	20.69
202100300	AMAZON CAPITAL SERVICES	1D1Q-1D99-VVLH	09/11/2020	197.87
202100300	AMAZON CAPITAL SERVICES	14JR-CR46-4971	09/11/2020	175.38
202100300	AMAZON CAPITAL SERVICES	1TYG-JMHL-DDWF	09/11/2020	172.31
202100300	AMAZON CAPITAL SERVICES	49H-6G3N-1FFR	09/11/2020	159.99
202100300	AMAZON CAPITAL SERVICES	1J3R-RX3X-VPV7	09/11/2020	-12.99
202100300	AMAZON CAPITAL SERVICES	1H9V-LHJ6-4HWG	09/11/2020	207.09

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202100300	AMAZON CAPITAL SERVICES	1MDQ-9VCG-49YP	09/11/2020	311.60
202100300	AMAZON CAPITAL SERVICES	1FP1-WDCH-QW7N	09/11/2020	30.94
202100300	AMAZON CAPITAL SERVICES	14CF-NX31-14NH	09/11/2020	100.98
202100300	AMAZON CAPITAL SERVICES	14CF-NX31-G7PK	09/11/2020	209.74
202100300	AMAZON CAPITAL SERVICES	1GMM-CVCJ-JJ41	09/11/2020	1,048.45
202100300	AMAZON CAPITAL SERVICES	19X1-QCPX-V39R	09/11/2020	96.26
202100300	AMAZON CAPITAL SERVICES	1HNY-QMF6-DK1H	09/11/2020	40.20
202100300	AMAZON CAPITAL SERVICES	16WN-XYN6-1RVR	09/11/2020	334.76
202100300	AMAZON CAPITAL SERVICES	1GRT-74W9-FT74	09/11/2020	166.09
202100300	AMAZON CAPITAL SERVICES	1GMM-CVCJ-9VWK	09/11/2020	14.66
202100301	ARAMARK UNIFORM SERVICES, INC	AUG2020 FOOD	09/11/2020	273.85
202100301	ARAMARK UNIFORM SERVICES, INC	AUG2020 CUST	09/11/2020	1,749.84
202100302	CESA 6	33763	09/11/2020	495.00
202100303	CESA 9, INC.	0000013647	09/11/2020	2,725.28
202100304	DISCOVERY EDUCATION, INC	CINV-012731	09/11/2020	2,388.00
202100305	DORAN, CASSANDRA	AUG2020 ITEM	09/11/2020	197.18
202100306	FIRST SUPPLY LLC	94384-01	09/11/2020	484.72
202100307	GREEN LAWN UNGRD SPRINKLERS	20-08887	09/11/2020	43.40
202100308	HEID MUSIC COMPANY, INC.	2656107	09/11/2020	745.59
202100308	HEID MUSIC COMPANY, INC.	2636103	09/11/2020	699.64
202100308	HEID MUSIC COMPANY, INC.	2626689	09/11/2020	117.99
202100308	HEID MUSIC COMPANY, INC.	2175158	09/11/2020	27.42
202100309	HOBBS, STEPHANIE	AUG2020 ITEM	09/11/2020	15.00
202100310	KINDLARSKI, JENNIFER	AUG2020 ITEM	09/11/2020	22.00
202100311	KWIK TRIP INC	00054784 AUG2020	09/11/2020	1,190.38
202100312	M3 INSURANCE SOLU INC	51935	09/11/2020	43,579.00
202100313	MACCO'S COMM INTERIORS INC	MC005026	09/11/2020	6,691.00
202100314	MC MILLAN-HEHIR, HEATHER	AUG2020 MILEAGE	09/11/2020	29.81
202100315	MCGRATH, STEPHANIE	AUG2020 ITEM	09/11/2020	152.23
202100316	N2Y	1024877	09/11/2020	99.00
202100317	PERIPOLE INC	184053	09/11/2020	2,517.71
202100318	PRAHL, TINA	AUG2020 MILEAGE	09/11/2020	13.92
202100319	REINHART FOODS INC	202927	09/11/2020	734.90
202100320	RENAISSANCE LEARNING	572020JP	09/11/2020	500.00
202100321	ROCHESTER, TIMOTHY	SEP2020 ITEM	09/11/2020	130.43
202100322	ROTO-GRAPHIC PRINTING INC	2437-20	09/11/2020	342.00
202100323	SENDELBACH, MICHELLE	AUG2020 ITEM	09/11/2020	171.26
202100323	SENDELBACH, MICHELLE	AUG2020a ITEM	09/11/2020	40.13
202100324	TIENOR, JENNA	AUG2020 MILEAGE	09/11/2020	21.81
202100325	USIC LOCATING SERVICES INC	397381	09/11/2020	3,480.00
202100326	VAN ERT ELECTRIC COMPANY INC.	45608	09/11/2020	368.08
202100327	WEBKO EMBROIDERY & SCREEN PRINTING, INC	6651	09/11/2020	1,098.65
202100328	WEGNER, SARAH	SEP2020 ITEM	09/11/2020	24.95
202100329	DISCOVERY EDUCATION, INC	CINV-013849	09/11/2020	26,140.00
202100330	FISCHER, TAMMY	AUG2020 ITEM	09/11/2020	21.08
202100331	KINDLARSKI, JENNIFER	SEP2020 ITEM	09/11/2020	24.75
202100332	WESTPHAL, JULIE	26328	09/11/2020	161.55
202100339	ABLE DISTRIBUTING CO INC	S015654459.001	09/18/2020	5,799.72
202100340	ALPHA BAKING CO., INC.	200126247011	09/18/2020	182.76

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202100340	ALPHA BAKING CO., INC.	200126247012	09/18/2020	124.26
202100340	ALPHA BAKING CO., INC.	200126247013	09/18/2020	711.28
202100340	ALPHA BAKING CO., INC.	200126254011	09/18/2020	71.16
202100341	AMAZON CAPITAL SERVICES	1Y9T-GCPG-4NRR	09/18/2020	278.93
202100341	AMAZON CAPITAL SERVICES	149H-6G3N-KJYD	09/18/2020	39.99
202100341	AMAZON CAPITAL SERVICES	1GMM-CVCJ-CFF3	09/18/2020	239.98
202100341	AMAZON CAPITAL SERVICES	113Y-HD3M-CXCC	09/18/2020	59.99
202100341	AMAZON CAPITAL SERVICES	113Y-HD3M-GDDL	09/18/2020	71.65
202100341	AMAZON CAPITAL SERVICES	113Y-HD3M-JPKL	09/18/2020	13.99
202100341	AMAZON CAPITAL SERVICES	1GMM-CVCJ-PNDY	09/18/2020	62.97
202100341	AMAZON CAPITAL SERVICES	19X1-QCPX-PY6F	09/18/2020	343.65
202100341	AMAZON CAPITAL SERVICES	1X71-6QRX-WFNX	09/18/2020	311.76
202100341	AMAZON CAPITAL SERVICES	1K6D-LH1C-KFRC	09/18/2020	230.67
202100341	AMAZON CAPITAL SERVICES	1TPY-HF36-W9P6	09/18/2020	174.83
202100341	AMAZON CAPITAL SERVICES	1WP4-PVWF-TTKW	09/18/2020	34.99
202100341	AMAZON CAPITAL SERVICES	1Q9P-DJ3Y-9KDN	09/18/2020	119.99
202100341	AMAZON CAPITAL SERVICES	14CF-NX31-6P9J	09/18/2020	114.00
202100341	AMAZON CAPITAL SERVICES	16GQ-FKRP-D3WN	09/18/2020	135.03
202100341	AMAZON CAPITAL SERVICES	1HJN-JF1D-JYD3	09/18/2020	21.00
202100341	AMAZON CAPITAL SERVICES	19NX-P9HQ-H4WR	09/18/2020	79.96
202100341	AMAZON CAPITAL SERVICES	1THT-677G-H3R3	09/18/2020	37.95
202100341	AMAZON CAPITAL SERVICES	1THT-677G-HV1T	09/18/2020	55.97
202100341	AMAZON CAPITAL SERVICES	1GRL-PVYL-7MJ1	09/18/2020	28.98
202100341	AMAZON CAPITAL SERVICES	1GRL-PVYL-CD9N	09/18/2020	759.62
202100341	AMAZON CAPITAL SERVICES	1VVG-R169-9LGG	09/18/2020	43.40
202100341	AMAZON CAPITAL SERVICES	1GLQ-TGMK-CGWH	09/18/2020	68.33
202100341	AMAZON CAPITAL SERVICES	1WV6-T1XW-LWDF	09/18/2020	313.52
202100341	AMAZON CAPITAL SERVICES	1GLQ-TGMK-JRVQ	09/18/2020	139.00
202100341	AMAZON CAPITAL SERVICES	1NW9-TFW9-PMWP	09/18/2020	37.26
202100341	AMAZON CAPITAL SERVICES	1KXJ-YYDK-KGHX	09/18/2020	61.18
202100341	AMAZON CAPITAL SERVICES	1YVJ-3J7P-33GJ	09/18/2020	81.81
202100342	AMELSE, RICK	AMELSE91420	09/18/2020	72.00
202100343	AMERICAN WELDING & GAS INC	07329312	09/18/2020	440.03
202100344	APEX LEARNING, INC.	SOINV00141329	09/18/2020	500.00
202100345	BAHR, MICHELLE	SEP2020 ITEM	09/18/2020	51.25
202100346	BASSETT MECHANICAL, INC.	639963C	09/18/2020	589.00
202100347	BAUDHUIN, LATICIA	AUG2020 MILEAGE	09/18/2020	104.46
202100348	BAUMAN, SUE	AUG2020 ITEM	09/18/2020	15.00
202100349	BECKER, LISA	SEP2020 ITEM	09/18/2020	44.86
202100350	CERNY, CASSANDRA	AUG2020 ITEM	09/18/2020	162.56
202100351	CESA 9, INC.	13648	09/18/2020	5,833.96
202100352	DISCOVERY EDUCATION, INC	CINV-013346	09/18/2020	1,380.00
202100353	DOESCHER, LAUREN	SEP2020 ITEM	09/18/2020	59.75
202100354	EDF ENERGY SERVICES, LLC	109042ES	09/18/2020	1,586.74
202100355	FIRST SUPPLY LLC	98067-00	09/18/2020	16.37
202100355	FIRST SUPPLY LLC	98066-00	09/18/2020	15.38
202100355	FIRST SUPPLY LLC	98065-00	09/18/2020	32.75
202100355	FIRST SUPPLY LLC	98462-00	09/18/2020	16.20
202100355	FIRST SUPPLY LLC	98288-00	09/18/2020	133.37

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202100356	FOREMAN, RONALD	SEPT2020	09/18/2020	60.00
202100357	FOSTER, BRYAN	SEP2020 ITEM	09/18/2020	10.99
202100358	FRANCE PROPANE SERVICE	277093	09/18/2020	305.48
202100359	HEID MUSIC COMPANY, INC.	2636684	09/18/2020	310.50
202100360	J.H. FINDORFF & SON, INC.	201130	09/18/2020	2,516.25
202100361	JENKIN, DOUGLAS	JENKIN9320	09/18/2020	141.00
202100362	KLOPOTIC, JAMY	KLOPOTIC91420	09/18/2020	62.50
202100363	LICHTENWALD, ALLISON	LICHTENWALD9920	09/18/2020	22.50
202100364	MARATHON PEST CONTROL	36650	09/18/2020	28.00
202100364	MARATHON PEST CONTROL	36651	09/18/2020	28.00
202100364	MARATHON PEST CONTROL	36652	09/18/2020	35.00
202100364	MARATHON PEST CONTROL	36653	09/18/2020	28.00
202100364	MARATHON PEST CONTROL	36661	09/18/2020	35.00
202100364	MARATHON PEST CONTROL	36660	09/18/2020	35.00
202100365	MARCELLINO, ANTHONY	AUG2020 MILEAGE	09/18/2020	71.80
202100366	NANOTEK DEVICE REPAIR LLC	914	09/18/2020	1,180.00
202100367	NORTHWAY COMMUNICATIONS INC	164023	09/18/2020	1,230.00
202100368	OFFICE ENTERPRISES INC	471070	09/18/2020	192.51
202100369	REINHART FOODS INC	208849	09/18/2020	570.89
202100370	SAVVAS LEARNING COMPANY LLC	7027289350	09/18/2020	9,970.00
202100371	SCHOLASTIC BOOK CLUBS INC	84844490	09/18/2020	268.50
202100372	SCHOOL SPECIALTY	208126088309	09/18/2020	231.44
202100372	SCHOOL SPECIALTY	208125798516	09/18/2020	-9.44
202100372	SCHOOL SPECIALTY	208125798517	09/18/2020	-3.50
202100372	SCHOOL SPECIALTY	208125791040	09/18/2020	94.11
202100372	SCHOOL SPECIALTY	208126116766	09/18/2020	80.08
202100372	SCHOOL SPECIALTY	208126063055	09/18/2020	336.12
202100373	SEEGMILLER, SHANNON	1590	09/18/2020	1,050.00
202100374	SEUBERT, APRIL	AUG2020 ITEM	09/18/2020	383.41
202100375	SKYWARD INC	0000207270	09/18/2020	200.00
202100376	TREPTOW, FELECITY	AUG2020 MILEAGE	09/18/2020	36.89
202100377	TRIMNER, SARAH	AUG2020 ITEM	09/18/2020	154.25
202100378	VANGALDER, KIMBERLY	20117	09/18/2020	40.00
202100378	VANGALDER, KIMBERLY	SEP2020 ITEM	09/18/2020	24.95
202100379	VIKING ELECTRIC SUPPLY	S003972552.001	09/18/2020	21.79
202100380	WEBB, HERSHEL	AUG2020 MILEAGE	09/18/2020	246.91
202100381	WEGNER, SARAH	SEP2020 ITEM	09/18/2020	24.95
202100382	WEINKAUF, TONI	WEINKAUF91220	09/18/2020	519.00
202100383	WI PUBLIC SERVICE	SH GAS JUL-AUG2020	09/18/2020	433.50
202100383	WI PUBLIC SERVICE	GHF GAS AUG2020	09/18/2020	493.68
202100383	WI PUBLIC SERVICE	JH GAS JUL-AUG2020	09/18/2020	407.26
202100383	WI PUBLIC SERVICE	MBAY GAS JUL-AUG2020	09/18/2020	631.25
202100383	WI PUBLIC SERVICE	MS GAS JUL-AUG2020	09/18/2020	432.76
202100384	WIDMANN, SARA	SEP2020 ITEM	09/18/2020	131.88
202100385	WODALSKI, CHELSE	AUG2020 ITEM	09/18/2020	110.99
202100386	WOLFE, BRADLEY	AUG2020 ITEM	09/18/2020	13.05
202100387	ZIEGLER, ANN	SEP2020 ITEM	09/18/2020	23.72
202100388	ABLE DISTRIBUTING CO INC	S015635712.001	09/25/2020	43.05
202100388	ABLE DISTRIBUTING CO INC	S015768838.001	09/25/2020	17.57

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202100388	ABLE DISTRIBUTING CO INC	S015773801.001	09/25/2020	426.13
202100389	ALPHA BAKING CO., INC.	200126258008	09/25/2020	196.95
202100389	ALPHA BAKING CO., INC.	200126258009	09/25/2020	226.71
202100389	ALPHA BAKING CO., INC.	200126261013	09/25/2020	68.70
202100389	ALPHA BAKING CO., INC.	200126261014	09/25/2020	34.35
202100390	AMAZON CAPITAL SERVICES	1DKQ-YKNG-7QCD	09/25/2020	214.26
202100390	AMAZON CAPITAL SERVICES	19NX-P9HQ-DPHG	09/25/2020	114.38
202100390	AMAZON CAPITAL SERVICES	171M-T6Q1-YGNH	09/25/2020	57.93
202100390	AMAZON CAPITAL SERVICES	1DHG-J116-6F4Q	09/25/2020	62.59
202100390	AMAZON CAPITAL SERVICES	1C7Y-Q1LX-9MX4	09/25/2020	34.78
202100390	AMAZON CAPITAL SERVICES	1P6K-YL39-FLKL	09/25/2020	34.99
202100390	AMAZON CAPITAL SERVICES	1J4H-W79C-J1J4H-WK6P	09/25/2020	-124.98
202100390	AMAZON CAPITAL SERVICES	1CR3-MTMC-3NCK	09/25/2020	78.56
202100391	ANDREAS, HEATHER	AUG2020 ITEM	09/25/2020	470.37
202100392	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-2020-21 Supp	09/25/2020	1,740.00
202100393	BINDL, PEGGY	AUG2020 ITEM	09/25/2020	333.52
202100394	BUBOLZ, CHELSEA	FALL 2020	09/25/2020	2,838.78
202100395	CARRICO AQUATIC RESOURCES, INC	20204029	09/25/2020	654.00
202100396	COMPLETE OFFICE OF WISCONSIN	202734	09/25/2020	2,161.00
202100396	COMPLETE OFFICE OF WISCONSIN	202694	09/25/2020	33,234.93
202100397	EBSCO INFORMATION SERVICES	1000137135-1	09/25/2020	1,658.01
202100398	FIRST SUPPLY LLC	98067	09/25/2020	7.69
202100398	FIRST SUPPLY LLC	97702-01	09/25/2020	75.32
202100399	FORE-FRONT MECHANICAL, INC.	6589	09/25/2020	175.00
202100399	FORE-FRONT MECHANICAL, INC.	6549	09/25/2020	1,625.00
202100399	FORE-FRONT MECHANICAL, INC.	6528	09/25/2020	3,000.00
202100399	FORE-FRONT MECHANICAL, INC.	6557	09/25/2020	1,625.00
202100399	FORE-FRONT MECHANICAL, INC.	6558	09/25/2020	950.55
202100400	FRANKLIN, WILLIAM II	SEP2020 ITEM	09/25/2020	154.01
202100401	GREEN LAWN UNGRD SPRINKLERS	20-09024	09/25/2020	199.44
202100402	HEID MUSIC COMPANY, INC.	2662409	09/25/2020	488.48
202100402	HEID MUSIC COMPANY, INC.	2662520	09/25/2020	29.59
202100403	HORAK REFRIGERATION INC	42138	09/25/2020	1,128.50
202100404	ISHAM, LAURA	FALL 2020	09/25/2020	2,838.78
202100405	J.W. PEPPER & SON	362946996	09/25/2020	257.89
202100406	JAKUSZ, LISA	SEP2020 ITEM	09/25/2020	91.73
202100407	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-2020-21 Sup	09/25/2020	740.00
202100408	KINDERCARE LEARNING CTR, INC.	Kind-4K-2020-21 Supp	09/25/2020	600.00
202100409	KUMFER, LISA	FALL 2020	09/25/2020	2,838.78
202100410	LIGHTING DESIGN SOLUTIONS LLC	58455	09/25/2020	20.20
202100411	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-2020-21 Sup	09/25/2020	240.00
202100412	MARATHON PEST CONTROL	36868	09/25/2020	28.00
202100412	MARATHON PEST CONTROL	36913	09/25/2020	28.00
202100412	MARATHON PEST CONTROL	36927	09/25/2020	28.00
202100413	MULL, AARON	AUG2020 MILEAGE	09/25/2020	274.34
202100414	NANOTEK DEVICE REPAIR LLC	915	09/25/2020	1,800.00
202100415	NATZKE, ANDREW	SEP2020 MILEAGE	09/25/2020	9.74
202100416	NEWMAN CATHOLIC-ST MARK	STMA-4K-2020-21 Supp	09/25/2020	520.00
202100417	NEWMAN CATHOLIC-ST THERESE	STTH-4K-2020-21 Supp	09/25/2020	660.00

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202100418	NORTHWAY COMMUNICATIONS INC	112745	09/25/2020	49.03
202100418	NORTHWAY COMMUNICATIONS INC	175989	09/25/2020	209.00
202100419	NOVAK, NANCY	SEP2020 ITEM	09/25/2020	68.47
202100419	NOVAK, NANCY	SEP2020 ITEMa	09/25/2020	47.61
202100420	OFFICE ENTERPRISES INC	471531	09/25/2020	30,731.98
202100420	OFFICE ENTERPRISES INC	471155	09/25/2020	12,317.65
202100421	ROTO-GRAPHIC PRINTING INC	2528-20	09/25/2020	1,218.45
202100422	RYAN, DESIREE	RYAN92220	09/25/2020	89.50
202100423	SCHOOL SPECIALTY	208126193193	09/25/2020	173.72
202100424	SCHUCH, JOSHUA	AUG2020 ITEMa	09/25/2020	125.00
202100425	STOREY, NICOLE	SEP2020 ITEM	09/25/2020	206.57
202100426	STRAHOTA, BARBARA	SEP2020 ITEM	09/25/2020	35.99
202100427	STRANG PATTESON RENNING LEWIS & LACY S.C.	Strang1004	09/25/2020	522.00
202100428	SUN PRINTING INC	41238	09/25/2020	201.00
202100429	VIKING ELECTRIC SUPPLY	S003992938.003	09/25/2020	42.91
202100429	VIKING ELECTRIC SUPPLY	S003992938.002	09/25/2020	11.58
202100429	VIKING ELECTRIC SUPPLY	S003992938.001	09/25/2020	12.57
202100430	WAGNER, KARI	SEP2020 ITEM	09/25/2020	123.30
202100431	WAUSAU CHILD CARE-CEDAR CR,INC.	WACC-4K-2020-21 Supp	09/25/2020	280.00
202100432	WESTERGARD, KATHLEEN	AUG2020 ITEM	09/25/2020	324.12
202100433	ZELL, CASSIE	SEP2020 ITEM	09/25/2020	415.91
202100434	ABLE DISTRIBUTING CO INC	S015793133.001	10/02/2020	2.96
202100435	ALECKSON, ANDREW	SEP2020ITEM	10/02/2020	19.99
202100436	ALPHA BAKING CO., INC.	200126265007	10/02/2020	39.21
202100436	ALPHA BAKING CO., INC.	200126265008	10/02/2020	91.17
202100436	ALPHA BAKING CO., INC.	200126265009	10/02/2020	92.94
202100436	ALPHA BAKING CO., INC.	200126268013	10/02/2020	32.34
202100436	ALPHA BAKING CO., INC.	200126268014	10/02/2020	68.70
202100436	ALPHA BAKING CO., INC.	200126268015	10/02/2020	56.82
202100437	AMAZON CAPITAL SERVICES	14TP-MQPM-749X	10/02/2020	81.08
202100437	AMAZON CAPITAL SERVICES	1Q4V-K794-CXK6	10/02/2020	177.44
202100437	AMAZON CAPITAL SERVICES	1NF6-C4PL-YX7W	10/02/2020	202.86
202100437	AMAZON CAPITAL SERVICES	1MLY-QJN9-6TTC	10/02/2020	269.76
202100437	AMAZON CAPITAL SERVICES	1LYL-CNMW-QKLP	10/02/2020	9.99
202100437	AMAZON CAPITAL SERVICES	19X1-QCPX-7HRN	10/02/2020	494.46
202100437	AMAZON CAPITAL SERVICES	1F16-PGRC-31G7	10/02/2020	29.06
202100437	AMAZON CAPITAL SERVICES	133Q-J7H3-C4C6	10/02/2020	35.95
202100437	AMAZON CAPITAL SERVICES	14LR-GGP3-1WQ7	10/02/2020	103.43
202100437	AMAZON CAPITAL SERVICES	14J4-QG7K-1NWX	10/02/2020	74.35
202100437	AMAZON CAPITAL SERVICES	1J4H-W79C-74RG	10/02/2020	73.40
202100437	AMAZON CAPITAL SERVICES	1H14-Q437-64RV	10/02/2020	53.39
202100437	AMAZON CAPITAL SERVICES	1MLY-QJN9-6X7H	10/02/2020	25.19
202100437	AMAZON CAPITAL SERVICES	14Y1-WQH4-6FG9	10/02/2020	202.52
202100437	AMAZON CAPITAL SERVICES	1N64-KFVR-HVP7	10/02/2020	51.99
202100437	AMAZON CAPITAL SERVICES	1336-DGP4-KCFG	10/02/2020	29.88
202100437	AMAZON CAPITAL SERVICES	1N64-KFVR-LLXP	10/02/2020	26.00
202100437	AMAZON CAPITAL SERVICES	14Y1-WQH4-KRF4	10/02/2020	99.75
202100437	AMAZON CAPITAL SERVICES	1336-DGP4-LW64	10/02/2020	219.71
202100437	AMAZON CAPITAL SERVICES	1336-DGP4-RCKK	10/02/2020	590.98

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202100437	AMAZON CAPITAL SERVICES	1W9P-CD9L-Q4KQ	10/02/2020	124.74
202100437	AMAZON CAPITAL SERVICES	1WXF-HPWP-VJPH	10/02/2020	44.99
202100437	AMAZON CAPITAL SERVICES	14Y1-WQH4-XN4W	10/02/2020	48.17
202100437	AMAZON CAPITAL SERVICES	11X7-MGQR-169N	10/02/2020	72.46
202100437	AMAZON CAPITAL SERVICES	11X7-MGQR-1JC9	10/02/2020	83.29
202100437	AMAZON CAPITAL SERVICES	13LX-37Q7-3TL3	10/02/2020	235.26
202100437	AMAZON CAPITAL SERVICES	11X7-MGQR-3HXT	10/02/2020	37.98
202100437	AMAZON CAPITAL SERVICES	1JR7-YG3T-9LC7	10/02/2020	172.46
202100437	AMAZON CAPITAL SERVICES	1JR7-YG3T-D7RF	10/02/2020	19.99
202100437	AMAZON CAPITAL SERVICES	1JR7-YG3T-FYW9	10/02/2020	33.99
202100437	AMAZON CAPITAL SERVICES	1K7Q-JM6X-KPWD	10/02/2020	438.39
202100437	AMAZON CAPITAL SERVICES	1499-LWQY-PDJD	10/02/2020	46.98
202100437	AMAZON CAPITAL SERVICES	1JF1-NKP4-QTHL	10/02/2020	35.99
202100437	AMAZON CAPITAL SERVICES	1499-LWQY-RXKG	10/02/2020	318.00
202100437	AMAZON CAPITAL SERVICES	1TRK-FP7K-F77V	10/02/2020	119.99
202100437	AMAZON CAPITAL SERVICES	14FT-FJ3W-4VXK	10/02/2020	159.29
202100437	AMAZON CAPITAL SERVICES	14LN-TLJJ-39KD	10/02/2020	238.08
202100437	AMAZON CAPITAL SERVICES	14LN-TLJJ-3J31	10/02/2020	9.98
202100437	AMAZON CAPITAL SERVICES	1WVK-HDMD-JXVR	10/02/2020	379.35
202100437	AMAZON CAPITAL SERVICES	1NF6-C4PL-6GWP	10/02/2020	235.04
202100437	AMAZON CAPITAL SERVICES	1NF6-C4PL-7YT7	10/02/2020	52.57
202100437	AMAZON CAPITAL SERVICES	1NF6-C4PL-9RDF	10/02/2020	77.61
202100437	AMAZON CAPITAL SERVICES	1NF6-C4PL-CRT9	10/02/2020	91.90
202100437	AMAZON CAPITAL SERVICES	1NF6-C4PL-FMJX	10/02/2020	449.20
202100437	AMAZON CAPITAL SERVICES	1TNX-VTFL-3HD9	10/02/2020	23.49
202100437	AMAZON CAPITAL SERVICES	11X7-MGQR-YJ4M	10/02/2020	38.95
202100437	AMAZON CAPITAL SERVICES	1VTJ-FFM7-1C93	10/02/2020	71.86
202100437	AMAZON CAPITAL SERVICES	1MCX-Q1K1-MRWR	10/02/2020	38.92
202100437	AMAZON CAPITAL SERVICES	1MCX-Q1K1-N136	10/02/2020	92.52
202100437	AMAZON CAPITAL SERVICES	16KW-X3TF-QW7H	10/02/2020	17.59
202100437	AMAZON CAPITAL SERVICES	14LN-TLJJ-VMN3	10/02/2020	70.18
202100437	AMAZON CAPITAL SERVICES	1KYF-1RJL-63LM	10/02/2020	201.30
202100437	AMAZON CAPITAL SERVICES	1Q4V-K794-4HLW	10/02/2020	26.60
202100437	AMAZON CAPITAL SERVICES	14TP-MQPM-HTMX	10/02/2020	944.87
202100437	AMAZON CAPITAL SERVICES	1MJH-YKQC-HVJF	10/02/2020	153.24
202100437	AMAZON CAPITAL SERVICES	1KYF-1RJL-KD6H	10/02/2020	32.24
202100437	AMAZON CAPITAL SERVICES	1MJH-YKQC-QG6V	10/02/2020	193.18
202100437	AMAZON CAPITAL SERVICES	1M3K-QLQG-N1R7	10/02/2020	109.48
202100438	AMERICAN WELDING & GAS INC	07345755	10/02/2020	144.59
202100439	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-SEPT 2020-21	10/02/2020	23,609.92
202100440	BEHRENS, DANIEL	WOR09252020	10/02/2020	30.00
202100441	BEHRENS, MICHAEL	WOR9252020	10/02/2020	30.00
202100442	CARRICO AQUATIC RESOURCES, INC	20204132	10/02/2020	110.23
202100443	COMPLETE OFFICE OF WISCONSIN	202793	10/02/2020	5,494.02
202100444	FIRST SUPPLY LLC	99006-00	10/02/2020	4.00
202100444	FIRST SUPPLY LLC	98923-00	10/02/2020	50.83
202100444	FIRST SUPPLY LLC	98787-00	10/02/2020	3.99
202100444	FIRST SUPPLY LLC	99074-00	10/02/2020	9.62
202100444	FIRST SUPPLY LLC	99024-00	10/02/2020	95.52

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202100444	FIRST SUPPLY LLC	98771-00	10/02/2020	453.50
202100444	FIRST SUPPLY LLC	98751-00	10/02/2020	728.64
202100445	FOLLETT SCHOOL SOLUTIONS, INC	740909	10/02/2020	108.00
202100446	FORE-FRONT MECHANICAL, INC.	6633	10/02/2020	2,976.00
202100447	FOREMAN, RONALD	Oct2020	10/02/2020	60.00
202100448	GRUETZMACHER, DENNIS	REF09252020	10/02/2020	90.00
202100449	HABECK, MIKE	WOR09252020	10/02/2020	30.00
202100450	HEID MUSIC COMPANY, INC.	2671689	10/02/2020	186.97
202100450	HEID MUSIC COMPANY, INC.	2671691	10/02/2020	401.40
202100451	HEISE, STACY	REF09292020	10/02/2020	55.00
202100452	HELLER, LUKE	WOR09252020	10/02/2020	30.00
202100452	HELLER, LUKE	REF09262020	10/02/2020	55.00
202100452	HELLER, LUKE	REF09292020	10/02/2020	55.00
202100453	HOBBS, STEPHANIE	SEP2020 ITEM	10/02/2020	14.99
202100454	HOHL, RICHARD	REF09252020	10/02/2020	90.00
202100455	HUDDLESTON, DUDLEY	SEP2020 ITEM	10/02/2020	4.42
202100456	HURT, RYAN	WOR09252020	10/02/2020	35.00
202100457	JAGLINSKI, PETER	WOR09262020	10/02/2020	35.00
202100458	JAKUBEK, JACQUE	SEP2020 ITEM	10/02/2020	126.01
202100459	KEMP, JANE	Kemp-Reimb-9-2020	10/02/2020	20.00
202100460	KENITZER, DICK	WOR09252020	10/02/2020	35.00
202100461	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-Sept2020-21	10/02/2020	9,815.36
202100462	KINDER CARE LEARNING CTR, INC.	KIND-4K-SEP 2020-21	10/02/2020	7,958.40
202100463	KLEIN, MICHAEL	REF09252020	10/02/2020	90.00
202100464	KLINNER, RONALD	REF09222020	10/02/2020	90.00
202100465	KLUEVER, JACKIE	SEP2020 ITEM	10/02/2020	11.56
202100466	KREJCI, ALAYNA	SEP2020 ITEM	10/02/2020	25.87
202100467	LAH INTERPRETING LLC	2020	10/02/2020	100.00
202100468	LANCELE, GARRETT	REF09262020	10/02/2020	55.00
202100469	LANGBEHN, DAVID	REF09252020	10/02/2020	55.00
202100470	LANGBEHN, GREGORY	REF09252020	10/02/2020	55.00
202100471	LEY, DANELLE	REF09222020	10/02/2020	90.00
202100472	LUETSCHWAGER, REANEE	AUG2020 ITEM	10/02/2020	24.95
202100473	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-SEPT2020-21	10/02/2020	3,183.36
202100474	MATHIES, MICHAEL	REF09252020	10/02/2020	55.00
202100475	MATSCHKE, RANDY	REF0926/2020	10/02/2020	161.20
202100476	MCELDOWNEY, TODD	REF09252020	10/02/2020	135.00
202100477	MOUNT OLIVE 4K PROGRAM	MTOL-4K-2020-21 Supp	10/02/2020	640.00
202100477	MOUNT OLIVE 4K PROGRAM	MTOL-4K-SEP2020-21	10/02/2020	8,237.32
202100478	MPS PUBLISHING, LLC	42951844	10/02/2020	662.08
202100479	MUELLER, MARLEE	SEP2020 ITEM	10/02/2020	112.37
202100480	NANOTEK DEVICE REPAIR LLC	918	10/02/2020	1,465.00
202100481	NEWMAN CATHOLIC-ST MARK	STMA-4K-SEPT 2020-21	10/02/2020	6,897.28
202100482	NEWMAN CATHOLIC-ST THERESE	STTH-4K-SEPT 2020-21	10/02/2020	8,754.24
202100483	NORTHWAY COMMUNICATIONS INC	112785	10/02/2020	50.75
202100484	OMNI GLASS & PAINT, LLC	0138683-IN	10/02/2020	405.00
202100485	PREGONT, DANIEL	WOR09252020	10/02/2020	35.00
202100486	REINHART FOODS INC	216190	10/02/2020	415.53
202100486	REINHART FOODS INC	218637	10/02/2020	519.68

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202100487	ROMATOWSKI, LAURIE	REF09262020	10/02/2020	55.00
202100487	ROMATOWSKI, LAURIE	REF09292020	10/02/2020	55.00
202100488	SCHAUB, ED	REF09252020	10/02/2020	135.00
202100489	SCHILLING, BRYAN	REF09252020	10/02/2020	55.00
202100490	SEEHAFER, ADAM	WOR09252020	10/02/2020	30.00
202100491	SEELEY, CAITLIN	SEP2020 ITEM	10/02/2020	63.96
202100492	SEKEL, JAMES	REF09262020	10/02/2020	55.00
202100493	SEKEL, TAYLOR	WOR09242020	10/02/2020	35.00
202100494	STROIK, JASON	REF09262020	10/02/2020	90.00
202100495	SUN PRINTING INC	41744	10/02/2020	453.00
202100496	VIKING ELECTRIC SUPPLY	S003997670.001	10/02/2020	50.03
202100496	VIKING ELECTRIC SUPPLY	S003996823.001	10/02/2020	66.82
202100496	VIKING ELECTRIC SUPPLY	S004014215.001	10/02/2020	322.31
202100496	VIKING ELECTRIC SUPPLY	S004011919.001	10/02/2020	8.16
202100496	VIKING ELECTRIC SUPPLY	S004011662.001	10/02/2020	345.80
202100496	VIKING ELECTRIC SUPPLY	S004006052.001	10/02/2020	86.32
202100496	VIKING ELECTRIC SUPPLY	S004006052.003	10/02/2020	33.15
202100496	VIKING ELECTRIC SUPPLY	S004006052.002	10/02/2020	7.78
202100496	VIKING ELECTRIC SUPPLY	S003992938.004	10/02/2020	-11.58
202100496	VIKING ELECTRIC SUPPLY	S004005282.001	10/02/2020	199.00
202100496	VIKING ELECTRIC SUPPLY	S004005282.002	10/02/2020	439.52
202100496	VIKING ELECTRIC SUPPLY	S004019234.001	10/02/2020	23.52
202100497	VLIETSTRA, ALISON	SEP2020 MILEAGE	10/02/2020	86.59
202100498	WAUSAU CHILD CARE-CEDAR CR, INC.	WACC-4K-SEPT 2020-21	10/02/2020	3,713.92
202100499	WENDOLEK, JOSEPH	REF09262020	10/02/2020	90.00
202100500	WESTPHAL, JULIE	SEP2020 ITEM	10/02/2020	97.07
202100501	WSMA	25173	10/02/2020	532.00
202100502	ZELL, BRIAN	SEP2020 ITEM	10/02/2020	289.90
202100503	ZUELSDORFF, BILLY	REF09252020	10/02/2020	90.00
202100504	ADVANCED DISPOSAL SOLID WASTE MIDWEST, LLC	SEP2020	10/09/2020	3,608.00
202100505	ALPHA BAKING CO., INC.	200126272009	10/09/2020	32.34
202100505	ALPHA BAKING CO., INC.	200126272010	10/09/2020	15.60
202100505	ALPHA BAKING CO., INC.	200126272011	10/09/2020	348.00
202100505	ALPHA BAKING CO., INC.	39010/200126275028	10/09/2020	-3.90
202100505	ALPHA BAKING CO., INC.	39010/200126275029	10/09/2020	-6.87
202100506	AMAZON CAPITAL SERVICES	1G1Y-WYWT-K19W	10/09/2020	199.11
202100506	AMAZON CAPITAL SERVICES	1W71-QMN4-N91W	10/09/2020	98.91
202100506	AMAZON CAPITAL SERVICES	1K4K-LRLY-7Y4H	10/09/2020	27.98
202100506	AMAZON CAPITAL SERVICES	1WQT-HJLL-FTLF	10/09/2020	23.49
202100506	AMAZON CAPITAL SERVICES	1TNX-VTFL-GGL3	10/09/2020	20.78
202100506	AMAZON CAPITAL SERVICES	19NF-PCXW-LWLP	10/09/2020	136.47
202100506	AMAZON CAPITAL SERVICES	1Y3Y-M1M6-6LWW	10/09/2020	28.79
202100506	AMAZON CAPITAL SERVICES	1P3T-NDTL-HMJG	10/09/2020	44.96
202100506	AMAZON CAPITAL SERVICES	1DQL-C47Y-FLQ7	10/09/2020	26.99
202100506	AMAZON CAPITAL SERVICES	1DQL-C47Y-VTYG	10/09/2020	24.88
202100506	AMAZON CAPITAL SERVICES	1TNX-VTFL-WWMH	10/09/2020	23.49
202100506	AMAZON CAPITAL SERVICES	1GD7-9TLD-LJ9C	10/09/2020	109.23
202100506	AMAZON CAPITAL SERVICES	1419-TGVW-RGYC	10/09/2020	239.80
202100506	AMAZON CAPITAL SERVICES	1P3T-NDTL-W7KQ	10/09/2020	491.34

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202100506	AMAZON CAPITAL SERVICES	11Q3-GYCV-JR4N	10/09/2020	39.99
202100506	AMAZON CAPITAL SERVICES	11Q3-GYCV-NLGW	10/09/2020	23.88
202100506	AMAZON CAPITAL SERVICES	1Y74-1N9V-RVQX	10/09/2020	19.98
202100506	AMAZON CAPITAL SERVICES	1Y74-1N9V-VQYG	10/09/2020	91.63
202100506	AMAZON CAPITAL SERVICES	11Q3-GYCV-QXDK	10/09/2020	147.43
202100506	AMAZON CAPITAL SERVICES	1QJG-JMWQ-R9PW	10/09/2020	58.80
202100506	AMAZON CAPITAL SERVICES	1QJG-JMWQ-RJ3X	10/09/2020	203.40
202100506	AMAZON CAPITAL SERVICES	1MYK-LJQ9-RGXX	10/09/2020	20.98
202100506	AMAZON CAPITAL SERVICES	1PLP-LNXY-YDHW	10/09/2020	100.85
202100506	AMAZON CAPITAL SERVICES	1G93-TNMW-6JVH	10/09/2020	107.97
202100506	AMAZON CAPITAL SERVICES	1FGX-47K3-KM3W	10/09/2020	56.45
202100507	AMELSE, RICK	REF09292020	10/09/2020	70.00
202100507	AMELSE, RICK	REF10012020	10/09/2020	70.00
202100508	AMERICAN WELDING & GAS INC	07372929	10/09/2020	111.53
202100508	AMERICAN WELDING & GAS INC	07384139	10/09/2020	218.45
202100509	ARAMARK UNIFORM SERVICES, INC	SEP2020 CUST	10/09/2020	1,761.46
202100510	BAIER, TERESE	SEP2020 MILEAGE	10/09/2020	173.42
202100511	BAUER, MORGAN	OCT2020 ITEM	10/09/2020	40.32
202100512	BIZJAK, CHRISTOPHER	REF09292020	10/09/2020	90.00
202100512	BIZJAK, CHRISTOPHER	REF10032020	10/09/2020	90.00
202100513	BRICE, MATTHEW	REF10032020	10/09/2020	135.00
202100514	BURGESS, DENIS	REF09292020	10/09/2020	145.00
202100514	BURGESS, DENIS	REF10032020	10/09/2020	90.00
202100515	CESA 9, INC.	0000013815	10/09/2020	24,825.75
202100516	COLVIN, ASHLEY	COLVIN10320	10/09/2020	14.50
202100517	COMPLETE OFFICE OF WISCONSIN	202822	10/09/2020	168.69
202100517	COMPLETE OFFICE OF WISCONSIN	202877	10/09/2020	1,353.65
202100518	CREATIVE PROD SOURCING INC	135400	10/09/2020	619.00
202100519	DEAF HH EDUCATIONAL CONSULTING	1101	10/09/2020	3,112.50
202100520	DEVINE-SCHWANTES, JODI	SEP2020 ITEM	10/09/2020	24.14
202100521	FIRST SUPPLY LLC	97556-00	10/09/2020	65.73
202100521	FIRST SUPPLY LLC	97473-00	10/09/2020	390.95
202100521	FIRST SUPPLY LLC	97702-00	10/09/2020	215.27
202100521	FIRST SUPPLY LLC	99286-00	10/09/2020	25.19
202100521	FIRST SUPPLY LLC	99060-00	10/09/2020	553.09
202100521	FIRST SUPPLY LLC	99535-00	10/09/2020	66.08
202100521	FIRST SUPPLY LLC	96594-01	10/09/2020	43.89
202100522	FIX, CARLA	REF09292020	10/09/2020	86.20
202100523	FIX, WENDY	REF10012020	10/09/2020	86.20
202100524	FOX, GRETCHEN	SEP2020 ITEM	10/09/2020	136.55
202100525	HARBERT, MICHAEL	WOR09292020	10/09/2020	50.00
202100526	HEBEIN, HALEY	SEP2020 MILEAGE	10/09/2020	242.73
202100527	HELLER, CHRISTOPHER	OCT2020 ITEM	10/09/2020	99.08
202100528	HORST DISTRIBUTING INC	87198-000	10/09/2020	173.42
202100529	JAGLINSKI, PETER	WOR09292020	10/09/2020	35.00
202100529	JAGLINSKI, PETER	WOR10032020	10/09/2020	35.00
202100530	JEHN, KALLY	SEP2020 MILEAGE	10/09/2020	86.42
202100531	JENKIN, DOUGLAS	JENKIN10520	10/09/2020	143.00
202100532	KRANZ, BRANDON	SEP2020 REIMB	10/09/2020	200.00

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202100533	KRUEGER, SAVANNA	SEP2020 REIMB	10/09/2020	200.00
202100534	KWIK TRIP INC	00054784 SEP2020	10/09/2020	1,372.28
202100535	LANCELLE, GARRETT	REF09292020	10/09/2020	55.00
202100535	LANCELLE, GARRETT	REF10032020	10/09/2020	55.00
202100535	LANCELLE, GARRETT	REF1022020	10/09/2020	55.00
202100536	LEE, CHEE	SEP2020 ITEM	10/09/2020	110.96
202100537	LICHTENWALD, ALLISON	LICHTENWALD10320	10/09/2020	30.00
202100538	LUETSCHWAGER, REANEE	SEP2020 ITEM	10/09/2020	15.22
202100539	M3 INSURANCE SOLU INC	51936	10/09/2020	43,583.00
202100540	MARA CTY SPEC ED	AUD 01-2021	10/09/2020	4,415.99
202100541	MARATHON PEST CONTROL	37189	10/09/2020	28.00
202100541	MARATHON PEST CONTROL	13417	10/09/2020	28.00
202100541	MARATHON PEST CONTROL	37211	10/09/2020	28.00
202100542	MISSISSIPPI WELDERS SUPPLY CO., INC	3329012	10/09/2020	1,187.39
202100543	MOUA, TOULY	REF1022020	10/09/2020	55.00
202100544	MURPHY, PATRICK	REF10032020	10/09/2020	145.00
202100545	NORTHWAY COMMUNICATIONS INC	112870	10/09/2020	94.60
202100546	OKABE, YUMIKO	WOR10012020	10/09/2020	50.00
202100547	PATTERSON-HAWK, KRISTI	SEP2020 ITEM	10/09/2020	94.92
202100548	PRAHL, TINA	SEP2020 MILEAGE	10/09/2020	167.04
202100549	RALL, MORGAN	SEP2020 MILEAGE	10/09/2020	20.65
202100550	ROTH, ROGER	REF09252020	10/09/2020	90.00
202100551	SCHUBRING, KIRT	WOR10032020	10/09/2020	55.00
202100552	SCHUMANN, DAVID	REF09292020	10/09/2020	90.00
202100553	SCOTT, JEFFREY	REF10032020	10/09/2020	135.00
202100554	SEKEL, TAYLOR	WOR09292020	10/09/2020	35.00
202100554	SEKEL, TAYLOR	WOR10032020	10/09/2020	50.00
202100555	STUDER EDUCATION	111725	10/09/2020	7,840.00
202100556	TAYLOR, JULIANN	SEP2020 MILEAGE	10/09/2020	152.60
202100557	VESPER, WENDY	SEP2020 ITEM	10/09/2020	146.64
202100558	VIKING ELECTRIC SUPPLY	S004021246.001	10/09/2020	33.53
202100558	VIKING ELECTRIC SUPPLY	S004040927.001	10/09/2020	177.59
202100558	VIKING ELECTRIC SUPPLY	S004045794.001	10/09/2020	88.61
202100559	WEINKAUF, TONI	WEINKAUF10620	10/09/2020	686.00
202100560	WI ATHLETIC ASSN WIAA	10012020	10/09/2020	10.00
202100561	WI PUBLIC SERVICE	3056675127	10/09/2020	69,597.73
				<b>1,786,586.70</b>

**DC Everest Area School District  
Board Check Register(09/09/2020-10/14/2020)  
46 Fund Checking**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
4600005	UPPER MIDWEST ATHLETIC CONSTRUCTION	CONTRACT A-#4 46FUND	10/02/2020	10,183.83
4600005	UPPER MIDWEST ATHLETIC CONSTRUCTION	CONTRACT C-#2 46FUND	10/02/2020	4,737.78
				<b>14,921.61</b>

**DC Everest Area School District  
Board Check Register(09/09/2020-10/14/2020)  
49 Fund Checking**

<b>CHECK NUMBER</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
4900404	CHARTER COMMUNICATIONS, INC.	0001842090320a	9/25/20	9,966.56
4900405	B & P MECHANICAL, INC.	BP6PA12BandP	10/9/20	21,253.46
4900406	EARTH, INC.	BP5PA2MTBay	10/9/20	71,173.86
4900406	EARTH, INC.	BP6PA6EarthREF	10/9/20	46,826.88
4900407	EGI MECHANICAL, INC	BP8PA4EGI	10/9/20	24,462.50
4900407	EGI MECHANICAL, INC	BP8PA6EGI	10/9/20	11,685.00
4900407	EGI MECHANICAL, INC	BP9PA6EGI	10/9/20	78,827.20
4900408	ELLIS CONSTRUCTION	BP9PA5EllisStone	10/9/20	268,404.40
4900409	H.J. MARTIN AND SON, INC	BP7PA3REFHJM	10/9/20	818.90
4900410	HOME INSULATION CO, INC	BP8PA3HomeIns	10/9/20	25,840.00
4900410	HOME INSULATION CO, INC	BP9PA2Home	10/9/20	35,910.00
4900411	HOOPER CORPORATION	BP9PA4Hooper	10/9/20	10,925.00
4900412	MOBILE WAREHOUSE, LLC	23740	10/9/20	200.00
4900412	MOBILE WAREHOUSE, LLC	23736	10/9/20	300.00
4900412	MOBILE WAREHOUSE, LLC	23741	10/9/20	100.00
4900412	MOBILE WAREHOUSE, LLC	23737	10/9/20	200.00
4900412	MOBILE WAREHOUSE, LLC	23739	10/9/20	400.00
4900412	MOBILE WAREHOUSE, LLC	23738	10/9/20	300.00
4900412	MOBILE WAREHOUSE, LLC	23734	10/9/20	100.00
4900412	MOBILE WAREHOUSE, LLC	23735	10/9/20	100.00
4900413	OLYMPUS LOCKERS AND STORAGE PRODUCTS,	BP7PA2Olym	10/9/20	301,557.55
4900414	PGA PLUMBING INC	BP3PA13PGA	10/9/20	4,902.00
4900415	PIEPER ELECTRIC, INC.	BP9PA6Pieper	10/9/20	65,550.00
4900416	SCHERRER CONSTRUCTION CO. INC.	BP8PA5Scherrer	10/9/20	667,314.29
4900417	SMA CONSTRUCTION SERVICES	BP7PA5SMAREF	10/9/20	120,315.00
4900418	SUMMIT SUPPLY	83072	10/9/20	4,123.00
4900419	WISCONSIN MECHANICAL SOLUTIONS, INC	BP8PA7WIMechSol	10/9/20	83,695.00
202100562	ALTMANN CONSTRUCTION CO., INC	BP4PA12Altmann	10/9/20	52,699.27
202100563	FORE-FRONT MECHANICAL, INC.	BP7PA8FFMech	10/9/20	2,465.25
202100564	NEXUS SOLUTIONS, LLC	Nex1167	10/9/20	21,833.12
202100564	NEXUS SOLUTIONS, LLC	Nex1167River	10/9/20	13,623.33
202100564	NEXUS SOLUTIONS, LLC	Nex1167RothSecondTry	10/9/20	427.27
202100564	NEXUS SOLUTIONS, LLC	Nex1167Weston	10/9/20	7,065.90
202100564	NEXUS SOLUTIONS, LLC	Nex1167MtBay	10/9/20	25.44
202100564	NEXUS SOLUTIONS, LLC	Nex1167JH	10/9/20	145,183.61
202100564	NEXUS SOLUTIONS, LLC	Nex1167SH	10/9/20	117,180.66
202100564	NEXUS SOLUTIONS, LLC	Nex1167IDEA	10/9/20	14,630.00
202100564	NEXUS SOLUTIONS, LLC	Nex1168RefEver	10/9/20	16,273.65
202100564	NEXUS SOLUTIONS, LLC	NEX1168refRiver	10/9/20	16,821.50
202100564	NEXUS SOLUTIONS, LLC	Nex1168refWest	10/9/20	26,130.65
202100564	NEXUS SOLUTIONS, LLC	Nex1168refMTBAY	10/9/20	1,155.50
202100564	NEXUS SOLUTIONS, LLC	Nex1168refJH	10/9/20	13,765.05
202100565	TOTAL ELECTRIC, INC.	BP8PA7Total	10/9/20	64,063.25
				<b>2,368,594.05</b>

Account Level		Beginning	2020-21	2020-21	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 A 000 000 711000 000 000 000	GENERAL FUND/CL Cash	-3,656,656.24	35,248,620.69	31,465,798.22	126,166.23
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	9,830,132.58	9,830,132.58	0.00
10 A 000 000 711105 000 000 000	GENERAL FUND/A/ A/P ACH Cash Clearing Account	0.00	0.00	0.00	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PE PETTY CASH	980.00	0.00	0.00	980.00
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	11,980,586.60	22,114,566.74	28,584,044.36	5,511,108.98
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	501,959.20	142.59	0.00	502,101.79
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,036,917.32	0.00	7,036,917.32	0.00
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	20,824.74	133.02	20,217.76	740.00
10 A 000 000 713207 000 000 000	GENERAL FUND/SC SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713210 000 000 000	GENERAL FUND/TR TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10 A 000 000 714100 000 000 000	GENERAL FUND/DU Due From Other Funds	0.00	0.00	0.00	0.00
10 A 000 000 715100 000 000 000	GENERAL FUND/DU DUE FROM LOCAL GOVERNMENTS	723.73	0.00	723.73	0.00
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	1,581.63	0.00	1,581.63	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	850,978.26	0.00	850,978.26	0.00
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	333,143.96	0.00	333,143.96	0.00
10 A 000 000 717000 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	0.00	0.00	0.00	0.00
10 A 000 000 717001 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	0.00	0.00	0.00	0.00
10 A 000 000 751000 000 000 000	GENERAL FUND/FI FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10 A 000 000 753000 000 000 000	GENERAL FUND/FI FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10 A 000 000 754000 000 000 000	GENERAL FUND/FI FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10 A 000 000 754100 000 000 000	GENERAL FUND/EQ FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10 L 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 L 000 000 811100 000 000 000	GENERAL FUND/TE TEMPORARY NOTES PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-504,466.77	5,177,352.96	4,672,886.19	0.00
10 L 000 000 811555 000 000 000	GENERAL FUND/AP AP P-CARD	0.00	0.00	0.00	0.00
10 L 000 000 811558 000 000 000	GENERAL FUND/AP AP STAPLES	0.00	0.00	0.00	0.00
10 L 000 000 811610 000 000 000	GENERAL FUND/ME MEDICARE TAX	-51,628.92	395,602.06	343,973.14	0.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-221,245.02	1,689,679.82	1,468,434.80	0.00
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	875,617.10	875,617.10	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-72,144.99	608,337.09	536,192.10	0.00
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-698,014.66	1,617,663.80	1,573,450.66	-653,801.52
10 L 000 000 811622 000 000 000	GENERAL FUND/HD HDHP - 4K / 8K	0.00	0.00	0.00	0.00
10 L 000 000 811624 000 000 000	GENERAL FUND/HD HDHP - 40 PLAN	0.00	0.00	0.00	0.00
10 L 000 000 811626 000 000 000	GENERAL FUND/HS HSA - EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811628 000 000 000	GENERAL FUND/HS HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811630 000 000 000	GENERAL FUND/DE DENTAL - PPO CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811631 000 000 000	GENERAL FUND/HE HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811632 000 000 000	GENERAL FUND/DE DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811633 000 000 000	GENERAL FUND/DI DISABILITY INS DEDUCTION	-9,742.12	47,480.02	42,416.68	-4,678.78
10 L 000 000 811634 000 000 000	GENERAL FUND/SP SPOUSE/DEP'T LIFE INSURANCE	-2,066.10	2,896.75	3,324.20	-2,493.55

Account Level		Beginning	2020-21	2020-21	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 811635 000 000 000	GENERAL FUND/DE DEPENDENT CARE - CHPT125	-15,433.51	18,830.44	20,703.16	-17,306.23
10 L 000 000 811636 000 000 000	GENERAL FUND/DE DENTAL-PPO CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811637 000 000 000	GENERAL FUND/HE HEALTH-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811638 000 000 000	GENERAL FUND/DE DENTAL-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811639 000 000 000	GENERAL FUND/AD ADDITIONAL LIFE INSURANCE	-2,934.23	20,586.09	24,366.95	-6,715.09
10 L 000 000 811640 000 000 000	GENERAL FUND/UN UNITED WAY	0.00	5,153.44	5,153.44	0.00
10 L 000 000 811641 000 000 000	GENERAL FUND/OT OTHER MEDICAL - CHPT 125	0.00	0.00	0.00	0.00
10 L 000 000 811642 000 000 000	GENERAL FUND/EB EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00
10 L 000 000 811643 000 000 000	GENERAL FUND/HE HEALTH INS. - SELF PAY - COBRA	0.00	8,939.08	76,113.64	-67,174.56
10 L 000 000 811644 000 000 000	GENERAL FUND/DE DENTAL INS. - SELF PAY - COBRA	0.00	0.00	6,019.51	-6,019.51
10 L 000 000 811645 000 000 000	GENERAL FUND/LI LIFE INS - EMPLOYER CONTRIBUTI	-21,168.61	27,660.82	25,118.64	-18,626.43
10 L 000 000 811647 000 000 000	GENERAL FUND/LI LIMITED FLEX PLAN-CHAPTER 125	-1,568.50	0.00	776.88	-2,345.38
10 L 000 000 811648 000 000 000	GENERAL FUND/SU SUPPLEMENTAL LIFE INSURANCE	-3,287.70	10,059.00	12,138.03	-5,366.73
10 L 000 000 811650 000 000 000	GENERAL FUND/UN UNION DUES DEDUCTION	0.00	0.00	0.00	0.00
10 L 000 000 811652 000 000 000	GENERAL FUND/GR GREENHECK FIELDHOUSE MEMBERSHP	0.00	0.00	0.00	0.00
10 L 000 000 811655 000 000 000	GENERAL FUND/V V VISION PLAN (DELTA)	-1,672.11	12,198.09	10,672.49	-146.51
10 L 000 000 811656 000 000 000	GENERAL FUND/V V SHORT TERM DISABILITY	3,969.07	15,313.44	17,921.00	1,361.51
10 L 000 000 811665 000 000 000	GENERAL FUND/RO ROTH 403(B)	0.00	27,858.64	27,858.64	0.00
10 L 000 000 811670 000 000 000	GENERAL FUND/TS TSA'S	0.00	252,496.45	252,496.45	0.00
10 L 000 000 811673 000 000 000	GENERAL FUND/RE RETIREE HEALTH	0.00	0.00	29,214.06	-29,214.06
10 L 000 000 811674 000 000 000	GENERAL FUND/RE RETIREE DENTAL	0.00	0.00	2,127.81	-2,127.81
10 L 000 000 811675 000 000 000	GENERAL FUND/RE RETIREE LIFE	0.00	0.00	0.00	0.00
10 L 000 000 811699 000 000 000	GENERAL FUND/MI MISCELLANEOUS DEDUCTION	0.00	20,363.42	20,363.42	0.00
10 L 000 000 811700 000 000 000	GENERAL FUND/IN INTEREST PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811810 000 000 000	GENERAL FUND/NE NET PAYROLL PAYABLE (CHECKS)	0.00	0.00	0.00	0.00
10 L 000 000 811815 000 000 000	GENERAL FUND/NE NET EFT PAYABLE	0.00	22,438,781.76	22,438,781.76	0.00
10 L 000 000 811820 000 000 000	GENERAL FUND/VO VOUCHERS PAYABLE	-3,582,856.16	3,582,856.16	0.00	0.00
10 L 000 000 812000 000 000 000	GENERAL FUND/DU Due To Other Funds	-750,000.00	750,000.00	0.00	0.00
10 L 000 000 815100 000 000 000	GENERAL FUND/SE SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
10 L 000 000 815901 000 000 000	GENERAL FUND/OP OPEB 73	0.00	0.00	0.00	0.00
10 L 000 000 816000 000 000 000	GENERAL FUND/DE DEFERRED REVENUES	0.00	0.00	0.00	0.00
10 L 000 000 816200 000 000 000	GENERAL FUND/DE DEFERRED REVENUE STATE AID	-425.00	425.00	0.00	0.00
10 L 000 000 816903 000 000 000	GENERAL FUND/DE DEFERRED REVENUE-VARIOUS CAMPS	0.00	0.00	0.00	0.00
10 L 000 000 816905 000 000 000	GENERAL FUND/DE DEFERRED REVENUE-MISC. ICE USE	0.00	0.00	0.00	0.00
10 L 000 000 816909 000 000 000	GENERAL FUND/DE DEFERRED REVENUE H.S. HOCKEY	0.00	0.00	0.00	0.00
10 L 000 000 816910 000 000 000	GENERAL FUND/DE DEF. REV. - IN TECH	0.00	0.00	0.00	0.00
10 L 000 000 817100 000 000 000	GENERAL FUND/HE HEALTH-CLAIMS PAYABLE	0.00	3,435.54	3,435.54	0.00
10 L 000 000 817101 000 000 000	GENERAL FUND/SE SECURITY PREMIUM PAYABLE	-803,377.37	3,323,628.47	2,868,475.22	-348,224.12
10 L 000 000 817150 000 000 000	GENERAL FUND/HR HRA PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817200 000 000 000	GENERAL FUND/DE DENTAL-CLAIMS PAYABLE	-150,000.00	342,721.46	294,008.09	-101,286.63

Account Level		Beginning	2020-21		Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 819107 000 000 000	GENERAL FUND/CO CONF ROOM A - ED IMPROVEMENT	0.00	0.00	0.00	0.00
10 L 000 000 842300 000 000 000	GENERAL FUND/LO LONG TERM BONDS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 842350 000 000 000	GENERAL FUND/38 38 FUND TAXABLE BONDS	0.00	0.00	0.00	0.00
10 Q 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 Q 000 000 911000 000 000 000	GENERAL FUND/FI FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00
10 Q 000 000 912000 000 000 000	GENERAL FUND/FI FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00
10 Q 000 000 914000 000 000 000	GENERAL FUND/FI FIXED ASSETS-ACCUM DEPRECIATIO	0.00	0.00	0.00	0.00
10 Q 000 000 916000 000 000 000	GENERAL FUND/FI FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00
10 Q 000 000 931000 000 000 000	GENERAL FUND/FU FUND BALANCE-RESERVED	0.00	612,729.92	942,153.41	-329,423.49
10 Q 000 000 931700 000 000 000	GENERAL FUND/FU FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00
10 Q 000 000 932000 000 000 000	GENERAL FUND/FU FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
10 Q 000 000 936120 000 000 000	GENERAL FUND/Co CONT OBLIG-RESTRICTED FUND BAL	-340,000.00	0.00	0.00	-340,000.00
10 Q 000 000 936130 000 000 000	GENERAL FUND/UN UNSPENT COMMON SCHOOL LIBRARY	-29,119.84	29,119.84	0.00	0.00
10 Q 000 000 936320 000 000 000	GENERAL FUND/De DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
10 Q 000 000 936500 000 000 000	GENERAL FUND/Fo FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
10 Q 000 000 936900 000 000 000	GENERAL FUND/FD FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
10 Q 000 000 938900 000 000 000	GENERAL FUND/As ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10 Q 000 000 939200 000 000 000	GENERAL FUND/CA WORKING CAPITAL (CASH FLOW)	-9,813,856.66	17,773,393.37	12,167,044.82	-4,207,508.11
10 Q 000 000 939900 000 000 000	GENERAL FUND/Un UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
10 - - - - -		0.00	126,884,775.65	126,884,775.65	0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Beginning	2020-21		Ending	
								Description	Balance	FYTD Debits	FYTD Credits	Balance	
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI	CASH	751,879.84	300,059.57	2,602,401.05	-1,550,461.64
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI	PAYROLL CLEARANCE ACCOUNT	0.00	2,429,541.92	2,429,541.92	0.00
27	A	000	000	711105	000	000	000	SPECIAL EDUCATI	A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
27	A	000	000	712000	000	000	000	SPECIAL EDUCATI	INVESTMENTS	0.00	248,467.89	248,467.89	0.00
27	A	000	000	713200	000	000	000	SPECIAL EDUCATI	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
27	A	000	000	714100	000	000	000	SPECIAL EDUCATI	Due From Other Funds	0.00	0.00	0.00	0.00
27	A	000	000	715420	000	000	000	SPECIAL EDUCATI	DUE FROM CESA	0.00	0.00	0.00	0.00
27	A	000	000	715500	000	000	000	SPECIAL EDUCATI	DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00
27	A	000	000	715600	000	000	000	SPECIAL EDUCATI	DUE FROM FED GOVERNMENT	248,466.89	0.00	248,466.89	0.00
27	L	000	000	000000	000	000	000	SPECIAL EDUCATI		0.00	0.00	0.00	0.00
27	L	000	000	811200	000	000	000	SPECIAL EDUCATI	ACCOUNTS PAYABLE	-67,023.71	152,765.39	85,741.68	0.00
27	L	000	000	811558	000	000	000	SPECIAL EDUCATI	AP STAPLES	0.00	0.00	0.00	0.00
27	L	000	000	811610	000	000	000	SPECIAL EDUCATI	MEDICARE TAX	-9,311.54	9,311.54	0.00	0.00
27	L	000	000	811611	000	000	000	SPECIAL EDUCATI	SOCIAL SECURITY TAX	-39,814.30	39,814.30	0.00	0.00
27	L	000	000	811620	000	000	000	SPECIAL EDUCATI	RETIREMENT DEDUCTION	-43,821.30	43,821.30	0.00	0.00
27	L	000	000	811628	000	000	000	SPECIAL EDUCATI	HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
27	L	000	000	811630	000	000	000	SPECIAL EDUCATI	DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
27	L	000	000	811633	000	000	000	SPECIAL EDUCATI	DISABILITY INS DEDUCTION	-2,214.47	2,214.47	0.00	0.00
27	L	000	000	811645	000	000	000	SPECIAL EDUCATI	LIFE INS - EMPLOYER CONTRIBUTI	-1,139.57	1,139.57	0.00	0.00
27	L	000	000	811815	000	000	000	SPECIAL EDUCATI	NET EFT PAYABLE	0.00	4,013,408.25	4,013,408.25	0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATI	VOUCHERS PAYABLE	-649,487.06	649,487.06	0.00	0.00
27	L	000	000	812000	000	000	000	SPECIAL EDUCATI	Due To Other Funds	0.00	0.00	0.00	0.00
27	L	000	000	815100	000	000	000	SPECIAL EDUCATI	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
27	L	000	000	817101	000	000	000	SPECIAL EDUCATI	SECURITY PREMIUM PAYABLE	-172,351.37	172,351.37	0.00	0.00
27	L	000	000	817150	000	000	000	SPECIAL EDUCATI	HRA PAYABLE	0.00	0.00	0.00	0.00
27	L	000	000	817200	000	000	000	SPECIAL EDUCATI	DENTAL - CLAIMS PAYABLE	-15,183.41	15,183.41	0.00	0.00
27	Q	000	000	000000	000	000	000	SPECIAL EDUCATI		0.00	0.00	0.00	0.00
27	Q	000	000	931000	000	000	000	SPECIAL EDUCATI	FUND BALANCE - RESERVED	0.00	40,198.37	74,836.97	-34,638.60
27	Q	000	000	932000	000	000	000	SPECIAL EDUCATI	FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
27	Q	000	000	936120	000	000	000	SPECIAL EDUCATI	CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
27	Q	000	000	936320	000	000	000	SPECIAL EDUCATI	DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
27	Q	000	000	936500	000	000	000	SPECIAL EDUCATI	FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	936900	000	000	000	SPECIAL EDUCATI	FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
27	Q	000	000	938900	000	000	000	SPECIAL EDUCATI	ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
27	Q	000	000	939200	000	000	000	SPECIAL EDUCATI	WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
27	Q	000	000	939900	000	000	000	SPECIAL EDUCATI	UNASSIGNED FUND BALANCE	0.00	2,614,779.82	1,029,679.58	1,585,100.24
27	-	---	---	-----	---	---	---			0.00	10,732,544.23	10,732,544.23	0.00

Account Level		Beginning	2020-21	2020-21	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
50 A 000 000 711000 000 000 000	FOOD SERVICE FU CASH	1,308,184.75	212,980.26	491,076.25	1,030,088.76
50 A 000 000 711100 000 000 000	FOOD SERVICE FU PAYROLL CLEARANCE ACCOUNT	0.00	233,222.03	233,222.03	0.00
50 A 000 000 711105 000 000 000	FOOD SERVICE FU A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
50 A 000 000 711200 000 000 000	FOOD SERVICE FU PETTY CASH	93.00	0.00	0.00	93.00
50 A 000 000 712000 000 000 000	FOOD SERVICE FU INVESTMENTS	0.00	164,943.83	164,943.83	0.00
50 A 000 000 713200 000 000 000	FOOD SERVICE FU ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
50 A 000 000 714100 000 000 000	FOOD SERVICE FU Due From Other Funds	0.00	0.00	0.00	0.00
50 A 000 000 715500 000 000 000	FOOD SERVICE FU DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00
50 A 000 000 715600 000 000 000	FOOD SERVICE FU DUE FROM FEDERAL FUNDS	75,440.72	0.00	75,440.72	0.00
50 L 000 000 000000 000 000 000	FOOD SERVICE FU	0.00	0.00	0.00	0.00
50 L 000 000 811200 000 000 000	FOOD SERVICE FU ACCOUNTS PAYABLE	-94,101.94	256,237.40	162,135.46	0.00
50 L 000 000 811558 000 000 000	FOOD SERVICE FU AP STAPLES	0.00	0.00	0.00	0.00
50 L 000 000 811610 000 000 000	FOOD SERVICE FU MEDICARE TAX	-371.92	371.92	0.00	0.00
50 L 000 000 811611 000 000 000	FOOD SERVICE FU SOCIAL SECURITY TAX	-1,590.16	1,590.16	0.00	0.00
50 L 000 000 811620 000 000 000	FOOD SERVICE FU RETIREMENT DEDUCTION	-1,627.25	1,627.25	0.00	0.00
50 L 000 000 811630 000 000 000	FOOD SERVICE FU DENTAL PPO PLAN	0.00	0.00	0.00	0.00
50 L 000 000 811633 000 000 000	FOOD SERVICE FU DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00
50 L 000 000 811645 000 000 000	FOOD SERVICE FU LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00
50 L 000 000 811815 000 000 000	FOOD SERVICE FU NET EFT PAYABLE	0.00	289,985.90	289,985.90	0.00
50 L 000 000 811820 000 000 000	FOOD SERVICE FU VOUCHERS PAYABLE	-26,228.38	26,228.38	0.00	0.00
50 L 000 000 812000 000 000 000	FOOD SERVICE FU Due To Other Funds	0.00	0.00	0.00	0.00
50 L 000 000 815000 000 000 000	FOOD SERVICE FU DEPOSITS PAYABLE-FAMILY BALANC	0.00	0.00	0.00	0.00
50 L 000 000 815100 000 000 000	FOOD SERVICE FU SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
50 L 000 000 815300 000 000 000	FOOD SERVICE FU DUE TO STATE	-608.88	0.00	0.00	-608.88
50 L 000 000 815900 000 000 000	FOOD SERVICE FU Other Deposits Payable	-137,297.44	0.00	0.00	-137,297.44
50 L 000 000 817101 000 000 000	FOOD SERVICE FU SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817150 000 000 000	FOOD SERVICE FU HRA PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817200 000 000 000	FOOD SERVICE FU DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
50 Q 000 000 000000 000 000 000	FOOD SERVICE FU	0.00	0.00	0.00	0.00
50 Q 000 000 931000 000 000 000	FOOD SERVICE FU FUND BALANCE - RESERVED	0.00	629.77	772.52	-142.75
50 Q 000 000 932000 000 000 000	FOOD SERVICE FU FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
50 Q 000 000 936120 000 000 000	FOOD SERVICE FU CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
50 Q 000 000 936320 000 000 000	FOOD SERVICE FU DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
50 Q 000 000 936500 000 000 000	FOOD SERVICE FU FOOD SERVICE FUND BALANCE	-1,121,892.50	410,456.23	180,696.42	-892,132.69
50 Q 000 000 936900 000 000 000	FOOD SERVICE FU FUND BALANCE-RESTRICTED OTHER	0.00	0.00	0.00	0.00
50 Q 000 000 938900 000 000 000	FOOD SERVICE FU ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50 Q 000 000 939200 000 000 000	FOOD SERVICE FU WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
50 Q 000 000 939900 000 000 000	FOOD SERVICE FU UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
50 - - - - -		0.00	1,598,273.13	1,598,273.13	0.00

		Account Level		Beginning	2020-21		2020-21	Ending									
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
80	A	000	000	711000	000	000	000	COMMUNITY SERVI					CASH	72,018.30	224,856.23	381,240.21	-84,365.68
80	A	000	000	711001	000	000	000	COMMUNITY SERVI					COMM. SERV. MINIMUM BALANCE RQ	250.00	0.00	0.00	250.00
80	A	000	000	711100	000	000	000	COMMUNITY SERVI					PAYROLL CLEARANCE ACCOUNT	0.00	283,176.92	283,176.92	0.00
80	A	000	000	711105	000	000	000	COMMUNITY SERVI					A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
80	A	000	000	711200	000	000	000	COMMUNITY SERVI					PETTY CASH	1,030.00	0.00	0.00	1,030.00
80	A	000	000	711300	000	000	000	COMMUNITY SERVI					HOLDING ACCOUNT - CASH	0.00	0.00	0.00	0.00
80	A	000	000	712000	000	000	000	COMMUNITY SERVI					INVESTMENTS	0.00	0.00	0.00	0.00
80	A	000	000	713100	000	000	000	COMMUNITY SERVI					TAXES RECEIVABLE	0.00	0.00	0.00	0.00
80	A	000	000	713200	000	000	000	COMMUNITY SERVI					ACCOUNTS RECEIVABLE	74,709.64	0.00	74,709.64	0.00
80	A	000	000	713205	000	000	000	COMMUNITY SERVI					RECEIVABLES - UNCOLLECTED GHF	11,788.22	0.00	8,321.00	3,467.22
80	A	000	000	714100	000	000	000	COMMUNITY SERVI					Due From Other Funds	0.00	0.00	0.00	0.00
80	L	000	000	000000	000	000	000	COMMUNITY SERVI						0.00	0.00	0.00	0.00
80	L	000	000	811200	000	000	000	COMMUNITY SERVI					ACCOUNTS PAYABLE	-8,840.61	78,788.07	69,947.46	0.00
80	L	000	000	811225	000	000	000	COMMUNITY SERVI					CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00
80	L	000	000	811558	000	000	000	COMMUNITY SERVI					AP STAPLES	0.00	0.00	0.00	0.00
80	L	000	000	811610	000	000	000	COMMUNITY SERVI					MEDICARE TAX	-403.50	403.50	0.00	0.00
80	L	000	000	811611	000	000	000	COMMUNITY SERVI					SOCIAL SECURITY TAX	-1,725.33	1,725.33	0.00	0.00
80	L	000	000	811620	000	000	000	COMMUNITY SERVI					RETIREMENT DEDUCTION	-1,286.41	1,286.41	0.00	0.00
80	L	000	000	811628	000	000	000	COMMUNITY SERVI					HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
80	L	000	000	811630	000	000	000	COMMUNITY SERVI					DENTAL - PPO CONTRIBUTION	0.00	0.00	0.00	0.00
80	L	000	000	811633	000	000	000	COMMUNITY SERVI					DISABILITY INSURANCE	0.00	0.00	0.00	0.00
80	L	000	000	811645	000	000	000	COMMUNITY SERVI					LIFE INS - EMPLOYER CONTRIBUTI	0.00	0.00	0.00	0.00
80	L	000	000	811815	000	000	000	COMMUNITY SERVI					NET EFT PAYABLE	0.00	342,616.00	342,616.00	0.00
80	L	000	000	811820	000	000	000	COMMUNITY SERVI					VOUCHERS PAYABLE	-27,951.36	27,951.36	0.00	0.00
80	L	000	000	812000	000	000	000	COMMUNITY SERVI					Due To Other Funds	0.00	0.00	0.00	0.00
80	L	000	000	816900	000	000	000	COMMUNITY SERVI					DEFER.REV.-SCHL.AGE CARE	-2,636.11	2,636.11	0.00	0.00
80	L	000	000	816901	000	000	000	COMMUNITY SERVI					DEFERRED REV.-YOUTH ACTIV.FEES	-7,621.10	7,621.10	0.00	0.00
80	L	000	000	816902	000	000	000	COMMUNITY SERVI					DEFER.REV.-ADULT & FAMILY FEES	0.00	0.00	0.00	0.00
80	L	000	000	816903	000	000	000	COMMUNITY SERVI					DEFERRED REVENUE-VARIOUS CAMPS	-1,410.00	1,410.00	0.00	0.00
80	L	000	000	816904	000	000	000	COMMUNITY SERVI					DEFERRED REVENUE PRESCHOOL FEE	0.00	0.00	0.00	0.00
80	L	000	000	816905	000	000	000	COMMUNITY SERVI					DEFERRED REVENUE-OTHER ICE USE	0.00	0.00	0.00	0.00
80	L	000	000	816906	000	000	000	COMMUNITY SERVI					Deferred Revenue - Care Corner	0.00	0.00	0.00	0.00
80	L	000	000	816907	000	000	000	COMMUNITY SERVI					DEFERRED REVENUE-POOL ACTIVITY	0.00	0.00	0.00	0.00
80	L	000	000	816908	000	000	000	COMMUNITY SERVI					DEF.REV.-GFH BUILDING RENTAL	0.00	0.00	0.00	0.00
80	L	000	000	816909	000	000	000	COMMUNITY SERVI					DEF.REV.- H.S. HOCKEY	0.00	0.00	0.00	0.00
80	L	000	000	816911	000	000	000	COMMUNITY SERVI					DEF.REV.-MEMBERSHIPS	0.00	0.00	0.00	0.00
80	L	000	000	816913	000	000	000	COMMUNITY SERVI					DEFERRED REVENUE-GHF CONCESSIO	0.00	0.00	0.00	0.00
80	L	000	000	817101	000	000	000	COMMUNITY SERVI					SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
80	L	000	000	817200	000	000	000	COMMUNITY SERVI					DENTAL CLAIMS PAYABLE	0.00	0.00	0.00	0.00
80	Q	000	000	000000	000	000	000	COMMUNITY SERVI						0.00	0.00	0.00	0.00

		Account Level		Beginning	2020-21	2020-21	Ending										
Fd	T	Loc	Obj	Func	Prj	Dept	Job	Fd	T	Loc	Obj	Fu	Description	Balance	FYTD Debits	FYTD Credits	Balance
80	Q	000	000	931000	000	000	000	COMMUNITY SERVI					FUND BALANCE - RESERVED	0.00	0.00	0.00	0.00
80	Q	000	000	931896	000	000	000	COMMUNITY SERVI					TOURNAMENT ACTIVITY	0.00	0.00	0.00	0.00
80	Q	000	000	932000	000	000	000	COMMUNITY SERVI					FUND BALANCE - CASH FLOW	0.00	0.00	0.00	0.00
80	Q	000	000	936120	000	000	000	COMMUNITY SERVI					CONT OBLIG-RESTRICTED FUND BAL	0.00	0.00	0.00	0.00
80	Q	000	000	936320	000	000	000	COMMUNITY SERVI					DEBT SERVICE RETIREMENT	0.00	0.00	0.00	0.00
80	Q	000	000	936500	000	000	000	COMMUNITY SERVI					FOOD SERVICE FUND BALANCE	0.00	0.00	0.00	0.00
80	Q	000	000	936900	000	000	000	COMMUNITY SERVI					FUND BALANCE-RESTRICTED OTHER	-107,921.74	373,033.91	185,493.71	79,618.46
80	Q	000	000	938900	000	000	000	COMMUNITY SERVI					ASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80	Q	000	000	939200	000	000	000	COMMUNITY SERVI					WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
80	Q	000	000	939900	000	000	000	COMMUNITY SERVI					UNASSIGNED FUND BALANCE	0.00	0.00	0.00	0.00
80	-	---	---	-----	---	---	---							0.00	1,345,504.94	1,345,504.94	0.00

Account Level		Beginning	2020-21	2020-21	Ending
Fd T Loc Obj Func	Prj DeptJob Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
Grand Asset Totals		19,614,900.56	71,290,844.27	85,364,546.17	5,541,198.66
Grand Liability Totals		-8,202,109.82	47,415,912.45	40,615,874.35	-1,402,071.72
Grand Equity Totals		-11,412,790.74	21,854,341.23	14,580,677.43	-4,139,126.94
Grand Totals		0.00	140,561,097.95	140,561,097.95	0.00

Number of Accounts: 223

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

GIFTS/DONATIONS TO THE SCHOOL DISTRICT

Please complete the following information and submit to the Superintendent's Office.

Donor: Deere & Company  
(Name of individual or organization making donation/gift)

Policy 7230 states the District shall provide written acknowledgement to the donor of any accepted cash donation of \$250 or more and any non-cash donation the value of which is \$250 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation. Please provide either an email or address so we are able to return a copy of this signed form to the donor.

Donor Email: JorgensonJustinD@JohnDeere.com

OR

Donor Address: \_\_\_\_\_

Description of Gift/Donation: Piaggio Gas Engine, John Deere Part #MIA13154

Estimated Value: \$ 8036.95

Given to: D.C. Everest Agriscience Department  
(school, organization of a school, employee, etc.)

Date Received: October 20, 2020

Recipient - District employee we may contact with questions: Aaron Hoffman

Purpose of Gift/Donation: Inspire future agricultural mechanics

Principal Approval of Gift: X YES      NO

[Signature]  
(Principal's Signature)

All gifts, grants, or bequests having a value of more than \$2500.00 shall be accepted by the Board. The Superintendent may accept for the Board gifts of lesser value.

Superintendent Approval of Gift: X YES      NO

[Signature]  
(Superintendent's Signature)

School Board Approval of Gift: \_\_\_\_\_ YES      NO

\_\_\_\_\_  
(School Board Clerk's Signature)

The D.C. Everest Area School District Federal Tax Number is: 39-6007952.

8/23/16

GIFTS, GRANTS, AND/OR BEQUESTS TO THE SCHOOL DISTRICT

Please complete the following information and submit to the Superintendent's Office.

Donor: \_\_\_\_\_  
(Name of individual or organization making donation/gift)

Policy 7230 states the District shall provide written acknowledgement to the donor of any accepted cash donation of \$250 or more and any non-cash donation the value of which is \$250 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation. Please provide either an email or address so we are able to return a copy of this signed form to the donor.

Donor Email: \_\_\_\_\_

OR

Donor Address: \_\_\_\_\_

Description of Gift/Donation: \_\_\_\_\_

Estimated Value: \_\_\_\_\_

Given to: \_\_\_\_\_  
(school, organization of a school, employee, etc.)

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

Recipient - District employee we may contact with questions: \_\_\_\_\_

Purpose of Gift/Donation: \_\_\_\_\_

Principal Approval of Gift: YES NO \_\_\_\_\_  
(Principal's Signature)

All gifts, grants, or bequests having a value of more than \$2500.00 shall be accepted by the Board. The Superintendent may accept for the Board gifts of lesser value.

Superintendent Approval of Gift: YES NO \_\_\_\_\_  
(Superintendent's Signature)

School Board Approval of Gift: YES NO \_\_\_\_\_  
(School Board Clerk's Signature)

The D.C. Everest Area School District Federal Tax Number is: 39-6007952.

8/23/16



## ***D.C. Everest Senior High School***

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

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

October 14, 2020

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

Dear Dr. Gilmore:

I have received applications from the following high school students for the Early College Credit Program enrollment at UW-Madison, UW-Stevens Point, and Concordia for the second semester of the 2020-21 school year. These course selections meet the requirements for the Early College Credit course enrollments. I recommend these applications be approved and tuition be paid in full.

<b>Name</b>	<b>Course(s) Applied For</b>	<b>HS Credit</b>	<b>Alternate Course(s) Applied For</b>	<b>HS Credit</b>
Student 1	Linear Algebra & Differential Equations, MATH 320	.75		
Student 2	Health & Medical Technology, HWM 320 Fundamental Chemistry, CHEM 105 Human Physiology, BIOL 385 Medical Anthropology, ANTH 380	.75 1.25 1 .75		
Student 3	Introduction to Pharmacy, PHAR 105 The New Testament, REL 203	.25 .75		

Sincerely,

Michael J. Raether  
Principal



# *D.C. Everest Senior High School*

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

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

October 7, 2020

Dr. Kristine Gilmore, Superintendent  
 D.C. Everest Area School District

Dear Dr. Gilmore:

I received applications from the following high school students for the State College Now Program enrollment at NTC for the second semester of the 2020-21 school year. These course selections meet the requirements for Start College Now course enrollments. I recommend these applications be approved and tuition be paid in full by the district.

<b>Name</b>	<b>Course(s) Applied For</b>	<b>HS Credit</b>	<b>Alternate Course(s) Applied For</b>	<b>HS Credit</b>
Student 1	CNA, 10543300	.75		
Student 2 (also see below)	Veterinary Med Terminology, 10091172 Animal Management, 10091200 Veterinary Pharmacology, 10091108 Animal Nursing 1, 10091193 Introduction to Diversity Studies, 108091723 Milk Quality and Production, 10091109	.75 .75 .75 .75 .75 .75		
Student 3 (also see below)	Understanding Psychology, 10550110 Introduction to Human Services, 10520101 Boundaries & Ethics, 1020102 Methods of Social Casework, 100520108 Group Counseling Methods, 10520140 Introduction to Counseling, 10520115	.75 .75 .75 .75 .75 .75		
Student 4 (also see below)	Sketchup for Architectural Design, 10614129 Surveying for Architectural Design, 1014132	.50 .50		
Student 5	Nursing Assistant	.75		
Student 6	Industrial Electronics Tech #1, 10660123 Line Electrician Safety 1, 31413103 Line Electrician Safety 2, 31413100 Line Electrician Field Training 1, 31413104 Line Electrician Field Training 2, 31413101	.25 .25 .25 1.25 1.25		
Student 7 (also see below)	CNA, 10543300	.75		
Student 8	CNA, 10543300	.75		
Student 9	Certified Firefighter 1, 47503720	.5	Firefighting Principles, 1053142	1
Student 10	CNA, 10543300	.75		
Student 11	CNA, 10543300	.75		
	44			

Dr. Kristine Gilmore  
October 7, 2020  
Page 2

I received applications from the following high school students for the Start College Now Program enrollment at NTC for the second semester of the 2020-21 school year. Please be aware that the courses are comparable courses to what we offer at the high school; therefore, the students are required to pay their own tuition in full.

<b>Name</b>	<b>Course(s) Applied For</b>	<b>HS Credit</b>	<b>Alternate Course(s) Applied For</b>	<b>HS Credit</b>
Student 2 (also see above)	Foundational Animal Biology, 10091122 Orientation to Ag Studies, 10091101			
Student 3 (also see above)	Developmental Psychology, 10809188			
Student 4 (also see above)	AutoCAD 2D for Architectural Design, 10614139			
Student 7 (also see above)	General Anatomy & Physiology, 10806177			
Student 12	Orel/Interpersonal Communication, 10801196 Introduction to Psychology, 10809198			

Sincerely,



Michael J. Raether  
Principal



Book	Policy Manual
Section	Second Reading by Board
Title	VACANCIES
Code	po0142.5
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 16, 2020
Prior Revised Dates	9/26/2018

#### 0142.5 - **VACANCIES**

When the office of a Board member becomes vacant, the vacancy shall be filled by the remaining members of the Board in accordance with Wis. Stats. 17.26. When possible, the incumbent should notify the Board Clerk in writing of his/her intent to resign.

#### **Filling a Board Vacancy**

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

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

If the vacancy is not filled within sixty (60) day of the date on which the vacancy first exists, the vacancy shall be filled by appointment by the Board President.

The appointee shall hold office until a successor is elected and takes office under Wis. Stats., 120.06(4). When a vacancy occurs in the office of a Board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the 2nd following spring election. Elections to fill unexpired terms shall be held simultaneously with the elections for regular terms.

Legal                    120.12(28), Wis. Stats.  
                              17.26(1g)(a), Wis. Stats.  
                              17.03 et seq., Wis. Stats.

Last Modified by Ellen Suckow on September 18, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	AUTHORITY OF INDIVIDUAL BOARD MEMBERS
Code	po0143
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 16, 2020

#### 0143 - **AUTHORITY OF INDIVIDUAL BOARD MEMBERS**

Individual members of the Board do not possess the powers that reside in the ~~School~~ Board itself. The Board speaks through its actions set forth through motions, resolutions, and other official actions taken at Board meetings and officially noted in the minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

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

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Last Modified by Ellen Suckow on September 18, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	ATTENDANCE
Code	po5200
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 16, 2020
Prior Revised Dates	1/25/2017

## 5200 - ATTENDANCE

~~State law requires the School Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.~~

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to state law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

### **Written Excuse Required**

~~The principal shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a satisfactory explanation for the absence of a student for all or any part of the school day. The Administration reserves the right to verify such statements and to investigate the cause of any absence.~~

### **Parent Notification of Absence Required**

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

1. ~~(X)~~ single absence;
2. ~~(X)~~ prolonged absence;

3. (X) absence of more than three (3) days duration;
4. (X) repeated unexplained absence and tardiness.

### School Attendance Officer

The Superintendent shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the Superintendent, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The Superintendent shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

### Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

#### A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

#### B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

#### C. Permission of Parent or Guardian

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

#### D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

#### E. Suspension or Expulsion

The student has been suspended or expelled.

#### F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

#### G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

#### H. **Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

#### I. **Election Day Official**

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J.

#### Virtual Access

**The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.**

A student may be excused from school, as determined by the School Attendance Officer or his/her designee, for the following reason or exception as determined by the building administrator: Quarantine of the student's home by a public health officer.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

#### 1. **(X-) Quarantine**

Quarantine of the student's home by a public health officer.

#### 2. **(X-) Illness of an Immediate Family Member**

The illness of an immediate family member.

#### 3. **(X) Emergency**

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

#### 4. **(-) Work at Home Due to Absence of Parents**

~~To work at home due to the absence of the student's parents. Absences under this section shall not exceed \_\_\_\_\_ ( ) days nor be granted to any student younger than \_\_\_\_\_ ( ) years of age.~~

#### 5. **(-) \_\_\_\_\_ [other]**

#### **Late Arrival and Early Dismissal**

~~It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District.~~

~~The Board recognizes, however, that from time to time compelling circumstances require that a student be late to school or dismissed before the end of the school day.~~

~~[ ] As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by~~

~~( ) written (including e-mail)~~

~~( ) personal (phone or face-to-face)~~

~~request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the \_\_\_\_\_.~~

~~No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.~~

~~No student shall be released to anyone who is not authorized such custody by the parents.~~

### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Superintendent shall develop administrative guidelines to address unexcused absences.

### **Late Arrival and Early Dismissal**

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

[X] As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

(X) written (including e-mail).

(X) personal (phone or face-to-face).

request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

### **Truancy Plan**

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law.

#### **The Truancy Plan will include, at a minimum, the following:**

- A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians;
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned;
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district;
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school;
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals;

F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1) (a), Wis. Stats., with public and private social services agencies;

G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem.

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

### **Notice of Truancy**

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or first class mail and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or unless the parent has refused to receive electronic communication, notice by first class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

### **Notice of Habitual Truancy**

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian by registered or certified mail, or by first class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

### **Referral to the District Attorney**

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level

- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

### **Make-up Course Work and Examinations**

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### **Superintendent Guidelines**

~~The Superintendent shall develop administrative guidelines concerning the attendance of students which:~~

- ~~A. ensure a school session which is in conformity with the requirement of the law;~~
- ~~B. ensure that students absent for an excusable reason have an opportunity to make up work they missed;~~
- ~~C. govern the keeping of attendance records in accordance with State law;~~
- ~~D. facilitate implementation of the Truancy Plan;~~
- ~~E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;~~
- ~~F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;~~
- ~~G. provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;~~
- ~~H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;~~
- ~~I. enable the School Attendance Officer to perform his/her duties under State law and this policy; and~~
- ~~J. address unexcused absences.~~

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Legal 118.15, 118.153, 118.16, 118.162, Wis. Stats.

Cross References ag5200 - Attendance

Last Modified by Ellen Suckow on September 18, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 16, 2020

### 9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the School Board. At the same time, the Board has a right to protect ~~the District staff~~ and students from ~~inappropriate~~ harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 3122 and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

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

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the Superintendent for consideration. Any individual presenting such a matter shall be provided with a copy of this policy. Only those items that are appropriate for consideration under this policy will be considered. The Board reserves the right to dismiss any item raised if it is not appropriate for consideration under this policy.

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

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

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

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

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

- A. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from teachers, parents, or the general public until, or unless, such communications or complaints have been routed through the proper channels.
- B. If a Board member is approached by a school employee on matters of school policy, or school problems, the employee should be advised by the Board member to refer the matter to the principal or supervisor. If the employee is not satisfied by the determination of the principal or supervisor, the problem may be brought to the attention of the Superintendent. If the employee <sup>55</sup>still feels the determination is unsatisfactory, the problem may be brought to the attention of the School Board by letter or personal appearance.

- C. Similarly, if a Board member is approached by a parent who has a complaint, the parent should be referred to the principal of the school of the teacher involved. If the parent is not satisfied by the determination of the principal, the problem may be brought to the attention of the Superintendent. If the parent still feels that the determination is unsatisfactory, the problem may be brought to the attention of the School Board by letter or by personal appearance.

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

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

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

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

#### A. First Level

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

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

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

#### B. Second Level

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

#### C. Third Level

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

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

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

#### D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the Superintendent, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within three (3) days of receiving the Superintendent's response. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

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The Board, after reviewing all material relating to the matter may, at its discretion, ~~shall~~ provide the individual(s) with a written response or grant an opportunity to address the Board at a properly noticed

meeting, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law.

The individual(s) shall be advised, in writing, of the Board's decision or action taken, if any, prior to no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, ~~and it will not provide a hearing to other complainants on the same issue.~~ The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

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

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

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

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

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

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

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

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

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

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

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

### **Reconsideration of Educational Materials**

Reconsideration process:

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

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

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

Cross References po2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION  
ag2416 - PROCEDURES FOR INSPECTION OF SURVEYS, ADMINISTERED OR DISTRIBUTED TO STUDENTS  
ag9130A - PROCEDURES FOR INSPECTION OF INSTRUCTIONAL MATERIALS  
ag9130 - COMPLAINT REVIEW COMMITTEE PROCEDURES

[9130F3 Request to Inspect Instructional Materials.pdf \(180 KB\)](#)

Last Modified by Ellen Suckow on September 18, 2020

Comparison of 3rd Friday Count (Sept. 20, 2019) to 3rd Friday Count (Sept. 18, 2020)	9/20/2019	9/18/2020	Difference for Count
Friday Head Count (per building student rosters by grade)	6009	5992	(17)
Journey - partially attending DCE (*Note: 0 are counted above in Friday Head Count)	0	0	0
Journey - not attending DCE (District paying Tuition), (not counted above in Friday Count) (add)	0	0	0
Resident Virtual School/Partnership "OUT" (66.03 agreements- Appleton Connection Academy) (add)	0	1	1
Tuition/Hearing, Visually Impaired, etc. (add)	2	0	(2)
Students Attending a Residential Treatment Center (District paying tuition) (add)	0	0	0
Resident DCE Students attending other schools on Open Enrollment-"OUT" (add)	367	356	(11)
Resident DCE Students attending other schools on Add. Tuition Waiver "OUT" (add)	0	0	0
Non-resident students attending DCE, Open Enrollment-"IN" (subtract)	-424	-469	(45)
Non-resident students attending DCE on Additional Year Tuition Waivers (TWA) "IN" (subtract)	-1	0	1
Non-resident students attending DCE on 9 Week Waiers "IN" (subtract)	-3	0	3
Youth Challenge Academy (Reported on different count report)	0	0	0
<b>OFFICIAL Friday Count</b>	<b>5950</b>	<b>5880</b>	<b>(70) (-46.6 FTE difference)</b>

Net Student Count Comparison by Category	9/20/2019	9/18/2020	Difference in Students for Count
Preschool - Special Education	20	26	6
4 Year Old Kindergarten (524.5 hrs)	374	308	(66)
5 Year Old Kindergarten 5 Full Days	396	384	(12)
Grades 1 - 12	5160	5162	2
	<b>5950</b>	<b>5880</b>	<b>(70)</b>

Net FTE for Revenue Limit Comparison by Category	9/20/2019	9/18/2020	Difference in FTE for Count
Preschool - Special Education	10	13	3.0
4 Year Old Kindergarten (524.5 hrs)	224.4	184.8	(39.6)
5 Year Old Kindergarten 5 Full Days	396	384	(12.0)
Grades 1 - 12	5160	5162	2.0
	<b>5790.4</b>	<b>5743.8</b>	<b>(46.6)</b>

Head Count as of the Count Date, 9/18/2020 (Detail by Grade Level)

Building		Grade Levels												Special Programs			Total Head Count	(less) Open Enrolled "in"	(less) Partial for EC/SL	(less) Partial for K4	FTE for Revenue Purposes	Report Printed & Sent to Bldg.	
		1	2	3	4	5	6	7	8	9	10	11	12	K	K4	PK							--
IDEA Charter	Present						5	6	16	12	10	12	10					71					
	Absent						0	0	0	0	0	0	0					0					
	Total	0	0	0	0	0	5	6	16	12	10	12	10	0	0	0	0	71	-19	0	0	52	ok 9/28/20
Evergreen	Present	87	56	75	84	81								66		6		455					
	Absent	4	4	1	6	2								4		0		21					
	Total	91	60	76	90	83	0	0	0	0	0	0	0	70	0	6	0	476	-22	-3	0	451	ok 9/28/20
Hatley	Present	21	19	13	22	17								19		1		112					
	Absent	0	0	0	0	0								1		0		1					
	Total	21	19	13	22	17	0	0	0	0	0	0	0	20	0	1	0	113	-20	-0.5	0	92.5	ok 9/28/20
Jr. High	Present						1	355	318									674					
	Absent						0	88	107									195					
	Total	0	0	0	0	0	1	443	425	0	0	0	0	0	0	0	0	869	-57	0	0	812	ok 9/28/20
4-K	Present													292				292					
	Absent													16				16					
	Total	0	0	0	0	0	0	0	0	0	0	0	0	308	0	0	0	308	-51	0	-102.8	154.2	ok 9/28/20
Middle School	Present						333	357										690					
	Absent						86	86										172					
	Total	0	0	0	0	0	419	443	0	0	0	0	0	0	0	0	0	862	-51	0	0	811	ok 9/28/20
Mountain Bay	Present	71	80	76	81	57								62		5		432					
	Absent	3	2	2	1	1								5		0		14					
	Total	74	82	78	82	58	0	0	0	0	0	0	0	67	0	5	0	446	-31	-2.5	0	412.5	ok 9/28/20
Multi-Age *(Odyssey)	Present	9	14	10	6	13								11				63					
	Absent	0	1	1	0	0								0				2					
	Total	9	15	11	6	13	0	0	0	0	0	0	0	11	0	0	0	65	-14	0	0	51	ok 9/28/20
Riverside	Present	73	85	80	69	91								86		2		486					
	Absent	3	4	3	4	3								3		0		20					
	Total	76	89	83	73	94	0	0	0	0	0	0	0	89	0	2	0	506	-35	-1	0	470	ok 9/28/20
Rothschild	Present	53	65	71	60	59								67		2		377					
	Absent	3	1	1	1	1								3		0		10					
	Total	56	66	72	61	60	0	0	0	0	0	0	0	70	0	2	0	387	-25	-1	0	361	ok 9/28/20
Sr. High	Present									348	391	395						1134					
	Absent									70	51	63						184					
	Total	0	0	0	0	0	0	0	0	0	418	442	458	0	0	0	0	1318	-83	0	0	1235	ok 9/28/20
Weston	Present	82	87	87	79	87								91	16	10		539					
	Absent	6	7	3	6	2								6	2	0		32					
	Total	88	94	90	85	89	0	0	0	0	0	0	0	97	18	10	0	571	-61	-5	-7.2	497.8	ok 9/28/20
(Totals)	Present	396	406	412	401	405	338	364	371	330	358	403	405	402	308	26	0	5325					
	Absent	19	19	11	18	9	86	86	88	107	70	51	63	22	18	0	0	667					
	Total	415	425	423	419	414	424	450	459	437	428	454	468	424	326	26	0	5992	-469	-13	-110	5,400.00	5400

(+) OE out (323 @1.00, reg.) 323.00 (K-12)  
 (+) OE out (0 @.50, EC) 0.00 (PK) 356 total OE out  
 (+) OE out (33 @.60, 4K) 19.80 (4K)  
 (+) Tuition Waiver Additional Year 0.00  
 (+) 66.03 Partnership Agreement 1.00  
 (+) Visual/Hearing Impaired 0.00  
 (+) Youth Challenge Academy Students 0.00  
 (estimated FTE credit for revenue purposes) 5,743.80

(+) Part Time Students, (8) students @ 13 courses 0.73 (8 Students taking 13 courses, Part-Time)

**HEADCOUNT Data :**  
9/18/2020

**For website information, only (Resident & Non-Resident Counts) PHYSICALLY PRESENT ONLY.....BEFORE ANY ADDITIONS/SUBTRACTIONS:**

Preschool - Special Education (EC and SL in our count)  
4 Year-old Kindergarten (**4K**), (524.5 hours category)  
5 Year-old Kindergarten (5 full days)  
Grades 1-12

<b>Physically Present</b> on count day	Absent on Count Day, but attended b/4 and after	Total Count <b>PRESENT</b> (before adds/subtr.)
26	0	26
308	18	326
402	22	424
4589	627	5216
5325	667	<b>5992</b>

	Special Ed (SL/EC) present	Special Ed (SL/EC) ABSENT	5 Year old Kinderg. (5 full days) present	5 Year old Kinderg. (5 full days) ABSENT	4 Year old Kinderg. (524.5 hrs) present	4 Year old Kinderg. (524.5 hrs) ABSENT	Grades 1-12 present	Grades 1-12 ABSENT	Total by Building	
Middle School (2000)	0	0	0	0	0	0	690	172	<b>862</b>	
Jr. High (3000)	0	0	0	0	0	0	674	195	<b>869</b>	
Sr. High (4000)	0	0	0	0	0	0	1134	184	<b>1318</b>	
Charter	0	0	0	0	0	0	71	0	<b>71</b>	
Evergreen	6	0	66	4	0	0	383	17	<b>476</b>	
Hatley	1	0	19	1	0	0	92	0	<b>113</b>	
<b>** KIND (4K)</b>	0	0	0	0	292	16	0	0	<b>308</b>	
Mountain Bay	5	0	62	5	0	0	365	9	<b>446</b>	
Multi-Age	0	0	11	0	0	0	52	2	<b>65</b>	
Riverside	2	0	86	3	0	0	398	17	<b>506</b>	
Rothschild	2	0	67	3	0	0	308	7	<b>387</b>	
Weston	10	0	91	6	16	2	422	24	<b>571</b>	
<b>TOTAL.....</b>	<b>26</b>	<b>0</b>	<b>402</b>	<b>22</b>	<b>308</b>	<b>18</b>	<b>4589</b>	<b>627</b>	<b>5992</b>	<b>5992</b>
		26		424		326		5216		

**Crosscheck:**  
(present on count date) 5325  
(Absent on count date, but present before & after) 667  
**Total..... 5992**

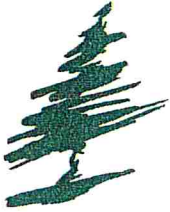
**D. C. Everest Area School District**

**3rd Friday Count 9/18/2020**

Friday Head Count (per building student rosters by grade)	<b>5992</b>
Journey - partially attending DCE (*Note: 0 are counted above in Friday Head Count)	0
Journey - not attending DCE (District paying Tuition), (not counted above in Friday Count) <i>(add)</i>	0
Resident Partnership "OUT" (66.03 agreements) <i>(add)</i>	1
Tuition/Hearing, Visually Impaired, etc. <i>(add)</i>	0
Students Attending a Residential Treatment Center (District paying tuition) <i>(add)</i>	0
Resident DCE Students attending other schools on Open Enrollment-"OUT" <i>(add)</i>	356
Resident DCE Students attending other schools on Add. Tuition Waiver "OUT" <i>(add)</i>	0
Non-resident students attending DCE, Open Enrollment-"IN" <i>(subtract)</i>	-469
Non-resident students attending DCE on Additional Year Tuition Waivers (TWA) "IN" <i>(subtract)</i>	0
Non-resident students attending DCE on 9 Week Waivers "IN" <i>(subtract)</i>	0
Youth Challenge Academy (Do not count students here. Reported on different count report)	0
<b>Official 3rd Friday Count, 9/18/2020</b>	<b>5880</b>

**Youth Challenge Academy \*\*(Reported on different count report) 0**

**Count, Including Youth Challenge Students 5880**



## D.C. Everest Area School District

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

Matthew A. Spets  
Assistant Superintendent  
Business/Personnel Services

### MISSION STATEMENT

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

**DATE** October 21, 2020  
**TO** Dr. Kristine Gilmore, Superintendent  
**FROM** Matt Spets, Assistant Superintendent  
**RE** 2020-2021 D.C. Everest Budget and Total Tax Levy

### Objective

This memo contains dual recommendations; the 2020-2021 All Funds Expenditure Budget and the Total Tax Levy amount. Supporting data and context is provided throughout.

### Recommendations

#### **1 2020-2021 All Funds Expenditure Budget**

It is recommended the Board approve the 2020-2021 Expenditure Budget of **\$117,709,838**. As has been the true since 2018-2019, this budget includes both referendum and energy efficiency spending.

#### **Attachment 1 – D.C. Everest Area School District 2020-2021 Actual Budget**

#### **2 Revenue and Setting the Total Tax Levy**

It is recommended the Board approve each individual levy amount, as attached, totaling **\$27,480,691**. This is an increase of only **\$436,870 (1.6%)** over last year.

The total tax levy includes levying for an additional **\$1,302,559** to prepay and defease existing debt. This is an important strategic action step designed to contribute to long-term fiscal sustainability.

The total levy amount is derived from a **9.70** mill rate. This represents a **\$.36** decrease from the 2019-2020 year. This conservative mill rate is the lowest in D.C.Everest's recent history.

We are fortunate to be able to accomplish the aforementioned; while concurrently recommending a decrease in mill rate. This is due to a healthy increase in our aggregate equalized property value (**5.43%**). This, among other factors, resulted in a significant increase in general aid.

The final determination of general aid was **\$44,113,830**. In 2019-2020, this amount was **\$41,509,662**. The increase calculates to **\$2,604,168** or (**6.3%**). In summary, property owners in our community have made solid investments while learning opportunities for all kids are more likely to be enhanced and maintained.

#### **Attachment 2 – Revenue Limit Worksheet**

#### **Attachment 3 – Final Tax Levy (by municipality)**

#### **Attachment 4 – October 15, 2020 Certification of General Aid**

**D.C. EVEREST AREA SCHOOL DISTRICT  
2020-21 BUDGET**

**GENERAL FUND (FUND 10)**

The General Fund is used to account for district financial activities for current operations, except those which are required to be accounted for in separate funds.

In 1993, Wisconsin Statute 121.90 created a revenue limit formula that placed a limit on the revenue a school district is entitled to receive from general state aid and local tax levies. The maximum revenue limit is based upon enrollment changes, allowed per pupil change determined by state law, each district's prior year controlled revenue and other factors. State equalization aid and local tax levies are the primary revenue sources for the General Fund. The majority of the Fund 10 - Fund Balance is utilized for working capital needs (cash flow). Even with this fund balance, the district needs to short term borrow to meet its cash flow requirements. This is the result of state aid and property tax payments received mid to late school year while expenditures take place throughout the school year.

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
BEGINNING FUND BALANCE		\$ 8,340,431	\$ 8,817,822	\$ 8,901,052	\$ 10,006,050	\$ 10,182,977
ENDING FUND BALANCE		\$ 8,817,822	\$ 8,901,052	\$ 10,006,050	\$ 10,182,977	\$ 10,182,977
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>						
100	OPERATING TRANSFERS IN	\$ -	\$ -	\$ -		\$ -
200	LOCAL SOURCES	\$ 20,610,012	\$ 21,160,179	\$ 18,987,813	\$ 20,812,878	\$ 19,513,537
300 + 500	OTHER DISTRICTS & INTERMEDIATE SOURCES	\$ 1,935,377	\$ 2,513,451	\$ 2,799,688	\$ 3,305,407	\$ 3,929,686
600	STATE SOURCES	\$ 42,345,608	\$ 43,173,724	\$ 46,717,773	\$ 47,194,907	\$ 49,485,078
700	FEDERAL SOURCES	\$ 973,807	\$ 962,443	\$ 1,038,869	\$ 1,242,582	\$ 1,899,157
800 + 900	TRANSFERS & OTHER FINANCING SOURCES	\$ 280,260	\$ 3,480,274	\$ 570,618	\$ 143,667	\$ 243,863
		\$ 66,145,065	\$ 71,290,071	\$ 70,114,760.63	\$ 72,699,441	\$ 75,071,321
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>						
100 000	INSTRUCTION	\$ 33,687,058	\$ 37,215,178	\$ 35,489,600	\$ 35,743,206	\$ 38,392,741
200 000	SUPPORT SERVICES	\$ 23,571,768	\$ 24,716,850	\$ 23,203,441	\$ 24,307,847	\$ 25,016,426
400 000	NON-PROGRAM TRANSACTIONS	\$ 8,408,847	\$ 9,274,814	\$ 10,316,722	\$ 12,471,462	\$ 11,662,154
		\$ 65,667,674	\$ 71,206,842	\$ 69,009,762	\$ 72,522,515	\$ 75,071,321

**SPECIAL PROJECTS FUNDS (FUND 20)**

The Special Projects Fund consist of the Special Revenue Trust Fund (21) and the Special Education Fund (27). The Special Revenues Trust Fund received its funding from donations for the Greenheck Fitness Center and the one time transferred allowed by the DPI from Fund 80. The Special Education Fund is funded from a transfer from Fund 10, state revenues, federal revenues and charges for services provided to other districts.

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
BEGINNING FUND BALANCE		\$ 420,976	\$ 443,249	\$ 400,035	\$ 310,680	\$ 666,061
ENDING FUND BALANCE		\$ 443,249	\$ 400,035	\$ 310,680	\$ 666,061	\$ 527,889
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>						
		\$ 8,952,636	\$ 9,466,887	\$ 9,831,829	\$ 11,570,374	\$ 11,176,624
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>						
100 000	INSTRUCTION	\$ 6,803,683	\$ 7,046,955	\$ 7,198,986	\$ 8,120,145	\$ 8,490,422
200 000	SUPPORT SERVICES	\$ 1,989,294	\$ 2,280,473	\$ 2,537,749	\$ 2,898,046	\$ 2,622,942
400 000	NON-PROGRAM TRANSACTIONS	\$ 137,386	\$ 182,673	\$ 184,450	\$ 196,802	\$ 201,432
		\$ 8,930,363	\$ 9,510,100	\$ 9,921,185	\$ 11,214,993	\$ 11,314,796

**DEBT SERVICE FUND (FUND 30)**

These funds are used for recording transactions related to repayment of the following general obligation debt: promissory notes (issued per Wisconsin Statute 67.12(12)), bonds, and state trust fund loans. Also included in these funds are transactions pertaining to land contract payments and refinancing of debt issues and other district obligations as specified by the Department of Public Instruction. Debt tax levies must be recorded in these funds. The resources in these funds may not be used for any other purpose as long as a related debt remains.

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
BEGINNING FUND BALANCE		\$ 390,726	\$ 297,203	\$ 264,799	\$ 2,727,363	\$ 2,279,564
ENDING FUND BALANCE		\$ 297,203	\$ 264,799	\$ 2,727,363	\$ 2,279,564	\$ 3,537,521
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>						
		\$ 4,454,512	\$ 5,046,987	\$ 10,410,786	\$ 7,597,876	\$ 8,069,282
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>						
280 000	DEBT SERVICES	\$ 4,548,035	\$ 5,079,392	\$ 7,948,222	\$ 8,045,675	\$ 6,811,325
		\$ 4,548,035	\$ 5,079,392	\$ 7,948,222	\$ 8,045,675	\$ 6,811,325

**D.C. EVEREST AREA SCHOOL DISTRICT  
2020-21 BUDGET**

**CAPITAL PROJECTS FUND (FUND 40)**

This fund provides for all new facilities and facility renovations and expansions. Revenue are generated from the sale of bonds or a transfer from fund 10 for long term capital improvements.

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
BEGINNING FUND BALANCE		\$ 758,144	\$ 1,421,649	\$ 24,902,725	\$ 75,743,523	\$ 38,078,060
ENDING FUND BALANCE		\$ 1,421,649	\$ 24,902,725	\$ 75,743,523	\$ 38,078,060	\$ 12,210,587
<i>REVENUES &amp; OTHER FINANCING SOURCES</i>		\$ 663,505	\$ 25,942,629	\$ 62,813,865	\$ 1,707,374	\$ 722,527
<i>EXPENDITURES &amp; OTHER FINANCING USES</i>						
100 000	INSTRUCTIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
200 000	SUPPORT SERVICES	\$ -	\$ 2,461,553	\$ 11,973,067	\$ 39,372,837	\$ 26,590,000
400 000	NON-PROGRAM TRANSACTIONS	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ 2,461,553	\$ 11,973,067	\$ 39,372,837	\$ 26,590,000

**FOOD SERVICE FUND (FUND 50)**

All revenues and expenditures related to Food Service should be recorded in this fund. The Food Service Fund may not transfer money to any other fund. Any fund balance must be retained for future use for Food Services. Federal regulations require that the Food Service Fund be accounted for separately.

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
BEGINNING FUND BALANCE		\$ 753,572	\$ 834,148	\$ 997,060	\$ 1,138,330	\$ 1,121,893
ENDING FUND BALANCE		\$ 834,148	\$ 997,060	\$ 1,138,330	\$ 1,121,893	\$ 732,860
<i>REVENUES &amp; OTHER FINANCING SOURCES</i>		\$ 2,351,819	\$ 2,426,257	\$ 2,453,146	\$ 2,394,990	\$ 2,464,880
<i>EXPENDITURES &amp; OTHER FINANCING USES</i>						
200 000	SUPPORT SERVICES	\$ 2,271,243	\$ 2,263,345	\$ 2,311,876	\$ 2,411,428	\$ 2,853,912
		\$ 2,271,243	\$ 2,263,345	\$ 2,311,876	\$ 2,411,428	\$ 2,853,912

**AGENCY FUND (FUND 60)**

The Agency (Pupil Activity) Fund is used to account for assets held by the school district for pupil organizations.

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
700 000	ASSETS	\$ 400,401	\$ 397,212	\$ 460,040	\$ -	\$ -
800 000	LIABILITIES	\$ 400,401	\$ 397,212	\$ 460,040	\$ -	\$ -

**TRUST FUND (FUND 70)**

Trust Funds are used to account for assets held by the district in a trustee capacity for individuals, private organizations, and/or other funds.

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
BEGINNING FUND BALANCE		\$ 4,968,829	\$ 5,136,149	\$ 5,207,860	\$ 5,063,601	\$ 4,862,492
ENDING FUND BALANCE		\$ 5,136,149	\$ 5,207,860	\$ 5,063,601	\$ 4,862,492	\$ 4,766,733
<i>REVENUES &amp; OTHER FINANCING SOURCES</i>		\$ 1,050,283	\$ 1,036,505	\$ 866,125	\$ 889,306	\$ 823,381
<i>EXPENDITURES &amp; OTHER FINANCING USES</i>						
200 000	SUPPORT SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
400 000	NON-PROGRAM TRANSACTIONS	\$ 882,964	\$ 964,793	\$ 1,010,384	\$ 1,090,415	\$ 919,140
		\$ 882,964	\$ 964,793	\$ 1,010,384	\$ 1,090,415	\$ 919,140

**D.C. EVEREST AREA SCHOOL DISTRICT  
2020-21 BUDGET**

**COMMUNITY SERVICE FUND (FUND 80)**

Wisconsin State Statutes 120.13 and 120.61, allow a school board to permit use of the district's property for civic purposes. The services have the primary function of serving the community and adult education. These services are accounted for in this fund.

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
BEGINNING FUND BALANCE		\$ 7,852	\$ -	\$ 7,978	\$ 13,338	\$ 107,922
ENDING FUND BALANCE		\$ -	\$ 7,978	\$ 13,338	\$ 107,922	\$ 107,922
<i>REVENUES &amp; OTHER FINANCING SOURCES</i>		\$ 1,225,626	\$ 1,320,159	\$ 1,400,557	\$ 1,347,879	\$ 1,478,350
<i>EXPENDITURES &amp; OTHER FINANCING USES</i>						
200 000	SUPPORT SERVICES	\$ 293,559	\$ 315,890	\$ 313,104	\$ 249,896	\$ 282,740
300 000	COMMUNITY SERVICES	\$ 939,919	\$ 996,291	\$ 1,082,094	\$ 1,003,399	\$ 1,195,610
400 000	NON-PROGRAM TRANSACTIONS	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 1,233,478	\$ 1,312,181	\$ 1,395,198	\$ 1,253,295	\$ 1,478,350

**PACKAGE & COOPERATIVE PROGRAM FUND (FUND 90)**

This fund is to be used for all other types of cooperative instructional funds. At this time, D.C. Everest Area School District has no cooperative instructional program.

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
900 000	BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
900 000	ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
<i>REVENUES &amp; OTHER FINANCING SOURCES</i>		\$ -	\$ -	\$ -	\$ -	\$ -
<i>EXPENDITURES &amp; OTHER FINANCING USES</i>						
100 000	INSTRUCTIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
200 000	SUPPORT SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
400 000	NON-PROGRAM TRANSACTIONS	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -

Total Revenue-All Funds (Except Agency)	\$ 84,843,446	\$ 116,529,496	\$ 157,891,069	\$ 98,207,239	\$ 99,806,365
Total Expenditure-All Funds (Except Agency)	\$ 83,533,736	\$ 92,798,206	\$ 103,569,693	\$ 135,911,157	\$ 125,038,844

**FUND TRANSFERS**

Inter fund transfers are transactions occurring between two funds. These transfers are generally netted out of the financial statements. After these transfers are removed from the budget, the net budget is as follows:

		AUDITED 2016-17	AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	BUDGET 2020-21
411000	Fund 10 to 27 Transfer	\$ 5,374,352	\$ 6,029,876	\$ 6,125,684	\$ 6,991,471	\$ 7,116,449
411000	Fund 10 to 46 Transfer	\$ 651,802	\$ 720,410	\$ 1,183,436	\$ 750,000	\$ 212,557
492000	Fund 80 to 21 Transfer	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 6,026,153	\$ 6,750,286	\$ 7,309,120	\$ 7,741,471	\$ 7,329,006

Net Rev-All Funds (Except Agency & Fund Transfers)	\$ 78,817,293	\$ 109,779,210	\$ 150,581,949	\$ 90,465,768	\$ 92,477,359
Net Exp-All Funds (Except Agency & Fund Transfers)	\$ 77,507,603	\$ 86,047,920	\$ 96,260,573	\$ 128,169,686	\$ 117,709,838

**DEPARTMENT OF PUBLIC INSTRUCTION  
2020-21 REVENUE LIMIT WORKSHEET**

<b>DISTRICT:</b>	D C Everest Area	497
<b>DATA AS OF 10/15/2020</b>		
<b>Line 1 Amount May Not Exceed Line 11 - (Line 7B+Line 10) of Final 19-20 Revenue Limit</b>		
2019-20 General Aid Certification (19-20 Line 12A, src 621)	+	41,509,862
2019-20 Computer Aid Received (19-20 Line 12C, Src 691)	+	128,616
2019-20 Hi Pov Aid (19-20 Line 12B, Src 628)	+	0
2019-20 Aid for Exempt Personal Property (19-20 Line 12D, Src 691)	+	177,014
2019-20 Fnd 10 Levy Cert (19-20 Line 14A, Levy 10 Src 211)	+	20,329,848
2019-20 Fnd 38 Levy Cert (19-20 Line 14B, Levy 38 Src 211)	+	1,297,119
2019-20 Fnd 41 Levy Cert (19-20 Line 14C, Levy 41 Src 211)	+	0
2019-20 Aid Penalty for Over Levy (19-20 FINAL Rev Limit Wksht)	-	31,601
2019-20 Total Levy for All Levied Non-Recurring Exemptions*	-	1,650,462
<b>NET 2020-21 Base Revenue Built from 2019-20 Data (Line 1)</b>	<b>=</b>	<b>61,760,196</b>
*For the Non-Recurring Exemptions Levy Amount, enter actual amount for which district levied; (7B Hold Harmless, Non-Recurring Referenda, Declining Enrollment, Energy Efficiency Exemption, Refunded/Rescinded Taxes, Prior Year Open Enrollment Pupils, Reduction for Ineligible Fund 80 Expendts, Other Adjustments, Private School Voucher Aid Deduction, Private School Special Needs Voucher Aid Deduction)		
<b>September &amp; Summer FTE Membership Averages</b>		
Count Ch. 220 Inter-District Resident Transfer Pupils @ 75%.		
<b>Line 2: Base Avg:((17+.4ss)+(18+.4ss)+(19+.4ss)) / 3 =</b>		<b>5,863</b>
Summer FTE:	2017	2018
% (40,40,40)	122	148
Sept FTE:	49	59
New ICS - Independent	5,811	5,826
Charter Schools FTE	0	0
Total FTE	5,860	5,885
<b>Line 6: Curr Avg:((18+.4ss)+(19+.4ss)+(20+.4ss)) / 3 =</b>		<b>5,831</b>
Summer FTE:	2018	2019
% (40,40,40)	148	138
Sept FTE:	59	55
New ICS - Independent	5,826	5,790
Charter Schools FTE	0	0
Total FTE	5,885	5,845
The Line 6 "Current Average" shown above is used for Revenue Limits. The average used for Per Pupil Aid does not include "New ICS - Independent Charter Schools FTE." The PPA average appears below after data is entered for 2020:		
		<b>5,831</b>
<b>Line 10B: Declining Enrollment Exemption =</b>		<b>342,812</b>
Average FTE Loss (Line 2 - Line 6, if > 0)	X 1.00	= 32
X (Line 5, Maximum 2020-2021 Revenue per Memb) =		10,712.89
<b>Non-Recurring Exemption Amount:</b>		<b>342,812</b>
<b>Fall 2020 Property Values</b>		
2020 TIF-Out Tax Apportionment Equalized Valuation		2,833,059,732
<b>CELL COLOR KEY:</b>	Auto-Calc	DPI Data
Worksheet is available at: <a href="http://dpi.wi.gov/sfs/limits/worksheets/revenue">http://dpi.wi.gov/sfs/limits/worksheets/revenue</a>		
Calculation Revised: 9/5/2020. Rounding in Total FTE buckets		

<b>2020-2021 Revenue Limit Worksheet</b>	
1. 2019-20 Base Revenue (Funds 10, 38, 41)	61,760,196
2. Base Sept Membership Avg (2017+.4ss, 2018+.4ss, 2019+.4ss)/3	5,863
3. 2019-20 Base Revenue Per Member (Ln 1 / Ln2)	10,533.89
4. 2020-21 Per Member Change (A+B)	179.00
2020-21 Low Revenue Ceiling per s.121.905(1):	10,000
A. Allowed Per-Member Change for 20-21 (\$179, all districts)	179.00
B. Low Rev Incr ((Low Rev Ceiling-(3+4A))-4C) NOT<0	0.00
C. Value of the CCDEB (DPI Computed-CCDEB Dists only)	0.00
5. 2020-21 Maximum Revenue / Member (Ln 3 + Ln 4)	10,712.89
6. Current Membership Avg (2018+.4ss, 2019+.4ss, 2020+.4ss)/3	5,831
7. 2020-21 Rev Limit, No Exemptions (Ln7A + Ln 7B)	62,466,862
A. Max Rev/Memb x Cur Memb Avg (Ln 5 x Ln 6)	62,466,862
B. Hold Harmless Non-Recurring Exemption	0
8. Total 2020-21 Recurring Exemptions (A+B+C+D+E)	106,271
A. Prior Year Carryover	0
B. Transfer of Service	106,271
C. Transfer of Territory/Other Reorg (if negative, include sign)	0
D. Federal Impact Aid Loss (2018-19 to 2019-20)	0
E. Recurring Referenda to Exceed (if 2020-21 is first year)	0
9. 2020-21 Limit with Recurring Exemptions (Ln 7 + Ln 8)	62,573,133
10. Total 2020-21 Non-Recurring Exemptions (A+B+C+D+E+F+G+H+I)	2,361,741
A. Non-Recurring Referenda to Exceed 2020-21 Limit	0
B. Declining Enrollment Exemption for 2020-21 (from left)	342,812
C. Energy Efficiency Net Exemption for 2020-21 (see pg 4 for details)	1,262,635
D. Adjustment for Refunded or Rescinded Taxes, 2020-21	0
E. Prior Year Open Enrollment (uncounted pupil[s])	45,239
F. Reduction for Ineligible Fund 80 Expenditures (enter as negative)	0
G. Other Adjustments (Environmental Rem + Fund 39 Bal Transfer)	0
H. WPCP and RPCP Private School Voucher Aid Deduction	672,124
I. SNSP Private School Voucher Aid Deduction	38,931
11. 2020-21 Revenue Limit With All Exemptions (Ln 9 + Ln 10)	64,934,874
12. Total Aid to be Used in Computation (12A + 12B + 12C + 12D)	44,372,860
A. 2020-21 <b>October 15 Certification of General Aid</b>	44,113,830
B. State Aid to High Poverty Districts (not all districts)	0
C. State Aid for Exempt Computers (Source 691)	128,616
D. State Aid for Exempt Personal Property (Source 691)	-130,414
REMEMBER TO USE THE OCTOBER 15 AID CERTIFICATION WHEN SETTING THE DISTRICT LEVY.	
13. Allowable Limited Revenue: (Line 11 - Line 12)	20,562,014
(10, 38, 41 Levies)	
14. Total Limited Revenue To Be Used (A+B+C)	20,562,014
Entries Required Below: Enter amnts needed by purpose and fund:	
A. Gen Operations: Fnd 10 Src 211	19,167,491
B. Non-Referendum Debt (inside limit) Fund 38 Src 211	1,394,523
C. Capital Exp. Annual Meeting Approved: Fund 41 Src 211	0
15. Total Revenue from Other Levies (A+B+C+D)	6,918,677
A. Referendum Apprvd Debt (Fund 39 Debt-Src 211)	6,664,759
B. Community Services (Fund 80 Src 211)	250,000
C. Prior Year Levy Chargeback for Uncollectible Taxes (Src 212)	3,918
D. Other Levy Revenue - Milwaukee & Kenosha Only	0
16. Total Fall, 2020 ESTIMATED All Fund Tax Levy (14A + 14B + 14C + 15)	27,480,691
Line 16 is the total levy to be apportioned in the PI-401.	Levy Rate = 0.00970000
<b>Not &gt;line 13</b>	
<b>20,562,014</b>	
<b>19,167,491 (Proposed Fund 10)</b>	
<b>1,394,523 (to Budget Rpt)</b>	
<b>0 (to Budget Rpt)</b>	
<b>6,918,677</b>	
<b>6,664,759 (to Budget Rpt)</b>	
<b>250,000 (to Budget Rpt)</b>	
<b>3,918 (to Budget Rpt)</b>	
<b>0 (to Budget Rpt)</b>	
<b>27,480,691</b>	
<b>Levy Rate = 0.00970000</b>	
<b>Districts are responsible for the integrity of their revenue limit data &amp; computation. Data appearing here reflects information submitted to DPI and is unaudited.</b>	



**D.C. Everest Area School District**  
2020-21 Tax Levy

The D.C. Everest Area School district property taxes include levies for general operations, debt service and community services. Property values are equalized to reflect fair market value rather than local assessed value. The equalized levy rate is the total property tax levy divided by the current year equalized property value with tax incremental financing (TIF) values excluded. Levy rates are shown in "mills" or property tax dollars levied per \$1,000 of equalized property value.

Fund Number	Fund	2019-20		2020-21	
		Levy	Mill Rate	Levy	Mill Rate
Fund 10 (Src 211 & 212)	General Fund	\$ 20,332,789	\$ 7.57	\$ 19,171,409	\$ 6.77
Fund 38	Debt Service Fund	\$ 1,297,119	\$ 0.48	\$ 1,394,523	\$ 0.49
Fund 39	Referendum Debt Service	\$ 5,163,913	\$ 1.92	\$ 6,664,759	\$ 2.35
Fund 80	Community Service Fund	\$ 250,000	\$ 0.09	\$ 250,000	\$ 0.09
	<b>Total</b>	<b>\$ 27,043,821</b>	<b>\$ 10.06</b>	<b>\$ 27,480,691</b>	<b>\$ 9.70</b>

Municipality	2019-20			2020-21		
	Equalized Property Values (TIF Out)	Percent of District Property Value	Allocation of Tax Levy	Equalized Property Values (TIF Out)	Percent of District Property Value	Allocation of Tax Levy
City Schofield	217,855,400	8.11%	2,192,580	233,029,900	8.23%	2,260,391
City Wausau	142,030,788	5.29%	1,429,452	154,403,921	5.45%	1,497,719
Town Easton	84,957,100	3.16%	855,041	88,866,800	3.14%	862,008
Town Norrie	9,536,968	0.35%	95,984	10,096,941	0.36%	97,940
Town Reid	16,270,332	0.61%	163,751	17,425,340	0.62%	169,026
Town Ringle	168,995,200	6.29%	1,700,832	177,980,600	6.28%	1,726,413
Town Wausau	49,646,333	1.85%	499,660	52,747,364	1.86%	511,650
Town Weston	60,644,300	2.26%	610,347	65,295,200	2.30%	633,364
Village Hatley	30,120,100	1.12%	303,140	31,725,600	1.12%	307,738
Village Kronenwetter	423,706,313	15.77%	4,264,342	440,407,466	15.55%	4,271,954
Village Rothschild	482,799,700	17.97%	4,859,081	514,074,100	18.15%	4,986,521
Village Weston	1,000,519,500	37.23%	10,069,611	1,047,006,500	36.96%	10,155,967
<b>Total:</b>	<b>2,687,082,034</b>	<b>100.00%</b>	<b>27,043,821</b>	<b>2,833,059,732</b>	<b>100.00%</b>	<b>27,480,691</b>

2020-21 Levy	\$	27,480,691
2019-20 Levy	\$	27,043,821
<b>DOLLAR CHANGE</b>	\$	436,870
<b>PERCENT CHANGE</b>		1.62%
2020-21 Equalized Valuation	\$	2,833,059,732
2019-20 Equalized Valuation	\$	2,687,082,034
<b>DOLLAR CHANGE</b>	\$	145,977,698
<b>PERCENT CHANGE</b>		5.43%
*2020-21 Mill Rate	\$	9.70
*2019-20 Mill Rate	\$	10.06
<b>MILL RATE CHANGE</b>	\$	(0.36)
<b>PERCENT CHANGE</b>		-3.62%

\*Rates are rounded.

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION  
OCTOBER 15 CERTIFICATION OF 2020-21 GENERAL AID**

USING 2019-20 PI-1506-AC REPORTS, 2019-20 AUDITED MEMBERSHIP

2019 TIFOUT SCHOOL AID VALUE (CERT MAY 2020) & 2016 COMPUTER VALUE (CERT MAY 2017)

**D C Everest Area 4970**

PART A: 2019-20 AUDITED MEMBERSHIP		FTE
A1 3RD FRI SEPT 19 MEMBERSHIP* (include Challenge Academy)		5,790.00
A2 2ND FRI JAN 20 MEMBERSHIP* (include Challenge Academy)		5,801.00
A3 TOTAL (A1 + A2)		11,591.00
A4 AVERAGE (A3/2) (ROUNDED)		5,796.00
A5 SUMMER 19 FTE EQUIVALENT* (ROUNDED)		138.00
A6A FOSTER GROUP + PARTTIME RESIDENT FTE EQUIVALENT (AVE SEPT+JAN)		2.37
A6B PARTTIME NON-RESIDENT FTE EQUIVALENT (AVE SEPT+JAN)		0.00
A6C STATEWIDE CHOICE & RACINE PUPILS STARTING IN FALL 15 & AFTER		69.00
A6D STATEWIDE SPECIAL NEEDS SCHOLARSHIP PROGRAM PUPILS		2.00
A6E INDEPENDENT CHARTER SCHOOLS (ICS) NEW AUTHORIZERS STUDENTS		0.00
A7 AID MEMBERSHIP (A4+A5+A6A+A6B+A6C+A6D+A6E) (ROUNDED)		6,007.00
* Ch 220 Resident Inter FTE counts only 75%.		
PART B: 2019-20 GENERAL FUND DEDUCTIBLE RECEIPTS (PI-1506-AC)		
B1 TOTAL REVENUE & TRNSF IN	10R 000000 000	+ 72,699,440.80
B2 PROP TAX + EXEMPT AIDS FROM DOR	10R 210 + 691	- 20,666,478.73
B3 GENERAL STATE AID	10R 000000 620	- 41,509,662.00
B4 IMPACT AID DIST: NON-DED IMPACT AID	(DPI AMOUNT)	- 0.00
B5 REORG SETTLEMENT	10R 000000 850	- 0.00
B6 LONG TERM OP BORR, NOTE	10R 000000 873	- 0.00
B7 LONG TERM OP BORR, STF	10R 000000 874	- 0.00
B8 PROPERTY TAX/EQUAL AID REFUND	10R 000000 972	- 0.00
B9 DEDUCTIBLE RECEIPTS	(TO LINE C6)	= 10,523,300.07
PART C: 2019-20 NET COST OF GENERAL FUND (PI-1506-AC)		
C1 TOTAL GF EXPENDITURES	10E 000000 000	+ 72,522,514.66
C2 DEBT SRVC TRANSFER	10E 411000 838+839	- 1,090,000.00
C3 REORG SETTLEMENT	10E 491000 950	- 0.00
C4 REFUND PRIOR YEAR REV	10E 492000 972	- 35,519.68
C5 GROSS COST GEN FUND	(C1 - C2 - C3 - C4)	+ 71,396,994.98
C6 DEDUCTIBLE RECEIPTS	(FROM LINE B9)	- 10,523,300.07
C7 OPERATIONAL DEBT, INTEREST	38E+39E 283000 680	+ 0.00
C8 NET COST GENERAL FUND	(NOT LESS THAN 0)	= 60,873,694.91
PART D: 2019-20 NET COST OF DEBT SERVICE FUNDS (PI-1506-AC)		
D1 TOTAL REVENUE & TRNSF IN	38R + 39R 000	+ 7,597,875.91
D2 TRNSF FROM GEN FUND	10E 411000 838 + 839	- 1,090,000.00
D3 PROPERTY TAXES	38R + 39R 210	- 6,461,032.00
D4 PAYMENT IN LIEU OF TAX	38R + 39R 220	- 0.00
D5 NON-REV RECEIPTS	38R + 39R 800	- 0.00
D6 DEDUCTIBLE RECEIPTS	(D1-D2-D3-D4-D5)	- 46,843.91
D7 TOTAL EXPENDITURES	38E + 39E 000	+ 8,045,674.61
D8 AIDABLE FUND 41 EXP	(DPI AMOUNT)	+ 0.00
D9 REFINANCING	38E + 39E 282000	- 0.00
D10 OPERATIONAL DEBT PAYMENT	38E + 39E 283000	- 0.00
D11 NET COST DEBT SERVICE FUNDS	(CAN BE NEGATIVE)	= 7,998,830.70
PART E: 2019-20 SHARED COST (PI-1506-AC)		
E1 NET COSTS: GEN + DEBT SERV FUNDS	(C8 + D11)	+ 68,872,525.61
E2 TRANSP OF INDIGENT PUPILS, REG 3K PGMS, AND/OR OTHER		- 0.00
E3 IMPACT AID DIST: IMPACT AID NON-DEDUCTIBLE		- 0.00
E4 TOTAL SHARED COST FOR EQUALIZATION AID		= 68,872,525.61

GUARANTEES FOR OCTOBER 15 CERTIFICATION	K-12	UHS	K-8
PRIMARY (G1)	1,930,000	5,790,000	2,895,000
SECONDARY (G6)	1,451,514	4,354,542	2,177,271
TERTIARY (G11)	656,434	1,969,302	984,651

**2020-2021 OCTOBER 15 CERT**

PART E: 2019-20 SHARED COST - CONTINUED		E5 =	68,872,525.61
E6 PRIMARY COST CEILING PER MEMBER			1,000
E7 PRIMARY CEILING (A7 * E6)			6,007,000.00
E8 PRIMARY SHARED COST (LESSER OF E5 OR E7)			6,007,000.00
E9 SECONDARY COST CEILING PER MEMBER			10,030
E10 SECONDARY CEILING (A7 * E9)			60,250,210.00
E11 SECONDARY SHARED COST			54,243,210.00
((LESSER OF E5 OR E10) - E8)			
E12 TERTIARY SHARED COST			8,622,315.61
(GREATER OF (E5 - E8 - E11) OR 0)			
SHARED COST PER MEMBER =		\$11,465	
PART F: EQUALIZED PROPERTY VALUE			
F1 2019 TIFOUT VALUE (CERT MAY 20) + EXEMPT COMPUTER VALUE (CERT MAY 17)			2,693,370,235
VALUE PER MEMBER =		448,372	
PART G: 2020-21 EQUAL AID BY TIER: USING 2019-20 PI-1506-AC DATA			
G1 PRIMARY GUARANTEED VALUE PER MEMBER			1,930,000
G2 PRIMARY GUARANTEED VALUATION (A7 * G1)			11,593,510,000
G3 PRIMARY REQUIRED RATE (E8 / G2)			0.00051813
G4 PRIMARY NET GUARANTEED VALUE (G2 - F1)			8,900,139,765
G5 PRIMARY EQUALIZATION AID (G3 * G4) (NOT LESS THAN 0)			4,611,429.42
G6 SECONDARY GUARANTEED VALUE PER MEMB			1,451,514
G7 SECONDARY GUARANTEED VALUATION (A7 * G6)			8,719,244,598
G8 SECONDARY REQUIRED RATE (E11 / G7)			0.00622109
G9 SECONDARY NET GUARANTEED VALUE (G7 - F1)			6,025,874,363
G10 SECONDARY EQUALIZATION AID (G8 * G9)			37,487,506.74
G11 TERTIARY GUARANTEED VALUE PER MEMB			656,434
G12 TERTIARY GUARANTEED VALUATION (A7 * G11)			3,943,199,038
G13 TERTIARY REQUIRED RATE (E12 / G12)			0.00218663
G14 TERTIARY NET GUARANTEED VALUE (G12 - F1)			1,249,828,803
G15 TERTIARY EQUALIZATION AID (G13 * G14)			2,732,913.16
PART H: 2020-21 OCTOBER 15 CERTIFICATION OF EQUALIZATION AID			
H1 2020-21 EQUALIZATION AID OCT 15 CERT (G5+G10+G15) NOT < 0			44,831,849.32
H2 PARENTAL CHOICE DEDUCT, EQUALIZATION AID (MPS only)			0.00
H2A PAYMENT TO MILWAUKEE SCHOOL DISTRICT FROM CITY OF MILWAUKEE			0.00
H3 MILWAUKEE CHARTER PGM DEDUCT, EQUALIZATION AID (Line H1 * -0.0161729997)			-725,065.00
H4A 2019-20 OCT-TO-FINAL ADJUSTMENT, EQUALIZATION AID			7,160.00
H4B 2019-20 OCT-TO-FINAL ADJ, CHOICE/CHARTER DEDUCTION (previously Line I4)			-114.00
H5 PRIOR YEAR (2019-20) DATA ERROR ADJ/OR FEE PENALTY			0.00
H6 2020-21 EQUALIZATION AID - OCT 15 CERT (ROUND) (H1+H2+H2A+H3+H4A+H4B+H5)			44,113,830
*** PART I: 2020-21 OCTOBER 15 CERT - SPECIAL ADJUSTMENT, INTER, AND INTRA AID SUMMARY ***			
I1 2020-21 SPECIAL ADJUSTMENT AID and/or CHAPTER 220 OCT 15 CERT			0.00
I2A PARENTAL CHOICE DEDUCT, SPEC ADJ AID and/or CHAPTER 220 AID (MPS only)			0.00
I2B MILWAUKEE CHARTER DEDUCT, SPEC ADJ AID and/or CHAPTER 220 AID (Line H1 * -0.0161729997)			0.00
I2C 2019-20 OCT-TO-FINAL ADJUSTMENT, SPEC ADJ AID and/or CHAPTER 220 AID			0.00
I3 2020-21 SPEC ADJ AID and/or CHAP 220-OCT 15 CERT (ROUND) (I1+I2A+I2B+I2C)			0.00
<b>*I5 2020-21 OCTOBER 15 CERTIFICATION GENERAL AID (H6+I3)</b>			<b>44,113,830</b>

THE BREAKDOWN OF THE AID AMOUNT FOUND IN LINE I1 CAN BE FOUND IN THE "BREAKDOWN OF LINE 1" TAB IN THIS EXCEL WORKBOOK.  
COLOR-CODING WILL ASSIST DISTRICTS IN IDENTIFYING WHICH AMOUNTS ON PAGE 2 WERE SUMMED TO ARRIVE AT THE NUMBERS APPEARING ON THIS PAGE.



## D.C. Everest Area School District

6300 Alderson Street  
Weston, WI 54476  
Phone 715-359-4221  
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Kristine A. Gilmore, Ed.D.  
Superintendent

### MISSION STATEMENT

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

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**To:** D.C. Everest School Board

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

**Date:** October 21, 2020

**Subject:** Snow Day Instruction Memo

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Traditionally on snow/cold/ice days, school was canceled. Through the COVID-19 pandemic, we were thrown into remote/e-learning and have learned a great deal from our students, families, and staff. Equity for student learning remotely has been dramatically improved over this past spring.

We may have to take additional instructional time off this school year for many reasons, so having instruction on snow/cold/ice days will redeem some of these lost instructional minutes for our students. The instruction and attendance requirements on these snow/cold/ice days may look different from a normal remote/e-learning day, but the day would have value for our students.

I am asking the Board to approve remote/e-learning for snow/cold/ice days during the 2020-2021 school year. If approved, our administrative team will establish the parameters for attendance, length of instructional time, expectations for student work time, etc. for these remote/e-learning days.



Book	Policy Manual
Section	First Reading by Board
Title	PERSONAL PROTECTIVE EQUIPMENT DURING PANDEMIC/EPIDEMIC EVENTS - NEW
Code	po8450.01
Status	First Reading
Adopted	October 21, 2020

**8450.01 - PERSONAL PROTECTIVE EQUIPMENT DURING PANDEMIC/EPIDEMIC EVENTS**

During times of elevated communicable disease community spread (pandemic or epidemic), or declared a public health emergency, the Superintendent may issue periodic guidance and procedures the contents of which the Superintendent will regularly bring to the Board for review and potential action in alignment with public health officials and/or in accordance with government edicts and including any Pandemic Plan developed by the District’s Pandemic Response Team under Policy 8420.01.

The Superintendent may incorporate requirements for the use of Personal Protective Equipment (PPE) which may include requirements that all school staff, volunteers, and visitors (including vendors) wear appropriate face masks/coverings inside District buildings and/or outside on school grounds unless it is unsafe to do so or where doing so would significantly interfere with the District's educational or operational processes. Individuals with valid medical reasons for not wearing a face covering may be exempted from this requirement, as determined by the Superintendent.

In the event that face coverings are required, the District will provide face masks/shields to employees. Alternatively, employees may elect to wear their own face coverings, if they meet the requirements of the District in accordance with this policy, as well as any requirements issued by State or local health departments.

Any PPE required other than face coverings, will be provided by the District. This may include disposable gloves, gowns, shoe coverings, or other PPE appropriate for the threat faced and an employee's likelihood of exposure in the performance of job responsibilities.

In addition, the Board authorizes the Superintendent to require that students in kindergarten and higher shall wear a face covering, unless they are unable to do so for a health or developmental reason. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons, cannot and should not wear a mask.

If face masks/coverings are required, and no exception is applicable, students shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code, and in accordance with policies of the Board. Staff members shall work with all students who are exhibiting distress or otherwise having difficulty properly wearing face coverings to assist the students in complying with the requirements.

Students may be reassigned by the Superintendent to an online/virtual learning environment if the Superintendent determines that reassignment is necessary to protect the health and safety of the student or others.

During times of elevated communicable disease community spread as determined by the Board in consultation with health professionals, all students are required to wear masks while being transported on District school buses or other modes of school transportation, subject to and consistent with the exceptions and procedures applied to students at school.

**Use of Mask/Face Covering**

Cloth face coverings/masks should:

- A. fully cover the mouth, nose, and chin;
- B. fit snugly against the side of the face so there are no gaps;
- C. not create difficulty breathing while worn; and
- D. be held securely through either a tie, elastic, etc. to prevent slipping.

Facial masks/coverings generally should not include respirators unless medically indicated, or masks designed to be worn for costume purposes.

All employee facial masks/coverings shall meet the requirements of the appropriate dress/staff grooming policies (Policy 3216/Policy 4216). All student facial masks/coverings shall meet the requirements of the appropriate Student Code of Conduct/Student Discipline Code.

Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security purposes. Failure to comply with such a request violates this policy and may lead to disciplinary or other action.

Exceptions to the use of masks/face coverings include when:

- A. facial masks/coverings in the school setting are prohibited by law or regulation;
- B. facial masks/coverings are not advisable for health reasons;
- C. facial masks/coverings are in violation of the school's documented safety policies;
- D. facial masks/coverings are not required when the staff works alone in an assigned work area;
- E. there is a functional (practical) reason for a staff member or volunteer not to wear a facial mask/covering in the workplace;
- F. settings where cloth masks might present a safety hazard (e.g., science labs); or
- G. to assist with communication for hearing impaired students.;

The Superintendent may be required to communicate with local public health officials regarding exceptions granted to PPE requirements; therefore, if any exceptions are made to the requirement for facial coverings, the request for such exception must be submitted in writing to an employee's supervisor, to the building principal in the event the request comes from a member of the public, and to the building administration in the event the request involves a student. All requests shall be submitted with appropriate documentation. A decision on the request will be provided in writing.

### **Use of Face Shields**

Face shields that wrap around the face and extend below the chin may be permitted as an alternative to cloth face masks/coverings with permission of the Superintendent as the Board recognizes that face shields may be useful in some situations, including:

- A. when interacting with students, such as those with disabilities, where communication could be impacted;
- B. when interacting with English Language learners or when teaching a foreign language;
- C. settings where cloth masks might present a safety hazard (e.g., science labs); or
- D. for individuals who have difficulty wearing a cloth face covering.

If a staff member receives approval from the Superintendent after discussing his/her request not to wear a face mask/covering/shield due to a physical, mental, or developmental health condition, and/or if wearing a mask/covering/shield would lead to a medical emergency or would introduce significant safety concerns, the Superintendent may also discuss other possible accommodations for the staff member. Such discussion shall follow Board policies and guidelines under the ADA.

School nurses or staff who care for individuals with symptoms consistent with those of a communicable disease must use appropriate personal protective equipment (PPE), provided by the school, in accordance with OSHA standards.

When facial masks/coverings are required by the Superintendent, and no exception has been applied, staff members who violate this policy shall be subject to disciplinary action in accordance with policies of the Board.

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Wis. Stat. 120.13(35); Chapter 252, Wis. Stats.

Last Modified by Ellen Suckow on October 14, 2020



Book	Policy Manual
Section	First Reading by Board
Title	QUORUM - Revised
Code	po0162
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

#### 0162 - **QUORUM**

Four (4) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum. Whenever the Board has one (1) or more vacancies, the quorum during that time shall be a majority of the members on the Board. No Board business shall be conducted in the absence of a quorum.

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

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

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Last Modified by Ellen Suckow on September 25, 2020



Book	Policy Manual
Section	First Reading by Board
Title	SPECIAL MEETINGS - Revised
Code	po0164.2
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	9/1/2020, 5/20/2020

#### 0164.2 - **SPECIAL MEETINGS**

Special meetings of the Board may be called by the President or by the written request of a majority of the members of the Board provided there is compliance with the notice provision of these Bylaws and State law.

The School District Clerk or, in the School District Clerk's absence, the President shall fix a reasonable date, time, and place for the meeting. The School District Clerk or, in the School District Clerk's absence, the President shall notify each Board member of the date, time, and place of the meeting, in a manner likely to give the Board member notice of the meeting, at least twenty-four (24) hours before the meeting. If the School District Clerk or, in the School District Clerk's absence, the President determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School District Clerk or President, impossible or impractical, the School District Clerk or President may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting. ~~Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District.~~ A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the District board office and such other places as the Board may determine unless for good cause such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

~~A copy of said notice shall be given to each Board member in a manner likely to give the Board member notice at least twenty-four (24) hours prior to the meeting.~~ A special meeting may be held without prior notice, if all Board members are present and consent, or if each member consents in writing even if s/he does not attend, provided appropriate notice is provided as defined under Chapter 19 of Wis. Stats.

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

~~Revised 1/25/17~~

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Legal	19.84(3), Wis. Stats. 120.11(2), Wis. Stats., 120.43(2), Wis. Stats.
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Last Modified by Ellen Suckow on September 28, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	AGENDA
Code	po0166
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 15, 2020
Prior Revised Dates	5/20/2020

#### 0166 - **AGENDA**

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

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

Each agenda may contain the following statement:

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

The agenda for each regular meeting shall be delivered electronically or in person, to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be available, mailed, or delivered no later than two (2) days prior to the meeting, or delivered so as to provide time for the study of the agenda and supporting materials by the member. The agenda and supporting materials for a special meeting shall be delivered at least twenty-four (24) hours before the meeting.

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

The following shall be the order of business:

- A. Call to order by the President
- B. Roll call/Verbal notification of closed session of the Board, if applicable.
- C. Pledge of Allegiance to the Flag
- D. Approval of Agenda

- E. ~~Public Comment~~~~Hearing of delegations~~ in person or via email, if the meeting is virtual
- F. Consent Agenda – A grouping on the agenda for those items which do not require discussion or explanation as to the reason for action. All items on consent agenda will be acted upon under a single motion. (Such agenda may include minutes, treasurer’s report and bill listing, employment of personnel, second reading on policies, and items selected by the Superintendent and school board president.) Any item may be removed from the consent agenda prior to the motion and second to approve. All items removed from consent agenda will be considered separately.
- G. Reports/considerations
- H. Unfinished business
- I. New business
- J. Petitions and communications
- K. Calendar of future committee and board meetings
- L. Adjournment
- M. Executive session – If required and if approved by roll call vote of the members of the Board.
- N. Reconvene in Open Session
- O. Adjournment

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

~~Revised 1/25/17~~

~~Revised 9/25/17~~

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19.84(3) Wis. Stats

Last Modified by Ellen Suckow on September 18, 2020



Book	Policy Manual
Section	First Reading by Board
Title	PUBLIC COMMENT AT BOARD MEETINGS - Revised
Code	po0167.3
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	5/20/2020

#### 0167.3 - **PUBLIC COMMENT PARTICIPATION AT BOARD MEETINGS**

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

Such requests shall be subject to the approval of the Superintendent and the Board President.

#### **Public Comment-Participation Section of the Meeting**

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

If a meeting is held virtually, public comment will only be accepted via email to esuckow@dce.k12.wi.us ~~up to one (1) hour~~~~twenty-four (24) hours~~ prior to the posted meeting with the email title "Public Comment". Name and address need to be included in the body of the email. Where applicable, the guidelines below still apply.

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

The presiding officer shall be guided by the following rules:

- A. Public ~~comment~~~~participation~~ shall be permitted as indicated on the order of business at the discretion of the presiding officer.
- B. Attendees must register their intention to ~~comment~~~~participate~~ in the public portion of the meeting upon their ~~physical~~ arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. Participants shall direct all comments to the Board and not to staff or other participants.
- F. Participants shall address only topics within the legitimate jurisdiction of the School Board.
- G. All statements shall be directed to the presiding officer; ~~no~~ <sup>79</sup> person may address or question Board members individually.

H. The presiding officer may:

1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
2. request any individual to leave the meeting when that person does not observe reasonable decorum;
3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

I. The portion of the meeting during which the ~~comment~~ participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board.

J. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:

1. No obstructions are created between the Board and audience.
2. No interviews are conducted in the meeting room while the Board is in session.
3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

~~Revised 12/18/19~~

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Legal                      19.90, Wis. Stats.

Last Modified by Ellen Suckow on October 6, 2020



Book	Policy Manual
Section	First Reading by Board
Title	CONFLICT OF INTEREST - Revised
Code	po1130
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

### 1130 - CONFLICT OF INTEREST ~~—PRIVATE PRACTICE~~

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and the District's administrative employees, officers, and agents ~~School District employees~~ is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

~~To accomplish this, the School Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees. Employees are expected to perform their duties in a manner free from conflict of interest consistent with 19.59, Wis. Stats.~~

For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all administrative employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all administrative employees, officers, and agents. Administrative employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

1. No administrative employee, officer, or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
2. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.
3. ~~No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.~~
4. ~~Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.~~

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee
  2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees.
  3. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records
  4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  5. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
5. ~~Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.~~
6. ~~Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.~~

C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the administrative employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.

D. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

E. Administrative employees, officers, and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract.

Administrative employees, officers, and agents cannot solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

F. To the extent that the School District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

G. Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

H. The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

In the event that, within the course of administering a Federally funded grant program or service to the District, an administrative employee identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the administrative employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or

his/her immediate family, as defined in 19.42(7), Wis. Stats.

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Legal                      7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42  
                                  2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318  
                                  19.59, 19.42(7), 946.13, Wis. Stats.

Last Modified by Ellen Suckow on September 28, 2020



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYMENT OF THE SUPERINTENDENT - Revised
Code	po1220
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

#### 1220 - EMPLOYMENT OF THE SUPERINTENDENT

The ~~School~~ Board vests the primary responsibility for administration of this District in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent.

Recruitment procedures may be prepared in advance of the search.

Consideration of all applicants will be given fairly without discrimination on the basis of race, color, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this District unless s/he has the proper Wisconsin certification or has applied for certification as a ~~S~~uperintendent in Wisconsin and has signed an employment contract with the Board. If certification has been applied for, receipt is to be timely.

No person may be employed as Superintendent of this District unless s/he has signed an employment contract with the Board. Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of Superintendent, if not already an employee of the District, shall be required to undergo a physical examination, including a tuberculosis screening questionnaire, subject to further tests, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with the District guidelines and applicable law. The cost of the examination shall be borne by the District. ~~may be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.~~

The Superintendent will be notified of the results of the medical examination upon receipt. The reports of such examination, and any documents acquired containing genetic information, will be maintained in a separate confidential personnel medical file in accordance with the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA).

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Legal                      118.24, Wis. Stats.  
                                  29 C.F.R. Part 1635  
                                  42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990  
                                  42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Ellen Suckow on September 30, 2020



Book	Policy Manual
Section	First Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY - Revised
Code	po1461
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	2/22/2017

#### 1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the ~~School~~ Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render school administrators unable to perform their duties.

The Board authorizes the Superintendent to place an administrator on leave for physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The Superintendent ~~may shall~~ require that the administrator submit to an appropriate examination by a healthcare provider of the administrator's choice, a health care provider designated by the District, or both. ~~designated by the Board and compensated by the District.~~

~~Where the healthcare provider designated by the Superintendent disagrees with a healthcare provider designated by the administrator, the two (2) healthcare providers shall agree in good faith on a third impartial healthcare provider who shall examine the administrator and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the District.~~

The employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal of the administrator to submit to an appropriate examination requested by the Superintendent or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02, the Superintendent shall direct the provider designated by the District to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability. ~~with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Superintendent, is furnished.~~

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

In the event the Superintendent is the administrator subject to this policy, the Board shall direct the appropriate actions pursuant to this policy.

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Legal                      29 C.F.R., Part 1630  
                                  29 C.F.R. Part 1635  
                                  42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended  
                                  42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
                                  111.32, et. seq., the Wisconsin Fair Employment Act

Last Modified by Ellen Suckow on September 30, 2020



Book	Policy Manual
Section	First Reading by Board
Title	PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS - Revised
Code	po1619.01
Status	First Reading
Adopted	March 22, 2017
Last Revised	October 21, 2020

#### 1619.01 - **PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS**

The Board ~~of Education~~ provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- A. Dental Plan
- B. Employee Assistance Plan
- C. Vision
- D. Long-Term Care Plan (not long-term disability).
- E. Health Flexible Spending accounts (FSA).
- F. Limited Purpose Flexible Spending accounts (LPFSA).

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints the Human Resources Director to serve as the Privacy Official of the group health plans. The Privacy Official shall develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. The Privacy Official shall verify that the policies and procedures are current and comply with Federal law.

The Board also acknowledges that the HIPAA Security Rule requires the group health plans to implement various security measures with respect to electronic protected health information. The Board hereby appoints the Human Resources Director to serve as the Security Official of the group health plans.

The Board's Security Official shall conduct a risk analysis and develop, propose to the Board, and implement internal policies and procedures for the group health plan(s) relating to the security of electronic protected health information, if applicable. The Security Official shall verify that the policies and procedures are current and comply with Federal law.

The Board delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the HIPAA administrative procedures in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board.

The Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board

agrees to indemnify and hold harmless the Privacy Official and the Security Official in connection with the performance of their delegated duties for the group health plans except to the extent that any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official and/or Security Official as defined by law.

The group health plans administrator(s) shall provide timely notifications of breaches of unsecured protected health information in accordance with the Health Information Technology for Economic and Clinical Health (HITECH) Act and Accompanying regulations.

The Board reserves the right to revoke any or all appointments set forth in this policy at any time for any reason.

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Legal                            20 U.S.C. 1232g  
   29 C.F.R. Part 1635  
   42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
   45 C.F.R. 160.102(a), 164.530, 164.530(a), 164.530(i), 164.308, 164.308(a)(2)  
   42 U.S.C. 1320d-5 et seq.

Last Modified by Ellen Suckow on September 30, 2020



Book	Policy Manual
Section	First Reading by Board
Title	CURRICULUM DEVELOPMENT - Revised
Code	po2210
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

## 2210 - CURRICULUM DEVELOPMENT

The ~~School~~ Board recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as the courses of study, subjects, classes, and organized activities provided by the school.

The Board directs that the curriculum of this District:

- A. ~~provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency and~~ provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensures, consistent with 115 Wis. Stats. and other applicable Federal and state laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- D. be consistent with 118.30 Wis. Stats, by incorporating State recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. encourages students to utilize school counseling services in their academic and career planning;
- F. in the elementary grades, provides regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art, and music;
- G. in grades 5 to 8, provides regular instruction in language arts, social studies, mathematics, science, health, physical education, art, and music.
- H. in grades 9 to 12, provides access to an educational program that enables students each year to study English, social studies, mathematics, science, career and technical education, foreign language, physical education, art, and music.
- I. provides regular instruction in foreign language in grades 7 and 8;
- J. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in wis. Stats. 253.15 (5);
- K. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;
- L. provides that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- M. provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African Americans, Asian Americans, Hispanic Americans, and Native Americans.

As educational leader of this District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

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Legal 118.01, 118.24, Wis. Stats.

Cross References ag2210A - CURRICULUM DEVELOPMENT

Last Modified by Ellen Suckow on September 21, 2020



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY - REVISED
Code	po2260
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	4/24/2019

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

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

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

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

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

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

#### A. Curriculum Content

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

#### B. Staff Training

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

#### C. Student Access

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

#### D. District Support

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

#### E. Student Evaluation

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

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

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

#### Reporting Procedures

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

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

## Title IX Compliant Coordinators/District Compliance Officers

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

Kimberly Hall  
 Director of Human Resources  
 6300 Alderson Street  
 Weston, WI 54476  
 715-359-4221 ext. 1225  
 khall@dce.K12.wi.us

~~Jeff Lindell Jack Stoskopf, Assistant Superintendent~~  
~~Director of Student Services Business/Personnel Services~~  
 6300 Alderson Street  
 Weston, WI 54476  
 715-359-4221 ext. ~~1351~~~~1243~~  
~~jilindellstoskopf@dce.K12.wi.us~~

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

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

### Investigation and Complaint Procedure

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

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

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

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

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

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

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the Complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;

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

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

The CO may consult with the Board's Attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may (X) in consultation with the Superintendent or Board President, engage outside legal counsel to conduct the investigation consistent with this policy.

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

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

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

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

### **Additional School District Action**

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

### **Confidentiality**

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

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

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

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

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

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

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

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

~~Revised 10/25/17~~

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## Legal

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

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

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

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

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

Last Modified by Ellen Suckow on September 28, 2020



Book	Policy Manual
Section	First Reading by Board
Title	ENGLISH LANGUAGE PROFICIENCY - Revised
Code	po2260.02
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	2/19/2020

#### 2260.02 - **ENGLISH LANGUAGE PROFICIENCY**

The ~~School~~Board recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements; the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The Director of EL shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before March 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of English Learner (EL) students to the Department of Public Instruction as required by law.

#### **Assessing English Proficiency**

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as English Learners will be identified by the District using the following process:

- Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey (see Form 2260.02 F1).
- The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.
- (X) If deemed appropriate, the student may undergo an academic assessment to confirm identification.

- Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.

- Students identified above must be given the formal evaluation screening test. Students that score less than English language proficiency (ELP) 6 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

- The District will provide programs for English Learners (ELs)/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

### **Parental Notification and Consent**

- If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

- No student will be placed in the LEP Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in their native language. Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to compete with mainstream English language speakers, as identified below, and the student may exit the program.

- The EL student's English proficiency assessment records shall be maintained by the District in accordance with State and Federal laws and District student records policies and procedures.

### **Assessing Academic Achievement and English Language Proficiency**

- An EL student may not be exempted from academic assessments based on their EL status. The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. If an EL student is exempted from taking a State-required test, the student shall be administered a DPI-approved alternative assessment.

- All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.

- EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

### **Exit Procedures**

- Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

- ELL students with the language skills necessary to compete will:

- 1. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
- 2. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests;
- 3. meet or exceed District guidelines in their academic subjects.

- Students may be identified as reaching these English proficiency standards by either:

- 1. receiving an ELP 6 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or

2. The Director of EL may also consider reclassification of an EL student in grade four or above as fully English proficient if the District has sufficient evidence on file establishing:

1. the student has attained at least an ELP 5 on an annual assessment; and
2. the student can demonstrate his/her understanding of the English language; and
3. the file contains at least two (2) pieces of evidence establishing academic English language proficiency; and
4. the parents and educators agree that the student has reached full English proficiency.

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be

(X) given the opportunity to review the ELP assessment with the

(X) building principal.

[X] The building principal (X) may

(.) recommend additional assessment.

(.) permit the student to remain in the EL program for up to \_\_\_\_\_ additional weeks.

(.) provide the student with tutorial support for \_\_\_\_\_ weeks.

(X) confirm the formal reclassification of the student.

## **Re-entry**

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or ESL program.

[X] The Director of EL will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed and that ELL reclassification/exit and the re-entry decisions abide by Department of Public Instruction standards.

**Counseling Services for Students Who Are Limited English Proficient Students and/or Sensory Impaired** will be provided.

The District believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency and/or is sensory impaired should be able to communicate his/her ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficient and/or sensory impaired.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient and/or sensory impaired.

If a counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

[X] To contact someone regarding limited English proficient and/or sensory impairment services, please contact:

Jane Kemp  
Curriculum Secretary

[715-359-4221, ext. 1230](tel:715-359-4221)  
[jkemp@dce.k12.wi.us](mailto:jkemp@dce.k12.wi.us)

[Jamie Jablonski](#)

[Special Education Secretary](#)

[715-359-4221, ext. 1228](tel:715-359-4221)

[jjablonski@dce.k12.wi.us](mailto:jjablonski@dce.k12.wi.us)

## **Testing**

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

~~The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them. The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.~~

~~The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for post-secondary education opportunities.~~

~~The Board shall provide the following services, through the school counselors' office, for students who have limited English proficiency:~~

- ~~A. an effective instructional program and supportive services appropriate to meet the needs of the student;~~
- ~~B. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and~~
- ~~C. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction in the student's native language to assist the student in becoming proficient or advanced in all subject areas.~~

~~School counseling personnel are directed to provide information and direction to students with EL regarding access to programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.~~

~~EL students will no longer be considered limited English proficient when they have the language skills necessary to compete with mainstream English speakers. The Superintendent shall establish administrative guidelines that provide the:~~

- ~~A. standards for reclassification/exit decisions;~~
- ~~B. process for monitoring and maintaining documentation on the exiting student for two (2) years;~~
- ~~C. access for students to re-enter a bilingual or EL program if there is evidence that the reclassification decision was premature;~~
- ~~D. opportunity for the parent(s) to participate in each entry, exit and re-entry decision;~~
- ~~E. opportunity for the parent(s) to appeal the exit or re-entry decision.~~

~~The District will include in its annual report to the public information required by statute regarding the performance of EL students.~~

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Legal                                      P.I. 13 Wis. Admin Code  
     115, Wis. Stats.  
     118.13, Wis. Stats.  
     118.30(2), Wis. Stats.

Last Modified by Ellen Suckow on September 25, 2020



Book	Policy Manual
Section	First Reading by Board
Title	TITLE I SERVICES-REVISED
Code	po2261
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

## 2261 - **TITLE I SERVICES**

The ~~School~~ Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the ~~Amendments to the~~ Elementary and Secondary Education School Improvement Act of 1965, as amended.

The Superintendent shall prepare and present to the Department of Public Instruction a plan for the delivery of services that meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan. The District will periodically review and revise the plan, as necessary.

### A. **Assessment**

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff that will assist in the diagnosis, teaching, and learning of the participating students.

### B. **Scope**

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school, in Title I schools that qualify as schoolwide schools, and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The schoolwide program, for an entire school and/or a Targeted Assistance School shall include the components required by law as well as those agreed upon by participating staff and parents.

### C. **Participation**

The Title I program shall be developed and evaluated in consultation with parents and professional staff members, including teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, (X) charter school leaders, administrators, and other appropriate school personnel involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1118 of the Act.

### D. Supplement Not Supplant and Comparability of Services

Title I funds will be used only to supplement, not supplant, ~~augment, not to replace~~, State and local funds. The District will document its compliance with the supplement not supplant provisions by using a written methodology that ensures State and local funds are allocated to each school on the same basis, regardless of whether a school receives Title I funding. ~~The Superintendent shall use State and local funds to provide~~

~~educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.~~

The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The determination of the comparability of services may exclude, ~~in accordance with Federal regulations;~~ State and local funds expended for language instruction educational programs and the excess costs of providing services to children with disabilities as determined by the District ~~spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled students.~~ The determination of comparability of services will not take into account unpredictable changes in student enrollments or personnel assignments that occur after the beginning of a school year.

In order to achieve comparability of services, the Superintendent shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

#### E. Professional Development

~~The Superintendent shall develop administrative guidelines whereby m~~Members of the professional staff participate in the design and implementation of staff development activities that ~~meet the requirements of Section 1119 of the Act and:~~

1. involve parents in the training, when appropriate;
2. combine and consolidate other available Federal and District funds;
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;
4. allocate part of the staff development to the following types of strategies:
  - a. use of technology
  - b. working effectively with parents

#### F. Simultaneous Services

~~In accordance with law, a school offering Title I services may also serve other students with similar needs.~~

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Legal                      20 U.S.C. 2701 et seq., Elementary and Secondary Education Act of 1965  
34 C.F.R. Part 200, et seq.

Cross References        ag2261 - PROCEDURE FOR COMPLAINTS OR APPEALS UNDER THE IASA

Last Modified by Ellen Suckow on September 30, 2020



Book	Policy Manual
Section	First Reading by Board
Title	PARENT AND FAMILY MEMBER PARTICIPATION IN TITLE I PROGRAMS - Replacement Policy
Code	po2261.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	8/24/2017

**REPLACEMENT POLICY - VOL. 29, NO. 1**

**2261.01- PARENT AND FAMILY MEMBER PARTICIPATION IN TITLE I PROGRAMS**

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served.

Each year the Superintendent shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement policy to establish expectations for the involvement of such parents and family members in the education of their children. The proposed policy shall be reviewed and approved annually by the Board and distributed to parents and family members of children receiving Title I services. The proposed policy must establish the District's expectations and objectives for meaningful parent and family involvement, and describe how the School District will:

- A. involve parents and family members in the development of the School District's Title I plans and any State-mandated comprehensive support and improvement plans;
- B. provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family member involvement activities to improve student achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. coordinate and integrate parent and family member engagement strategies, to the extent feasible and appropriate, with other Federal, State, and local laws and programs;
- D. with meaningful involvement of parents and family members, annually evaluate the content and effectiveness of the parent and family member engagement policy in improving the academic quality of schools, including:
  1. identifying barriers to greater parent participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
  2. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

## 3. strategies to support successful school and family interactions;

## E. use the findings of the above-referenced evaluation to:

1. design evidence-based strategies for more effective parental involvement; and,
2. revise the parent and family member engagement policy, if necessary;

F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising and reviewing the parent and family member engagement policy;

G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children) including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;

H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;

I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;

J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;

K. involve parents in the planning, review, and improvement of the Title I program;

L. communicate information concerning school performance profiles and their child's individual performance to parents;

M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like;

N. provide timely responses to parental questions, concerns, and recommendations;

O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;

P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent and family member involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family member engagement policy (Policy 2261.01), including at least one (1) of the following:

- A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family member engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
- B. Supporting programs that reach parents and family members at home, in the community, and at school.
- C. Disseminating information on best practices focused on parent and family member engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family member engagement.
- E. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family member engagement policy.

The Superintendent must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parent and family member engagement policy.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities, including the planning, review, and improvement of the school parent and family member engagement policy, and the joint development of the schoolwide program plan, if appropriate.
- D. Parents of participating students must be provided with:
  - 1. timely information about the Title I program and the school's parent and family member engagement policy;
  - 2. description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels expected;
  - 3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible.
- E. If the written plan is not satisfactory to the parents of participating children, the school must submit any parents' comments when it presents the plan to the Superintendent.
- F. As a component of the school-level parent and family member engagement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents of children served under Title I which outlines how the school staff, the parents, and the student will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards. The compact must:
  - 1. describe the school's responsibility to provide a high-quality curriculum and instruction in a supportive, effective learning environment;
  - 2. describe the ways in which each parent is responsible for supporting their child's learning environment such as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children and their positive use of extra-curricular time;
  - 3. address the importance of parent/teacher communication on an on-going basis through at least annual parent-teacher conferences to discuss the child's achievement and the compact; frequent progress reports to the parents on their child's progress; reasonable access to the staff and to observe and participate in classroom activities and regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- G. Parents of children receiving Title I services must be notified about their school's parent and family member engagement policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.
- H. School-level parent and family member engagement policies must be updated periodically to meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving student academic achievement, the Superintendent and building principals must include provisions in the School District and school-level parent and family member engagement policies regarding:

- A. assisting parents of children served under Title I in understanding such topics as the State's academic standards, State and local academic assessments Title I, and how to monitor their child's progress and how to work with educators to

improve their child's achievement;

- B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);
- C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal, State and local programs (including public preschool programs), and conducting other activities that encourage and support parents more fully participating in the education of their children (e.g., parent resource centers);
- E. providing information related to school and parent programs, meetings, and other activities to parents of participating children in a format, and, to the extent practicable, in a language the parents can understand;
- F. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

- A. involve parents in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;
- B. provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training;
- C. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- D. train parents to enhance the involvement of other parents;
- E. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- F. adopt and implement model approaches to improving parental involvement in Title I programs;
- G. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;
- H. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

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Legal                      20 U.S.C. 6318  
                                   34 C.F.R. Part 200 et seq.

Last Modified by Ellen Suckow on September 30, 2020



Book	Policy Manual
Section	First Reading by Board
Title	DISTRICT AND SCHOOL REPORT CARD - New
Code	po2261.03
Status	First Reading
Adopted	October 21, 2020

### 2261.03 - **DISTRICT AND SCHOOL REPORT CARD**

Each School District that receives Title I, Part A funds must prepare and publicly disseminate a report card on the performance and operations of the District. Report cards must be concise and presented in an understandable and uniform format that is developed in consultation with parents and accessible to persons with disabilities and, to the extent practicable, in a language that parents can understand.

The report shall contain the information called for in accordance with State and Federal law. The report must include 1) an overview section and 2) a detail section.

Report cards must begin with a clearly labeled overview section that is prominently displayed. The overview section of District report cards must include information on key metrics of State, District, and school performance and progress and is intended to help parents and other stakeholders quickly access and understand such information and provide context for the complete set of data included in the report.

The overview section of the annual report card must include for the District as a whole and each school, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. English language proficiency of English learners (i.e., the number and percentage of English learners achieving English language proficiency as measured by Wisconsin's English proficiency assessment);
- C. performance on each measure within the Academic Progress indicator used by the State for elementary schools and secondary schools that are not high schools;
- D. high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort;
- E. performance on each measure within any School Quality or Student Success indicator used by the State;
- F. school identifying information, including student membership count and Title I participation status;
- G. summative determination for each school;
- H. whether the school was identified for comprehensive support and improvement or targeted support and improvement, and the reason(s) for such identification.

The overview section must include disaggregated data for specific student subgroups as required by the United States Department of Education (e.g., each major racial and ethnic group, children with disabilities; English learners; and economically disadvantaged students).

Report cards must include student achievement data overall and by grade, including the percentage of students at each level of achievement as determined by the State for all students and disaggregated by each major racial and ethnic group, gender, disability status, migrant status, English proficiency status, status as economically disadvantaged, status as a homeless student/youth, status as a child in foster care, and status as a student with a parent who is a member of the Armed Forces on active duty (which includes full-time National Guard duty). Data for these subgroups must be included in the detail section of report cards if it is not included in the overview section.

The details section of the District report card must include the remaining information required in the statute and applicable regulations. A District need not include information in the detail section of the report if it includes such information in the overview section. The annual report detail section must include, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. percentages of students assessed and not assessed in each subject (i.e. participation rates on required assessments);
- C. extent alternate assessments aligned with alternate academic achievements standards were used for students with the most significant cognitive disabilities (i.e., the number and percentage of students assessed using alternate academic achievement standards, by grade and subject);
- D. as applicable, number and percentage of recently arrived English learners exempted from one administration of the reading/language arts assessments or whose results are excluded from certain State indicators;
- E. high school graduation rates, including the four (4) year adjusted cohort, and the extended-year adjusted cohort;
- F. postsecondary enrollment rates for each high school;
- G. information collected and reported in compliance with the Civil Rights Data Collection (CRDC) under 20 U.S.C. 3413(c) (1);
- H. progress toward State-designed long-term goals for academic achievement, graduation rates, and English learners achieving English language proficiency (including measurements of interim progress);
- I. level of performance on each indicator included in the State accountability system including, as applicable, results on each individual measure within each indicator not already included in the school overview section;
- J. information on educator qualifications;
- K. information on per-student expenditures (i.e., actual personnel and actual non-personnel; for the District as a whole and each school);
- L. State performance on the National Assessment of Educational Progress (NAEP) – math and reading, grades 4 and 8;
- M. description and Results of State accountability system (the District may provide the web address or URL of, or a direct link to, a State plan or other location on the Wisconsin Department of Public Instruction's website to meet this requirement);
- N. additional information best-suited to convey the progress of each school.
- O. other information as required by the Wisconsin Department of Public Instruction.

When presenting data on a report card, the District shall protect the privacy of individuals and the privacy of personally identifiable information contained in students' education records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 - Student Records.

The District's annual report card information must be made publicly available through such means as posting on the District's website and distribution to local media and public agencies.

The Board will provide the school level overview directly to all parents in each school served by the District annually.

The data from the local report card is to be used by each of the schools and the District as a whole in revising and upgrading school and District improvement plans.

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Legal                      34 C.F.R. 200.31  
                                  20 U.S.C. 6314

Last Modified by Ellen Suckow on October 5, 2020



Book	Policy Manual
Section	First Reading by Board
Title	START COLLEGE NOW PROGRAM - Revised
Code	po2271.01
Status	First Reading
Adopted	November 28, 2018
Last Revised	October 21, 2020
Prior Revised Dates	10/1/2019

#### 2271.01 - **START COLLEGE NOW PROGRAM**

The District will permit resident high school students who have completed the 10<sup>th</sup> grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent. Students must request such attendance from the student's resident School District if attending the District as a non-resident.

#### **General Eligibility Criteria for Students that Have Completed the 10th Grade**

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. must be in good academic standing;
- B. must provide written notification to the Principal or Designee in the school the student attends of his/her intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester with subsequent notification to the School Board;
- C. must not be identified as a child-at-risk, pursuant to Policy 5461;
- D. must not be ineligible for participation for having failed a previous class under either this program or the Early College Credit Program (Policy 2271) and ~~failing, failed~~ to reimburse the Board for any ~~required~~ costs the student is required to pay; and
- E. must be admitted to the technical college for attendance.

#### **Undue Financial Hardship**

The Board may prohibit a student's attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

#### **Tuition Payments for Technical College Attendance**

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. The student has already completed eighteen (18) postsecondary semester credits.

### **Transportation Expenses**

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

### **(X) Reimbursement for Course Failing Grade**

-  
If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the Board has made payment, the student's parent or guardian, or the student if s/he is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District or constitutes a failing grade for a course taken at a technical college under this section.

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Legal                      38.12(14), Wis. Stats.

Last Modified by Ellen Suckow on October 2, 2020



Book	Policy Manual
Section	First Reading by Board
Title	PROGRAMS FOR STUDENTS WITH DISABILITIES - Revised
Code	po2460
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	3/22/2017

2460 - **PROGRAMS FOR STUDENTS WITH DISABILITIES ~~EXCEPTIONAL EDUCATION NEEDS~~**

The ~~School~~Board shall provide a free, appropriate public education to all eligible disabled persons ages three (3) through twenty-one (21) which complies with Federal and State laws and guidelines.

The District provides a continuum of special education services. The determination of the need and extent of services provided shall be subject to the Individual Education Program (IEP) developed for the child. ~~A special education handbook shall meet legal requirements and outline specific policies and procedures relative to the implementation of programming for students with disabilities.~~

**The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the Board's official policy in all practices and procedures relating to the education of children with disabilities in this School District, in compliance with State and Federal laws and regulations. The Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction.**

The Board and Administration supports the requirements of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with children who are nondisabled. The Board further supports the State and Federal requirement that a continuum of alternative placements be available to meet the needs of students with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA).

The District identifies, locates, and evaluates all children with disabilities, regardless of the severity of the disability, who are in need of special education and related services. This includes children attending private schools, who are not yet three (3) years of age, highly mobile children such as migrant children and children and youth in transition, and children who are suspected of being a student with a disability even though they are advancing from grade to grade.

Students with disabilities will take state required test unless otherwise prescribed in their IEP. Test administration procedures may be modified as indicated in a student's IEP.

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Legal	115.78 et seq., Wis. Stats.
	P.I. 11, Wis. Adm. Code
	IDEA, 20 U.S.C. 1400 et seq.





Book	Policy Manual
Section	First Reading by Board
Title	SCHOOL PERFORMANCE AND ACCOUNTABILITY REPORTS - Revised
Code	po2700.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	2/27/2019

#### 2700.01 - **SCHOOL PERFORMANCE AND ACCOUNTABILITY REPORTS**

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. To this end, the Board has adopted this policy.

##### **State School Performance Report**

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

( X)Per the Wisconsin Department of Public Instruction, the District may use links to the [WISEdash Public Portal to meet the electronic State School Performance Report requirements.](#)

The annual school and School District report shall be made available on the District's internet website for public viewing. The report shall generally include the following information, as required or modified by the State Superintendent:

- A. indicators of academic achievement, including the performance of students on Statewide assessment examinations by subject area
- B. dropout, attendance, retention in grade and graduation rates
- C. ~~percentage of habitual truants, percentage of students participating in extracurricular and community activities and advanced placement courses~~
- D. ~~percentage of graduates in postsecondary educational programs and percentage of graduates entering the workforce~~
- E. number of suspensions and expulsions, the reasons for, and duration of, the suspensions and expulsions and the length of time students are expelled
- F. staffing and financial data information
- G. number and percentage of resident students attending a course in a nonresident district and the number and percentage of nonresident students attending a course in the district, and

H. method of reading instruction used in the District

### Title I Provisions of the School Performance Report

In any year that the District receives Title I funding, its school performance report must also include ~~the following information:~~ information regarding the delivery of Title I services as described in Policy 2261.03.

- ~~A. the number and percentage of schools identified for school improvement and how long they have been in that category~~
- ~~B. a comparison of the achievement by the Districts' students on the Statewide academic assessment to the achievement of students in the State as a whole~~
- ~~C. for each school, whether it has been identified for school improvement, and a comparison of the school's student achievement on the Statewide achievement assessments and other adequate yearly progress indicators to those students in the District and the State as a whole~~
- ~~D. aggregated achievement information on State assessments in math, reading or language arts, and science~~
- ~~E. achievement information for math, reading or language arts, and science disaggregated by race, ethnicity, disability, gender, migrant status, English proficiency, and status as economically disadvantaged, except in cases where numbers are too small to be statistically robust or where the results would reveal personally identifiable information about an individual student~~
- ~~F. the percentage of students not tested, disaggregated with the same conditions as in paragraph E above~~
- ~~G. information that can be used to compare actual achievement levels with State objectives for each group~~
- ~~H. the most recent two (2) year trend data in achievement by subject area and grade level in areas where assessments are required~~
- ~~I. aggregate information on State indicators used to determine adequate yearly progress in achieving State academic achievement indicators~~
- ~~J. graduation rates for high school students~~
- ~~K. information about performance of the District and whether it is making adequate yearly progress, including the number and names of schools identified for school improvement under "Consequences for Low Performing Schools", and~~
- ~~L. the professional qualifications of teachers and the percentage of such teachers teaching with permits or emergency licensure, both in the aggregate and disaggregated by high poverty compared to low poverty schools.~~

~~This information must be disseminated annually, not later than the beginning of the school year, to all buildings and all parents, and made widely available through public means such as posting on the Internet and distribution to local media and public agencies.~~

~~Distribution to parents should be in an understandable format and in a language the parents can understand. This report to parents may be included with the student report cards at the end of the year, if all students receive report cards.~~

### School Accountability Reports

A copy of ~~each school's~~ the accountability reports shall be provided to the parent of each student enrolled in or attending the school and the ranking levels for each school within the District shall be provided to all parents on an annual basis. ~~and ranking levels for each school within the District shall be provided to all parents on an annual basis.~~

~~Revised 1/25/17~~

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Legal                      115.38, Wis. Stats.  
                                  20 U.S.C. 6311

Last Modified by Ellen Suckow on September 25, 2020



Book	Policy Manual
Section	First Reading by Board
Title	DRUG-FREE WORKPLACE - REVISED
Code	po3122.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	10/25/2017

### 3122.01 - **DRUG-FREE WORKPLACE**

The ~~School~~Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from alcohol and other drug abuse.

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, or alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Professional staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students. Nothing in this policy shall prohibit the Superintendent from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

(X ) Each staff handbook will include (X ) a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. (X )The use of marijuana and/or products containing tetrahydrocannabinols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. The use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy.

Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the Employee Handbook.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

### (X ) Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his/her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

**Use of Resources for Treatment**

The District makes available resources to assist staff members in overcoming alcohol, illegal drug use, or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use, or controlled substance abuse is primarily the individual staff member’s responsibility. Any costs associated with treatment in excess of those costs covered by the staff member’s insurance plan shall be borne by the individual.

~~Revised 1/25/17~~

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Legal                                      Drug-Free Workplace Act of 1988, 41 U.S.C. 8101et seq.

Cross References                      [ag3122.01 - DRUG-FREE WORKPLACE](#)

Last Modified by Ellen Suckow on September 30, 2020



Book	Policy Manual
Section	First Reading by Board
Title	EDUCATOR LICENSING
Code	po3125
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

### 3125 - ~~WISCONSIN QUALITY~~ EDUCATOR LICENSING INITIATIVE

The ~~School~~ Board is committed to having a quality teacher in every classroom and a strong leader in every building. The Board encourages the use of best educational practices to improve instruction and increase student achievement. To this end, the Board requires that the District seek to hire the most qualified and experienced staff available and that all staff be licensed as required by law.

Attaining and maintaining proper State licensure under P.I. 34, which describes the requirements for attaining and maintaining educator's licensure for practicing in the State, is primarily the licensee's responsibility. However, the Board recognizes its responsibilities under P.I. 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment.

Any teacher employed by the District while holding a Tier II license, and who has fewer than three (3) years of full-time teaching experience, shall be provided all of the following:

1. Ongoing orientation and support which is collaboratively developed by teachers, administrators, and other School District stakeholders.
2. A licensed mentor who successfully completed a mentor training program approved by the Wisconsin Department of Public Instruction.

The ( ) building administrator ( ) Superintendent [END OF OPTIONS] is responsible for providing any mentoring, or other support services required for any teacher employed by the District while holding a Tier I license.

~~Under P.I. 34, the Board is required to develop a licensure support plan providing for, at a minimum, ongoing orientation, support seminars and a qualified mentor for initial educators. Accordingly, the Board directs the Superintendent to develop a licensure support plan in conjunction with licensed staff representatives and submit the plan to the State Superintendent for approval.~~

~~The Superintendent shall also designate an administrator, subject to approval by the School Board, to serve on each Initial Educator Professional Development Plan Review Team.~~

~~The Board authorizes the Superintendent to investigate the use of inter-district agreements, the use of other agencies and the use of in-district resources in the design and implementation of the licensure support plan.~~

~~The licensure support plan shall be submitted to the Superintendent. Upon approval, the plan shall be submitted to the Board for review and approval.~~

Legal P.I. 34, Wis. Adm. Code

Cross References ag3125 - WISCONSIN QUALITY EDUCATOR INITIATIVE

Last Modified by Ellen Suckow on October 13, 2020



Book	Policy Manual
Section	First Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY - REVISED
Code	po3161
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	2/22/2017

### 3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the School Board to protect students and employees from the effects of contagious diseases and other circumstances that render professional staff members unable to perform their duties.

The Board authorizes the Superintendent to place a professional staff member on unrequested leave of absence for physical or mental inability to perform assigned duties in conformance with the law.

The Superintendent ~~may shall~~ require that the professional staff member submit to an appropriate examination by a healthcare provider of the professional staff member's choice, a healthcare provider designated and compensated by the District, or both.

- A. ~~a healthcare provider designated and compensated by the District; or~~
- B. ~~a healthcare provider of the professional staff member's choice, provided such healthcare provider has been approved by the District.~~

The professional staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 3122.02, the Superintendent shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties, the professional staff member shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability until proof of recovery, satisfactory to the Superintendent, is furnished.

Should a professional staff member refuse to submit to the examination requested by the Superintendent such refusal shall subject the professional staff member to disciplinary action.

The Board may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

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Legal                            111.32, et seq., the Wisconsin Fair Employment Act  
   29 C.F.R., Part 1630  
   29 C.F.R., Part 1635  
   42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended  
   42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Ellen Suckow on September 30, 2020



Book	Policy Manual
Section	First Reading by Board
Title	CONFLICT OF INTEREST - REVISED
Code	po3230
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	10/24/2018

### 3230 - CONFLICT OF INTEREST

The proper performance of District business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, District employees, officers, and agents and is essential to the Board's commitment to earn and keep public confidence in the School District.

For these reasons, the School Board has adopted the following guidelines to ensure that conflicts of interest do not occur. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all professional employees. Professional employees are expected to perform their duties in a manner free from conflict of interest consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of policy.

- A. No professional employee shall engage in or have financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties or the service is not provided to the students enrolled in one or more classes in which the staff member is a teacher;
  2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
  3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's employment or through his/her access to School District records;
  4. the referral of any student or client for lessons or services to any private business or professional practitioner, if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
  5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.
- D. Professional employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Professional employees shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they drive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse, unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee. Professional employees shall not solicit gifts, travel packages, and other incentives from prospective contractors.

Professional employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

[X ] However, pursuant to Federal rules, the School District has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

[DRAFTING NOTE: Section 200.318 of Title 2 of the Code of Federal Regulations allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. Nominal value is frequently defined as anything of a value less than \$25, however, local standards may differ.]

- F. To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

Professional employees shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they drive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse, unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

~~relationship.~~

~~H. Should exceptions to this policy be necessary in order to provide mandated services to student or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private~~

H. Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to ~~the following~~ disciplinary actions in accordance with Policy 3139. ~~-[insert School District's disciplinary actions]~~

**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any applicable Board policy or employee handbook provisions.]**

No professional staff employee may accept to engage in any employment, consulting, advising, or other professional activity with any organization other than the District whether the employee will receive compensation for such outside activity or not, without first providing notice to the Superintendent.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family, as defined in 19.42(7), Wis. Stats. ~~Violation of this Board policy by a professional employee will result in disciplinary action being taken against the professional employee, up to and including termination of employment.~~

Revised 10/24/18

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Legal 19.59, Wis. Stats.  
2 C.F.R. 200.12, 200.113, 200.318  
7 C.F.R. 3016.36(b)(3) and 3019.42

Last Modified by Ellen Suckow on September 28, 2020



Book	Policy Manual
Section	First Reading by Board
Title	THREATENING BEHAVIOR TOWARD STAFF MEMBERS - Revised
Code	po3362.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

**REVISED POLICY - VOL. 29, NO. 2**

**3362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The Board ~~of Education~~ believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, ~~or are intended to intimidate,~~ a staff member or ~~are reasonably likely to cause concern for~~ anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. ~~Such actions by a~~ Any student, parent, visitor, staff member, ~~Board member, contractor,~~ or agent of ~~the~~ this Board is prohibited, ~~and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate~~ who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities. This policy should be read consistent with, and in conjunction with, school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.

~~The Superintendent [ ] The District Administrator may shall administer~~ implement guidelines ~~to implement procedures for complaints and for investigation, as well as resolution of complaints~~ whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

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Legal	Chapter 947, Wis. Stats.
Cross References	ag3362A - REPORTING THREATENING BEHAVIORS

Last Modified by Ellen Suckow on September 25, 2020



Book	Policy Manual
Section	First Reading by Board
Title	COMPENSATION FOR PART-TIME STAFF - REVISED
Code	po3410.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

#### 3410.01 - **COMPENSATION FOR PART-TIME STAFF**

The ~~School~~ Board requires that part-time professional staff members be ~~prorated so that they are~~ compensated in an amount ~~appropriate equivalent~~ to the position's duties and responsibilities and the portion of time worked, whether it be a fraction of a day or a fraction of a year. The District Administrator shall ensure that such arrangements are consistent with any terms of the employee handbook, or as applicable, to the collective bargaining agreement, if a member of a certified bargaining unit.

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Last Modified by Ellen Suckow on October 1, 2020



Book	Policy Manual
Section	First Reading by Board
Title	LEAVES OF ABSENCE - REVISED
Code	po3430
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Last Reviewed	June 11, 2019

### 3430 - LEAVES OF ABSENCE

Any professional staff member may direct a request a discretionary voluntary leave of absence to the (X) Superintendent. All requests shall state the reason for the leave and the expected duration of the leave.

This policy governs leaves, in addition, to leave under Policy 3430.01 (FMLA) or other District leave policies;,, however, any leave under this policy that is also qualifying leave under Policy 3430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave.

Any professional staff member granted a leave of absence by the ( X ) Superintendent shall be considered to have stopped the performance of and terminated all work with the District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

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~~A leave of absence without compensation for a period of up to one (1) semester or one (1) school year may be considered provided a suitable replacement can be obtained.~~

~~Request for leave of absence shall be made to the Director of Human Resources by March 1 of the year preceding the year that the leave commences.~~

~~Health and dental insurance benefits will be available to the teacher while on leave at no cost to the District under COBRA provisions.~~

~~Administration may approve up to five (5) days of unpaid leave during a two-year period. All unpaid leave will be subject to the availability of qualified substitutes.~~

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#### **DCE 2019**

Cross References      po3431 - EMPLOYEE LEAVES

Last Modified by Ellen Suckow on October 1, 2020



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE LEAVES-REVISED
Code	po3431
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Last Reviewed	May 8, 2019

### 3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3432 (sick leave), Policy 3430.01(FMLA), and Policy 3430 (**extended leave**).

#### **Personal/Emergency Leave**

Each teacher shall be entitled to one (1) day of absence, non-accumulative, for personal leave with pay each school year. Each teacher with fifteen (15) years of District service shall receive one (1) additional day of personal leave. Such days may not be used during parent-teacher conferences. A limited amount of days will be available at the District's discretion for use the day before or the day after a scheduled vacation and/or holiday. Requests for personal/emergency leave shall be submitted to the building principal. Teachers shall also be eligible for up to two (2) days of emergency leave each school year with pay. However, in the event that a teacher uses both days of emergency leave, no personal leave will be available to that teacher for that school year. Furthermore, if a teacher uses the one (1) day of personal leave, that teacher will only have one (1) day of emergency leave available for that school year. An emergency is a serious situation or occurrence that develops suddenly and calls for immediate attention. Teachers requesting emergency leave must do so in writing to their building principal stating the nature of the emergency. Emergency leave shall also be non-accumulative.

#### **Jury Duty Leaves**

**[X] Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.**

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

~~Staff members who are not placed on the jury shall notify their principal/supervisor and return to their assignment immediately. If a staff member is actually seated on the jury, he or she shall also notify the principal or supervisor. When released from jury duty, employees shall immediately notify their principal/supervisor, return to their work assignment and complete the scheduled work day unless there is less than one (1) hour before the end of their work day. In all cases, the principal/supervisor shall notify the Director of Human Resources.~~

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

#### **Bereavement Leave**

[X.] Staff members are eligible for bereavement leave as specified in the Employee Handbook.

Bereavement leave may not be used for any other purposes and does not accrue unless there is a qualifying death in the family.

~~[.] Staff members are eligible for bereavement leave as specified in the Employee Handbook. **[END OF OPTION]**~~

~~[.] Staff members are eligible for \_\_\_\_\_ (\_\_\_) days of bereavement leave in the event of the death of a relative. Relative in this policy shall include spouse, ( ) domestic partner, **[END OF OPTION]** parents, son, daughter, siblings, ( ) aunts, **[END OF OPTION]** uncles, ( ) cousins **[END OF OPTION]**. The use of leave is expressly for the purpose of attending services or making arrangements for service prior to such service.~~

~~Bereavement leave may not be used for any other purposes and does not accrue unless there is a qualifying death in the family.~~

**[END OF OPTION]**

~~In case of death in the immediate family of the employee (spouse, children, stepchildren, mother, father) employees will be granted a maximum of five (5) working days off at the normal rate of pay, exclusive of overtime.~~

~~In case of death in the family of grandchildren, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or a relative with whom the employee lives, employees will be granted a maximum of three (3) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor. This provision shall not be applicable if an employee is on leave of absence, paid sick leave or vacation.~~

~~Funeral leave of one (1) day with pay shall be granted to attend the funerals of the employee's uncle, aunt, niece, nephew, spouse's grandmother and spouse's grandfather. Other relatives of the employee or relatives of the employee's spouse, other than those listed above, do not qualify for paid time off. This provision shall not be applicable if an employee is on leave of absence, paid sick leave, or vacation, or the funeral is on the weekend.~~

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

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

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

**Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

**Uniformed Services Leave**

~~The Board recognizes that many employees of the district may choose to belong to the Wisconsin National Guard or United States Military Reserve Unit. As our country no longer experiences a universal draft, it is commendable for these people to volunteer their services in the National Guard or Military Reserve.~~

~~USERRA protects the jobs rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits~~

~~employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services-~~

~~[http://www.dol.gov/vets/programs/userra/USERRA\\_Private.pdf](http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf)~~

### **Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

- When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and

- When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

-

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

#### **Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

#### **Leave for Voting**

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

#### **Election Official Leave**

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

### Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

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Legal 7.33, 103.88, Wis. Stats.

Cross References po3430 - LEAVES OF ABSENCE

[3431F 4431F Jury Duty Fillable.pdf \(56 KB\)](#)

Last Modified by Ellen Suckow on October 2, 2020



Book	Policy Manual
Section	First Reading by Board
Title	DRUG-FREE WORKPLACE -REVISED
Code	po4122.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	10/25/2017

#### 4122.01 - **DRUG-FREE WORKPLACE**

The ~~School~~Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain an educational setting which is free from alcohol and other drug abuse.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, or alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Support staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken in private, out of the view of students. Nothing in this policy shall prohibit the Superintendent from evaluating a staff member's fitness for duty pursuant to Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty.

Each staff handbook will include(X) a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. (X) The use of marijuana and/or products containing tetrahydrocannabinols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy.

Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the Employee Handbook.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

#### **(X) Off Work Conduct**

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his or her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming alcohol, illegal drug use, or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use, or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

~~Revised 1/25/17~~

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Legal                      Drug-Free Workplace Act of 1988, 41 U.S.C. 8101et seq.

Cross References        ag4122.01 - DRUG-FREE WORKPLACE

Last Modified by Ellen Suckow on September 30, 2020



Book	Policy Manual
Section	First Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY - REVISED
Code	po4161
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	2/22/2017

#### 4161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the ~~School~~ Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render support staff members unable to perform their duties.

The Board authorizes the Superintendent to place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties in conformance with the law.

The Superintendent shall require that the support staff member submit to an appropriate examination by a healthcare provider designated by the support staff member, a healthcare provider designated by the Board and compensated by the District, or both.:

- A. ~~a healthcare provider designated by the Board and compensated by the District;~~
- B. ~~a healthcare provider designated by the support staff member provided such healthcare provider has been approved by the District.~~

The staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 4122.02, the Superintendent shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the support staff member is found to be unfit to perform assigned duties, the support staff member shall be placed on leave with such compensation to which s/he is entitled ~~until proof of recovery, satisfactory to the Superintendent, is furnished~~ **pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.**

Should a support staff member refuse to submit to an examination following the exhaustion of proper appeals, the Superintendent shall consider the certification of charges for reasons of insubordination.

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 4430.01 as provided by law.

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Legal                                    111.32 et seq. the Wisconsin Fair Employment Act  
   29 C.F.R. Part 1630  
   29 C.F.R. Part 1635  
   42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended  
   42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Ellen Suckow on September 30, 2020



Book	Policy Manual
Section	First Reading by Board
Title	CONFLICT OF INTEREST - REVISED
Code	po4230
Status	First Reading
Adopted	October 24, 2018
Last Revised	October 21, 2020

#### 4230 - **CONFLICT OF INTEREST**

The proper performance of District business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, District employees, officers, and agents and is essential to the Board's commitment to earn and keep public confidence in the School District.

For these reasons, the School Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all support employees, officers and agents. Support employees are expected to perform their duties in a manner free from conflict of interest consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No support employee, officer or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate State criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties;
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records;

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
  5. the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- C. Should exceptions to this policy be necessary in order to provide mandated services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.
- D. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Support employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Support employees, officers, and agents cannot solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

[ X ] However, pursuant to Federal rules, the School District has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25 or less.

F. To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

G. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

H. Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary actions.

In the event that, within the course of administering a Federally funded grant program or service to the District, any employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family, as defined in 19.42(7), Wis. Stats.

- ~~F. Should exceptions to this policy be necessary in order to provide mandated services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.~~

~~Violation of this Board policy by a support employee will result in disciplinary action being taken against the support employee, up to and including termination of employment.~~

~~Revised 10/24/18~~

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Legal                      19.59, 19.42(7), 946.13 Wis. Stats.  
                                  2 C.F.R. 200.12  
                                  2 C.F.R. 200.113  
                                  2 C.F.R. 200.318  
                                  7 C.F.R. 3016.36(b)(3)  
                                  7 C.F.R. 3019.42

Last Modified by Ellen Suckow on October 2, 2020



Book	Policy Manual
Section	First Reading by Board
Title	THREATENING BEHAVIOR TOWARD STAFF MEMBERS - Revised
Code	po4362.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	September 16, 2020

#### 4362.01 - **THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The ~~School~~Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate or are intended to intimidate, a staff member or are reasonable likely to cause concern for anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Such actions by any ~~Any~~ student, parent, visitor, staff member, or ~~agent of this~~Board member, contractor or agent of the Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate. ~~who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities.~~ This policy should be read consistent with and in conjunction with school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.

The Superintendent ~~may shall implement~~ administer guidelines to implement procedures for complaints and for investigation, as well as resolution of complaints. ~~whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.~~

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Legal	Chapter 947, Wis. Stats.
Cross References	po4362 - EMPLOYEE ANTI-HARASSMENT ag4362A - REPORTING THREATENING BEHAVIORS

Last Modified by Ellen Suckow on September 25, 2020



Book	Policy Manual
Section	First Reading by Board
Title	LEAVES OF ABSENCE - REVISED
Code	po4430
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

#### 4430 - LEAVES OF ABSENCE

~~Administration may approve up to five (5) days of unpaid leave during a two (2) year period. All unpaid leave will be subject to the availability of qualified substitutes.~~

Any support staff member may request a discretionary voluntary leave of absence from the (X) Superintendent. All requests shall state the reason for the leave and the expected duration of the leave.

This policy governs leaves, in addition, to leave under Policy 4430.01 (FMLA) or other District leave policies, however, any leave under this policy that is also qualifying leave under Policy 4430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave.

Any support staff member granted a leave of absence by the (X) Superintendent shall be considered to have terminated all work with the District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

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Cross References      po4431 - EMPLOYEE LEAVES

Last Modified by Ellen Suckow on October 1, 2020



Book	Policy Manual
Section	First Reading by Board
Title	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS - Revised
Code	po5111
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	11/20/2019

#### 5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are legal residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth grade status and who no longer reside within the District shall be permitted to complete their high school education tuition-free.
- E. Students enrolled in the special education program of this District whose parents do not reside within the District may attend as tuition students with tuition computed pursuant to 121.83(1, c) Wis. Stats. (Discretionary as to attendance, and mandatory as to calculation of tuition.)
- F. Resident students in grades 9-12 who attend private school or home-based private educational programs shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- G. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District shall be accepted into the District's educational programs for up to two (2) classes if the Board determines there is sufficient space in the classes.
- H. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent (or adult student) in the enrollment file.
- I. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district. The school board of residence shall pay the student's tuition, and if the parent has paid such

tuition, the resident board shall reimburse the parent, upon request of the parent, within three (3) years. The school of attendance shall count the student in its membership for State Aid purposes under subchapter II.

- J. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance.
- K. Foreign students, participating in a bona fide, foreign-exchange program may be admitted consistent with Federal law.
- L. Students whose parents reside in the State, but do not reside within the District, but who present evidence that they will move into the District within nine (9) school weeks~~a short period of time~~, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- M. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
- N. Tuition students may be accepted in accordance with State law and the approval of the Superintendent.
- O. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- P. Nonresident students may be accepted into the District's Summer School Program upon payment of appropriate fees.
- Q. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time if the Board determines there is sufficient space in the classroom
  - a. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment, but before the expiration of the term of expulsion, the Superintendent may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the Superintendent shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the Superintendent revokes the student's conditional enrollment, the Superintendent shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent. Within five (5) school days after the revocation of a student's conditional enrollment, the student, or if the student is a minor, the student's parent may request a conference with the Superintendent who shall be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the Superintendent finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student's record. If the Superintendent finds that the student violated an enrollment condition and that the revocation was appropriate, s/he shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the Superintendent is final.
  - b. If a student's conditional enrollment is revoked, the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.

~~Revised 10/24/18~~

~~Reviewed 6/18/19~~

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Legal                      118.51, Wis Stats.  
                                  118.52, Wis. Stats.  
                                  120.13(1), 121.77, 121.78(2, a), 121.81, 121.84, Wis Stats.  
                                  42 U.S.C. 11431, et seq.





Book	Policy Manual
Section	First Reading by Board
Title	CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL - NEW
Code	po5461
Status	First Reading
Adopted	October 21, 2020

### **TECHNICAL CORRECTION - VOL. 29, NO. 2**

#### **5461 - CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL**

The Board shall establish programs to serve children in the District who are identified as "children-at-risk" in compliance with State statutes. This policy meets the requirements of State law which includes identifying and serving "children-at-risk" students as defined below:

Students who are at risk of not graduating high school because they are dropouts or are at least two (2) of the following:

- A. one (1) or more years behind their age group in the number of high school credits attained
- B. two (2) or more years behind their age group in basic skill level (math and reading)
- C. habitually truant
- D. parents
- E. adjudicated delinquents, and
- F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade

The District shall identify all children at-risk enrolled in the District and assure that a plan is developed for each such student that describes how the District will meet each student's needs. Each plan shall be completed on or before August 15th of each year. All programs and services developed for "children-at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed.

#### **[X ] [OPTION #1]**

The Board uses a ~~( ) Response to Instruction (RTI) Model~~ **(X ) Equitable Multi-Level System of Supports (EMLSS) Model** ~~[END OF OPTION]~~ that is designed as a continuum for Literacy, Mathematics, and Behavior. ~~( ) RTI~~ **( X ) EMLSS** ~~[END OF OPTIONS]~~ is defined as a systemic process for achieving high ~~145~~ levels of academic and behavioral success for all students. ~~through:~~ Key system features include equity, high-quality instruction, strategic use of data, collaboration, family and community

engagement, a continuum of supports, a strong universal level of support, systematic implementation, and strong, shared leadership.

1. ~~multi-level, high-quality instructional approaches for general, at-risk, advanced learners, and special education student needs;~~
2. ~~a balanced assessment system;~~
3. ~~collaborative practices.~~

The Board will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of course or subject area s/he is enrolled through systemic practices of ~~( ) RtI~~  ~~( )~~ EMLSS. Student capabilities will be identified for ~~( ) RtI~~  ~~( )~~ EMLSS **[END-OF-OPTIONS]** using multiple criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction’s recommendations.

The District will maintain ~~( ) an RtI Continuum~~  ~~( )~~ a EMLSS Framework **[END-OF-OPTION]** and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually.

**[END-OF-OPTION]**

**[ ] [OPTION #2]**

~~The Board directs the District Administrator to establish a District specific plan that meets the following criteria: \_\_\_\_\_.~~

**[END-OF-OPTION]**

Parent involvement will be actively solicited to improve student success. Community service agencies’ participation and partnerships will be encouraged and actively sought to meet student needs.

Students shall be identified and referred to these programs and services in accordance with State regulations and guidelines established by the administration. An annual report concerning "children-at-risk" shall be made to the Board.

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Last Modified by Ellen Suckow on October 5, 2020



Book	Policy Manual
Section	First Reading by Board
Title	CORPORAL PUNISHMENT - REVISED
Code	po5630
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Last Reviewed	October 4, 2018

#### 5630 - **CORPORAL PUNISHMENT**

While recognizing that students may require disciplinary action in various forms, the ~~School~~Board does ~~can~~not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

No official, employee, or agent of the Board may subject a student enrolled in the School District to corporal punishment, including resorting to physical force or violence to compel obedience. If all other means fail, officials, employees, or agents of the Board may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.

~~Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.~~

~~Professional staff as well as support staff, within the scope of their employment,~~Officials, employees, or agents of the Board may use:

- A. reasonable and necessary force to quell a disturbance threatening physical injury to self or others;
- B. reasonable and necessary force to obtain possession of a weapon or other dangerous object within a student's control;
- C. reasonable and necessary force for the purpose of self-defense or the defense of others under 939.48, Wis. Stats.;
- D. reasonable and necessary force for the protection of property under 939.49, Wis. Stats.;
- E. reasonable and necessary force to remove a disruptive student from a school premises or motor vehicle, as defined in 125.09(2)(a)1. and 4., Wis. Stats., or from school-related activity;
- F. reasonable and necessary force to prevent a student from inflicting harm on himself/herself;
- G. reasonable and necessary force to protect the safety of others;
- H. incidental, minor, or reasonable physical contact <sup>147</sup>designed to maintain order and control.

In accordance with State law, corporal punishment shall not be permitted. If any official, employee, or agent of the Board~~staff member, full-time, part-time, or substitute~~ intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, s/he may be subject to discipline up to and including discharge by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

In determining whether or not a person was acting within the exceptions noted above, if appropriate, deference may be given to reasonable, good faith judgments made by District employees or agents.

The corporal punishment policy and statute shall be interpreted in a manner that is consistent with the State law and policy governing the use of seclusion and restraint.

The Superintendent shall provide administrative guidelines which shall include a list of alternatives to corporal punishment.

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Legal                      118.305, Wis. Stats.  
                                  118.31, Wis. Stats.

Cross References        po5630.01 - USE OF RESTRAINT AND SECLUSION WITH STUDENTS  
                                  ag5630A - PHYSICAL DISCIPLINE, PHYSICAL FORCE AND/OR PHYSICAL RESTRAINT

Last Modified by Ellen Suckow on September 28, 2020



Book	Policy Manual
Section	First Reading by Board
Title	BORROWING - DELETE and replaced with po6147
Code	po6145
Status	First Reading
Adopted	May 25, 2016
Last Revised	February 22, 2017

~~6145~~ **BORROWING**

~~Upon a two thirds (2/3's) affirmative vote of the entire membership of the School Board, the Assistant Superintendent for Business/Personnel Services shall prepare the data and applications regarding the borrowing of funds needed for the immediate operation of the District. Such borrowing shall be in accordance with the provisions of 67.12(8).~~

~~Quotations shall be solicited for all short term loans which the Board has authorized. Funds shall be borrowed from the responsible organization offering the most favorable terms, as approved by the Board.~~

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Legal 66.0607(7), 67.12, Wis. Stats.

Last Modified by Ellen Suckow on September 25, 2020



Book	Policy Manual
Section	First Reading by Board
Title	DEBT MANAGEMENT - NEW
Code	po6147
Status	First Reading
Adopted	October 21, 2020

## 6147 - **DEBT MANAGEMENT**

### **Statement of Purpose**

The purpose of the Debt Management Policy is to establish and maintain well defined debt management guidelines for issuing new debt as well as managing outstanding debt to sustain a strong debt management program.

### **Scope**

The Debt Management Policy applies to all debt instruments issued by the District regardless of the purpose for which issued or the funding source for repayment.

### **Objective**

The primary objective is to ensure prudent debt management practices which:

- A. maintain financial stability;
- B. preserve public trust;
- C. minimize or stabilize costs to taxpayers;
- D. preserve access to financial markets;
- E. demonstrate adequate administrative oversight of debt program to credit rating agencies.

### **Types of Authorized Debt**

The Constitution and laws of the State of Wisconsin limit the power of the District to issue obligations and to contract indebtedness. The District may not borrow money or issue notes or bonds therefore for any purpose except those specified by statute and may only incur indebtedness as prescribed by law.

### **Bond or Note Anticipation Notes**

In anticipation of issuing general obligation bonds or notes, the District is authorized to borrow money using bond or note anticipation notes. The bond or note anticipation notes shall in no event be general obligations of the District, and do not constitute an indebtedness of the District, nor a charge against its general credit or taxing power. The bond or note anticipation notes are payable only from (a) proceeds of the bond or note anticipation notes set aside for payment of interest on the bond or note anticipation notes as they become due, and, (b) proceeds to be derived from the issuance and sale of general obligation bonds or notes which proceeds are pledged for the payment of the principal of and interest on the bond or note anticipation notes. The maximum term of any bond or note anticipation notes (including any refunding) is five years.

### General Obligation Bonds

The principal amount of every sum borrowed by the District and secured by an issue of bonds may be payable at one time in a single payment or at several times in two or more installments; however, no installment may be made payable later than the termination of twenty (20) years immediately following the date of the bonds. The Board is required to levy a direct, annual, irrevocable tax sufficient in amount to pay the interest on such bonds as it falls due and also to pay and discharge the principal thereof at maturity. Bonds issued by the District to refinance or refund outstanding notes or bonds issued by the District may be payable no later than twenty (20) years following the original date of such notes or bonds.

### Refunding Bonds

In addition to being authorized to issue bonds, the District is authorized to borrow money using refunding bonds for refunding existing debt. To evidence such indebtedness, the District must issue to the lender its refunding bonds (with interest) payable within a period not exceeding twenty years following the initial date of the debt to be refunded. Such refunding bonds constitute a general obligation of the District. Refunding bonds are not subject to a referendum.

### Promissory Notes

In addition to being authorized to issue bonds, the District is authorized to borrow money using notes for any public purpose. To evidence such indebtedness, the District must issue to the lender its promissory notes (with interest) payable within a period not exceeding ten years following the date of said notes. Such notes constitute a general obligation of the District. Notes may be issued to refinance or refund outstanding notes. However, such notes may be payable not later than twenty years following the original date of such outstanding notes.

### Temporary Borrowing

The Board may, on its own motion, borrow money in such sums as may be needed to meet the immediate expenses of maintaining the schools in the District during the then-current school year. No such loan or loans shall be made to extend beyond November 1 of the following year or in any amount exceeding one-half of the estimated receipts for the operation and maintenance of the District for the current school year in which the loan is made.

### Debt Limit

The District has the power to contract indebtedness for purposes specified by statute.

### Procedures for Borrowing

Whenever the Board engages in borrowing outside of borrowing authorized by referendum approved on the Board's initiative, the Board shall determine the method it will use for borrowing, including short-term borrowing, establishing a line of credit, or other forms of borrowing. The Board designates the ~~( ) District Administrator~~ ~~( ) Business Manager~~ **( X ) Assistant Superintendent** to prepare all necessary instruments and resolutions for Board approval. All procedures and required Board action shall be consistent with applicable legal authority for borrowing, including solicitations of bids from potential lenders. Such borrowing shall be in accordance with the provisions of 67.12(8) and require a two-thirds (2/3's) affirmative vote of the entire membership of the Board.

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Legal 66.0606, 67.12, Wis. Stats.

Last Modified by Ellen Suckow on October 2, 2020



Book	Policy Manual
Section	First Reading by Board
Title	BUDGET PREPARATION - Revised
Code	po6220
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Last Reviewed	February 27, 2019

#### 6220 - **BUDGET PREPARATION**

The District's operation and educational plan is reflected in its budgets. Each year, the School Board will cause to have prepared and then review and approve the following Fund budget.

1. **(X)** General Fund

Each budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

The Board shall ensure that adequate funds are reserved for the General Fund in accordance with Policy 6235 - Fund Balance.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

~~A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.~~

The Board directs the Assistant Superintendent, Business/Personnel Services, to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing.

When presented to the Board for review and/or adoption, the information shall be presented as prescribed by State law, and in the format provided by the Wisconsin Department of Public Instruction.

#### **Neola 2020~~19~~**

Legal 65.90, Wis. Stats.

Cross References [ag6220 - BUDGET \(APPROPRIATIONS\) PREPARATION](#)

Last Modified by Ellen Suckow on October 2, 2020



Book	Policy Manual
Section	First Reading by Board
Title	PAYROLL DEDUCTIONS - REVISED
Code	po6520
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Last Reviewed	March 14, 2019

#### 6520 - **PAYROLL DEDUCTIONS**

The School Board directs the Superintendent to ensure that deductions are made from an employee's paycheck as required by law (e.g., State and Federal withholding and employment taxes). The Board also authorizes payroll deductions for the following purposes:

- A. Wisconsin Retirement System (Standard Contribution);
- B. Section 125 deductions (cafeteria plans including HRAs);
- C. (X) Health Savings Account (HSA) deductions  
Employees who request a portion of their paycheck to be withheld and deposited into an HSA are responsible for meeting and maintaining all requirements for such an account and for complying with applicable tax rules.
- D. ~~Contributions to United Way;~~ (X) contributions to charitable corporations, not-for-profit and community fund organizations
- E. Payment of group insurance premiums for a plan in which District employees participate;
- F. 403(b) and WI Deferred Compensation program(s); ~~Voluntary payment to a labor organization;~~
- G. Other miscellaneous payroll deductions as approved by the Superintendent.  
Any such deduction must be expressly authorized in writing by the employee.

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Last Modified by Ellen Suckow on October 2, 2020



Book	Policy Manual
Section	First Reading by Board
Title	CROWDFUNDING - REVISED
Code	po6605
Status	First Reading
Adopted	October 25, 2017
Last Revised	October 21, 2020

**6605 - CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity. ~~“Crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet-based resources, funds are solicited or raised to support a specific campaign or project.~~

For purposes of this policy, "crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board policies (X ) and District administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Cash or equivalent payment to District-personnel is prohibited. All fiscal transactions shall comply with appropriate Board policies.

All crowdfunding activities are subject to AG 6605 and other applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising.

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Last Modified by Ellen Suckow on October 2, 2020



Book	Policy Manual
Section	First Reading by Board
Title	GIFTS, GRANTS, AND BEQUESTS - Revised
Code	po7230
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020

### 7230 - GIFTS, GRANTS, AND BEQUESTS

The ~~School~~Board is appreciative of public interest in and goodwill toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the ~~approval~~ ~~acceptance~~ and administration of gifts, grants, and bequests on the basis of ~~sex~~, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in administrative guidelines.

Board approval is required for all grants having a value of more than \$2,500. The Superintendent may approve grants of lesser value on the Board's behalf. ~~All gifts, grants, or bequests having a value of more than \$2500.00 shall be accepted by the Board.~~ The Superintendent may accept for the Board gifts of lesser value.

The District shall provide written acknowledgment to the donor of any accepted cash donation of \$250 or more and any non-cash donation the value of which is \$250 or more. Such acknowledgment shall include the amount of cash or a description of any non-cash donation.

The District shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

Any equipment purchased by a parent organization for use in the school, on District property, or at a District-related event with a value of \$2,500 or more shall be submitted to the Board for approval, prior to purchase.

The Board reserves the right to refuse to accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

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Legal

118.13 Wis. Stats.  
118.27, Wis. Stats.  
I.R.C. 170(f)(8)  
I.R.C. 170(f)(12)  
Title VI, Civil Rights Act of 1964  
Title IX, Education Amendments of 1972  
Section 504, Rehabilitation Act of 1973  
Americans with Disabilities Act

Cross References

ag7230 - PUBLIC GIFTS TO THE DISTRICT

[7230F2 Gift, Grant, Bequest Fillable.pdf \(165 KB\)](#)

Last Modified by Ellen Suckow on September 25, 2020



Book	Policy Manual
Section	First Reading by Board
Title	VIDEO SURVEILLANCE AND ELECTRONIC MONITORING - REVISED
Code	po7440.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	7/24/2019

#### 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

The Superintendent or designee is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The ~~Superintendent~~ District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms).

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. Additionally, the Superintendent is directed to annually notify parents and students via the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools, which may include either video or audio footage or both. In cases approved by the Superintendent, camera surveillance may be used for investigatory purposes without staff, student, or public notice, if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

Recordings that capture students may be student records and as such will be treated as confidential subject to the Board's public records and student records policies.

**Retention, Secure Storage, Access to and Disposal of Video Recordings**

**[DRAFTING NOTE: the minimum period of time that video footage will remain available should be based on the technological capabilities being utilized by the District. If video footage is overwritten every seven (7) days, then the policy should not reflect a longer period of time. The policy accounts for the possibility that certain camera footage may be available longer, for example, if it is triggered by motion detection as opposed to continuous recording, but the availability will have to be case-by-case. Neola recommends consultation with District IT/security personnel when determining how to complete the following sections of this policy.]**

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within **thirty (30) days of the event/incident in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a formal complaint is being investigated, recordings (.) is separated and maintained for some reason by the District, any recording ( X) shall be destroyed after thirty (30)] days five (5) days of the event/incident. Unless a formal complaint is being investigated, recordings may be destroyed after fourteen (14) days.** If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken.

Access to and viewing of video recordings is limited to authorized personnel. The building principal is responsible for maintaining a proper audit trail for all video recordings.

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

~~Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage logbooks, pursuant to the District's Records Retention Schedule.~~

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

~~The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.~~

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

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Legal	19.31 – 19.39, 118.125 Wis. Stats.	
	FERPA 20 U.S.C. 1232g	
	34 C.F.R. 99.1-99.67	
	Title I of the Electronic Communication Privacy Act of 1986	
	18 U.S.C. 2510-2521	158





Book	Policy Manual
Section	First Reading by Board
Title	SMALL UNMANNED AIRCRAFT SYSTEMS - NEW
Code	po7440.03
Status	First Reading
Adopted	October 21, 2020

7440.03 - **Small Unmanned Aircraft Systems (sUAS)**

**[ X ] Option 2**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on a property that is owned or leased or contracted for by the Board at any time by any individual who is not authorized to do so by the District Administrator.

Pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies, the Board also prohibits the operation of an sUAS (drone) at any Association event conducted on property owned or leased or contracted for by the Board.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator or vendor employed by the Board\_must meet all criteria for the operation of and comply with all requirements and restrictions pertaining to the operation of any sUAS established by the Federal Aviation Administration (FAA).

**( X )**(See AG AG 7440.03 - Small Unmanned Aircraft Systems)

Failure to adhere by applicable regulations **( X )** and AG 7440.03 may result in loss of authorization to operate a drone on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

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Legal 14 C.F.R. Part 107

Last Modified by Ellen Suckow on October 2, 2020



Book	Policy Manual
Section	First Reading by Board
Title	WEB CONTENT, APPS, AND SERVICES - Revised
Code	po7540.02
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 21, 2020
Prior Revised Dates	3/20/2020

#### 7540.02 - **WEB CONTENT, APPS, AND SERVICES**

##### **A. Creation of Content for Web Pages/Sites, Apps, and Services**

The Board authorizes staff members and students to create content, apps, and services (see Bylaw 0100, Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's mission statement and staff-created web content, services and apps are subject to prior review and approval of the District Administrator before being published on the Internet and/or used with students.

Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions. ~~The creation of content, apps, and services by students must be done under the supervision of a professional staff member.~~

##### **B. Purpose of Content of District Web Pages/Sites, Apps, and Services**

The purpose of content, apps, and services hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps, and services:

###### **1. Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.

###### **2. Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

###### **3. Communicate**

Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances is District-created content, apps, and services to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates content, apps, and services related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

Unless the content, apps, and services contains student personally-identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and services.

Web content, apps, and services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps, and services must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative procedures defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and services by staff and students.

The Board retains all proprietary rights related to the design of web content, apps, and services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

### C. **Website Accessibility**

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131 and 28 C.F.R. Part 35 in all respects.

## 1. Technical Standards

The District will adhere to the technical standards of compliance identified at <https://www.hhs.gov/web/section-508/index.html>. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.

## 2. Web Accessibility Coordinator

The Board designates its IT Communications Specialist as the District's web accessibility coordinator(s). That individual is responsible for coordinating and implementing this policy.

The District's Web Accessibility Coordinator can be reached at [knerison@dce.k12.wi.us](mailto:knerison@dce.k12.wi.us).

## 3. Third Party Content

Links included on the Board's website(s), services, and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's web accessibility coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits, and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

## 4. Regular Audits

The District, under the direction of the web accessibility coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

This audit will occur no less than once every two (2) years.

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

## 5. Reporting Concerns or Possible Violations

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the web accessibility coordinator with any accessibility concerns. S/He may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

### D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

The Board requires the Superintendent or designee pre-approve each app and/or service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

### **E. Annual Training**

The District will provide periodic training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

### **F. One-Way Communication Using District Web Content, Apps and Services**

The District is authorized to use web pages/sites, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or District Administrator designates communications distributed via District web pages/sites, apps and services to be one-way communication, public comments are not solicited or desired, and the web site, app or service is to be considered a nonpublic forum.

If the District uses apps and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records), but it will not review or consider those comments.

Revised 5/24/17

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Legal

Wis. Stats. 947.0125

Wis. Stats. 948.11

Wis. Stats. 995.55

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

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

20 U.S.C. 1232g

34 C.F.R. Part 99

Last Modified by Ellen Suckow on September 29, 2020



Book	Policy Manual
Section	First Reading by Board
Title	USE OF SOCIAL MEDIA - NEW
Code	po7544
Status	First Reading
Adopted	October 21, 2020

**NEW POLICY**

**7544 - USE OF SOCIAL MEDIA**

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

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff ( **X** ) (including District-approved volunteers) ~~{END-OF-OPTION}~~, and the general public. Social media is defined in Bylaw 0100.

The Superintendent is charged with designating the District-approved social media platforms/sites ( **X** ), which shall be listed on the District’s website ~~{END-OF-OPTION}~~.

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

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

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

~~{DRAFTING NOTE: Districts should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1 or 2.}~~

~~{ } {Option 1}~~

~~The District uses approved social media platforms/sites as interactive forms of communication; however, although the District-approved social media platforms/sites are considered limited public forums, the District will not respond to or engage in dialogue about any comments received.~~

**{X } {Option 2}**

The District uses approved social media platforms/sites as interactive forms of communication and ( **X** ) accepts ( ) invites ( ) welcomes ~~{END-OF-OPTIONS}~~ public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board’s review of posted

comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

### **[END-OF-OPTIONS 1 & 2]**

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

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

### **Social Media for Instructional and School-Sponsored Activities**

Staff (including District-approved volunteers) may, with prior approval/authorization from the **(X)** Principal, ~~(-) Superintendent,~~ ~~(-) \_\_\_\_\_, [END-OF-OPTIONS]~~ use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

### **[END-OF-OPTION]**

~~[DRAFTING NOTE: Select either Option 3 or 4, or, at the District's discretion, choose neither option.]~~

### **[X] [Option 3]**

Staff members **(X)** (including District-approved volunteers) ~~[END OF OPTION]~~ must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

### ~~[ ] [Option 4]~~

~~Staff members ~~(-)~~ (including District-approved volunteers) ~~[END-OF-OPTION]~~ must obtain parental consent for students to participate in the use of social media platforms/sites related to a school-sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.~~

### ~~[END-OF-OPTIONS 3 & 4]~~

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

Employees **(X)** and District-approved volunteers ~~[END-OF-OPTION]~~ who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

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

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees **(X)** and volunteers ~~[END-OF-OPTION]~~ are

prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

### Retention of Public/Student Records

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

~~[DRAFTING NOTE: Districts should only choose the following Option if they intend to approve individual District employees/volunteers using social media platforms, like Facebook or Twitter, that require professional pages to be linked to personal pages as District-approved social media platforms. Districts are advised to discuss this Option with their local legal counsel before selecting it. Selection of this option is not covered by Neola's warranty.]~~

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

### ~~[END OF OPTION]~~

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

### ~~[DRAFTING NOTE: Select Option 5, 6, 7, 8, or 9]~~

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

#### ~~[ ] OPTION 5~~

~~Employees ( ) and District-approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use.~~

#### ~~( ) OPTION 6~~

~~Employees ( ) and District-approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

#### ~~( ) OPTION 7~~

~~Employees ( ) and District-approved volunteers [END OF OPTION] are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

#### OPTION 8

Employees  and District-approved volunteers ~~[END OF OPTION]~~ are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it does not interfere with the employee's  /volunteer's ~~[END OF OPTION]~~ job performance.

They are reminded that the District may monitor their use of District technology resource.

#### ~~( ) OPTION 9~~

~~Employees ( ) and District-approved volunteers [END OF OPTION] are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's ( ) /volunteer's [END OF OPTION] use during work hours does not interfere with his/her job performance.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

### ~~[END OF OPTIONS 5-9]~~

### ~~[DRAFTING NOTE: Select Option 10, 11, or 12]~~

### Employees' Use of Personal Communication Devices to Access Social Media for Personal Use

#### ~~( ) OPTION 10~~

~~Employees are prohibited from using personal communication devices to access social media for personal use during work hours.~~

~~(-) **OPTION 11**~~

~~Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.~~

**(X) OPTION 12**

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

~~[END OF OPTIONS 10-12]~~

Employees **(X)** and District-approved volunteers ~~[END OF OPTION]~~ are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated

**(X)** as necessary

**( )** on an annual basis.

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Legal	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)
	Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Last Modified by Ellen Suckow on October 1, 2020



Book	Policy Manual
Section	First Reading by Board
Title	INSURANCE - Revised
Code	po8710
Status	First Reading
Adopted	May 25, 2016
Last Revised	September 16, 2020

#### 8710 - **INSURANCE**

The ~~School~~ Board shall purchase with District funds, the type and amount of insurance necessary to protect the District from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- 
- 1.  negligent acts or omissions which cause personal injury or wrongful death
- 2.  fire and extended coverage on buildings and contents
- 3.  comprehensive bodily injury, property damage on automobiles, buses, and trucks
- 4.  boiler and machinery
- 5.  special coverage for equipment not ordinarily covered under a standard policy
- 6.  employee insurance coverage as specified by Board action
- 7.  worker's compensation coverage
- 8.  legal liability for Board members and employees

#### Contractors

The Board shall require that all contractors performing services on District property, or as part of a District program, are covered by appropriate insurance coverage for the activity and, wherever possible, that the contractor includes the District as an additional insured party on the contractor's policies. The Board shall also require that contractors performing work on any public works projects cover those projects with payment and performance bonds as may be required by law.

~~Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Assistant Superintendent, Business/Personnel Services shall administer the insurance program.~~

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Legal	779.14 Wis. Stats.
	120.12(6), Wis. Stats.



Dear DE Everest School Board,  
Thank you so much for the  
card + flowers following the  
passing of my dad. While  
this has been a really  
difficult time for my family  
+ I, it feels so good to  
have the kindness and  
support from our district, +  
board members. My wife +  
I are truly blessed to be  
a part of the Everest Family.  
Thank you for all you do to  
make this such a great place  
for the students + staff in our  
community. I so appreciate  
all of you.

Josh Fritsch

*Just to know  
that our  
family and friends  
are with us,  
makes the way easier.*