
– 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 will be available live via the Webex link below. Anyone with public comment for the Board should come in person or send their comments to Ellen Suckow, Executive Assistant to the Superintendent and School Board at esuckow@dce.k12.wi.us by 5:00 p.m. on January 20, 2021, with their name and address. Please note, masks and social distancing are required in all D.C. Everest facilities.

Event address for

attendees: <https://dce.webex.com/dce/onstage/g.php?MTID=ef01e0e04c0311b1ea325f53420342954>

Event Number: 146 519 5821

Event Password: BoardJan2021

Audio Conference Number: +1-415-655-0003

Audio Conference Access Code: 146 519 5821

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Public Comment

VI. Consent Agenda

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A. State Education Convention (Virtual)	
January 20 through 22, 2021	
B. Regular Board Meeting	
February 17, 2021 at 6:30 p.m.	
D.C. Everest Senior High	
C. Regular Board Meeting	
March 17, 2021 at 6:30 p.m.	
D.C. Everest Senior High	
XII. Adjourn	

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



I. Roll Call

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

II. Pledge of Allegiance

III. Approval of Agenda

Motion to accept the agenda for December 16, 2020 made by Joshua Dickerson and seconded by Bruce Krueger. With a voice vote, passed.

IV. Public Comment

None

V. Consent Agenda

Motion to approve the Consent Agenda made by Bruce Krueger and seconded by Lindsey Lewitzke. With a roll call vote:

Joshua Dickerson: Yea, Katie Felch: Yea, Bruce Krueger: Yea, Lindsey Lewitzke: Yea, Corina Norrbom: Yea, Larry Schaefer: Yea, Yee Leng Xiong. Motion passed.

V.A. Approval of Minutes

V.B. Recommended Employment/Resignations/Contract Adjustments

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

V.D. Balance Sheet

V.E. Budget Transfers

V.F. Budget Revisions

V.G. Grant Application(s)/Budget(s) Approval

V.H. Fundraising Requests

V.I. Gift/Bequests

V.J. Bus Accident Report

VI. Reports/Considerations

VI.A. WASB Legislative Network Member - Norrbom

Registration is open for the State Education Convention. The WASB monthly magazine had an article "The Voice of Students" with a quote from Dr. Nye.

VI.B. CESA #9 Representative - Krueger

There will be no change in services to districts for next year.

VI.C. Student Representative - Theiss

FCCLA is hosting a food war between all three grades. Key Club is hosting a holiday toy drive. Point of Convergence, the D.C. Everest literary magazine, is accepting submissions for this semester's publication. This year Evercon will be held virtually in early January. Student Council held dress up days almost every day of December and is hosting a holiday snack sale and candy grams.

VI.D. Superintendent

VI.D.1. Future Ready Update - Everest Virtual Academy (EVA)

VI.D.2. Board Members need to notify Ellen if they wish to be registered for the State Education Convention. January 8 is the cancellation deadline for a refund.

VII. Unfinished Business

VII.A. Mission Moment - Student Opportunities in the New Tech Ed Facilities and Options for Work-Related Experiences

VIII. New Business

VIII.A. Employee First Leave Benefit

Motion made by Larry Schaefer and seconded by Yee Leng Xiong to approve the Employee First Leave Benefit for the remainder of the current contract, or fiscal, year or until the federal and/or state governing bodies create and implement an extension of the FFCRA. With a voice vote, passed.

VIII.B. 4K Contracts for 2021-2022

Motion made by Lindsey Lewitzke and seconded by Corina Norrbom to approve the 4K contracts for 2021-2022 school year. With a voice vote, passed.

VIII.C. First Reading of Policies

Motion by Katie Felch and seconded by Joshua Dickerson to approve the policies listed in the agenda. Discussion followed.

Motion was amended by Larry Schaefer and seconded by Bruce Krueger to approve all policies except #10 Seclusion and Restraint. With a voice vote, passed.

Motion made by Corina Norrbom and seconded by Yee Leng Xiong to table policy #10 – Seclusion and Restraint for further review by administration and bring back next month. With a voice vote, passed.

VIII.C.1. po2460.03 Independent Education Evaluation (IEE)

VIII.C.2. po3131 Reduction in Staff

VIII.C.3. po3215 Use of Tobacco and Nicotine by Professional Staff

VIII.C.4. po3231 Outside Activities of Professional Staff

VIII.C.5. po4131 Reduction in Staff

VIII.C.6. po4215 Use of Tobacco and Nicotine by Support Staff

VIII.C.7. po4231 Outside Activities of Support Staff

VIII.C.8. po5460 Graduation Requirements

VIII.C.9. po5512 Use of Tobacco and Nicotine by Students

VIII.C.10. po5630.01 Use of Restraint and Seclusion with Students

VIII.C.11. po7434 Use of Tobacco and Nicotine on School Premises

VIII.C.12. po 7540 Technology

VIII.D. Ballot drawing will be held on January 6 at 8:00 a.m. at the Administration Building Board Room.

VIII.E. Board Discussion for Preference of In-Person or Virtual Meetings

IX. Petitions and Communications

IX.A. Thank You from Bill Franklin for Memorial Tribute

IX.B. Thank You from Penny Drake

IX.C. Thank You from Vicki Oboikovitz for Memorial Tribute

IX.D. Thank You from Pam Gregory for Memorial Tribute

IX.E. Thank You from Libby Plamann & Family

X. Future Meeting Dates

X.A. January 20-22, 2021, Virtual State Education Convention

X.B. Regular School Board Meeting

January 20, 2021, at 6:30 p.m.

Location TBD

X.C. Regular School Board Meeting

February 17, 2021, at 6:30 p.m.

Location TBD

XI. Meeting Adjourned at 8:10 p.m.

Respectfully submitted,

Yee Leng Xiong, Clerk

Ellen Suckow, Executive Assistant to the
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the January 20, 2021, meeting of the School Board.



Employment Report

As of 1/19/2021 at 2:40 p.m.

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>
Shelley Miller	SWD Assistant/JH	0.66	January 4, 2021
Cheryl Wenzel	Cook II/JH	0.58	January 4, 2021
Madison Stankowski	Everest FutureReady Restart	0.35	January 4, 2021
Madelene Vesely	Everest FutureReady Restart	0.64	January 4, 2021
Celine Poplawski	Server/Cashier/District-wide	0.54	January 6, 2021
Lisa Wille	Everest FutureReady REstart	0.62	January 25, 2021

Students

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

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>
Celine Poplawski	Server/Cashier/District-wide	Resignation	January 12, 2021
Katie McNutt	SWD Assistant/MB	Resignation	January 14, 2021
Larissa Zompolas	Elementary EVA Teacher/EVA	Resignation with damages \$3,000	January 22, 2021
Madison Kandutsch	Everest FutureReady Restart	Resignation	January 22, 2021
Aaron Nelson	Finance Manager	Resignation with damages \$1,000	January 29, 2021
Pa Vang	English Learner Assistant/WE	Resignation	January 29, 2021
Yee Yang	Systems Support Technician	Resignation	January 29, 2021
Lawrence Waraksa	Class II Custodian/JH	Resignation	February 1, 2021
Robert Morgan	Learning Disabilities Teacher/JH	Retirement	June 7, 2021
John Pophal	Math Teacher/SH & EVA	Retirement	June 7, 2021
Tammy Koenig	Grade 3-4 Teacher/EVA	Retirement	June 7, 2021
William Heeren	Science Teacher/SH	Retirement	June 7, 2021
Kathlyne Moore	Grade 5 Teacher/EVA	Retirement	June 7, 2021

Adjustments

Certified Staff

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Kathryn Larson	English Teacher - Grade 6/MS	English Teacher - Grade 10-12/SH	January 25, 2021

Support Staff

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Gary Gadke	Accounting & Payroll Specialist	Accounting Supervisor	January 4, 2021
Karianna Uzquiano	Substitute Assistant	SWD Assistant/RO 0.35 FTE	January 18, 2021
Pamela Jozwiak	School Nutrition Substitute	Cafeteria Server/MB 0.38 FTE	January 25, 2021

Summer Learning Contracts

Name	Position	Contract Term
Christian Ammon	Site Principal	January 1, 2021 - July 31, 2021
Katelyn Landerman	Site Principal	January 1, 2021 - July 31, 2021
Kelly Ziegelbauer	Site Principal	January 1, 2021 - July 31, 2021
Scot Abel	Site Principal	January 1, 2021 - July 31, 2021
Dallas Rennie	Director of Summer Programming	January 1, 2021 - August 31, 2021
Gina Lehman	Administrative Liaison	January 1, 2021 - August 31, 2021

There are no co-curricular contracts this month.

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

JANUARY 13, 2021

CASH BALANCE AS OF DECEMBER 9, 2020	(\$92,825.00)	
INVESTMENT ACCOUNT TRANSFERS		\$3,957,203.58
RECEIPTS CR#29361 - CR#29472	\$5,015,705.11	
CHECKS FOR APPROVAL #228418 - #228537 ACH: #202101019-202101282		\$1,048,389.34
<u>VOIDS:</u> #228074, 228143, 228167	\$3,028.04	
CASH BALANCE AS OF JANUARY 13, 2021		(\$79,684.77)
	\$4,925,908.15	\$4,925,908.15

**DC Everest Area School District
Board Check Register
(12/09/2020-01/13/2021)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
228418	LAMERS BUS LINES, INC.	575816	12/11/20	145.84
228418	LAMERS BUS LINES, INC.	575770B	12/11/20	673.00
228418	LAMERS BUS LINES, INC.	575771	12/11/20	1,372.00
228419	SCHOOL NUTRITION ASSN	Lev 4 #589162	12/11/20	17.00
228419	SCHOOL NUTRITION ASSN	Lev 1 #578973	12/11/20	12.00
228419	SCHOOL NUTRITION ASSN	LB589162	12/11/20	156.00
228420	SECURIAN FINANCIAL GROUP, INC.	44197	12/11/20	18,520.14
228421	APPLE INC.	AD30046531	12/11/20	265.00
228422	BACKGROUND INVESTIGATION BUREAU	DCE002120120-1	12/11/20	13.95
228423	BECKER-HUMMEL, COLETTE	52797	12/11/20	87.75
228424	BOELTER COMPANIES, THE	97566152	12/11/20	917.56
228424	BOELTER COMPANIES, THE	97566154	12/11/20	300.44
228424	BOELTER COMPANIES, THE	97566153	12/11/20	106.33
228425	BORCHERT, RENEE	55272	12/11/20	30.00
228426	COLLINS, HEATHER	NOV2020 MILEAGE	12/11/20	47.04
228427	FASTENAL COMPANY		12/11/20	0.00
228427	FASTENAL COMPANY		12/11/20	0.00
228427	FASTENAL COMPANY	WISCH331550	12/11/20	21.81
228427	FASTENAL COMPANY	WISCH331224	12/11/20	5,484.58
228427	FASTENAL COMPANY	WISCH330324	12/11/20	1,446.24
228427	FASTENAL COMPANY	WISCH330551	12/11/20	875.49
228427	FASTENAL COMPANY	WISCH330954	12/11/20	812.64
228428	FEDEX, INC.	7-207-84321	12/11/20	15.50
228429	GORDON FOOD SERVICE INC		12/11/20	0.00
228429	GORDON FOOD SERVICE INC	206377026	12/11/20	356.96
228429	GORDON FOOD SERVICE INC	206438469	12/11/20	176.69
228429	GORDON FOOD SERVICE INC	206438464	12/11/20	29.72
228429	GORDON FOOD SERVICE INC	206438463	12/11/20	293.89
228429	GORDON FOOD SERVICE INC	206438471	12/11/20	11,030.42
228429	GORDON FOOD SERVICE INC	205688935	12/11/20	353.04
228429	GORDON FOOD SERVICE INC	205840244	12/11/20	18.62
228429	GORDON FOOD SERVICE INC	206487359	12/11/20	446.20
228429	GORDON FOOD SERVICE INC	206543932	12/11/20	87.80
228429	GORDON FOOD SERVICE INC	206543940	12/11/20	342.09
228429	GORDON FOOD SERVICE INC	206543939	12/11/20	60.50
228429	GORDON FOOD SERVICE INC	206543941	12/11/20	71.32
228429	GORDON FOOD SERVICE INC	206543935	12/11/20	873.82
228429	GORDON FOOD SERVICE INC	206543937	12/11/20	87.51
228429	GORDON FOOD SERVICE INC	206383260	12/11/20	50.53
228429	GORDON FOOD SERVICE INC	206383272	12/11/20	542.35

**DC Everest Area School District
Board Check Register
(12/09/2020-01/13/2021)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
228429	GORDON FOOD SERVICE INC	206383270	12/11/20	88.20
228429	GORDON FOOD SERVICE INC	206383273	12/11/20	643.07
228429	GORDON FOOD SERVICE INC	206383258	12/11/20	131.04
228429	GORDON FOOD SERVICE INC	206383262	12/11/20	3,067.27
228429	GORDON FOOD SERVICE INC	206627216	12/11/20	66.34
228429	GORDON FOOD SERVICE INC	206627220	12/11/20	5,382.27
228429	GORDON FOOD SERVICE INC	206627230	12/11/20	238.73
228429	GORDON FOOD SERVICE INC	206627219	12/11/20	451.68
228429	GORDON FOOD SERVICE INC	206627232	12/11/20	372.40
228429	GORDON FOOD SERVICE INC	206627222	12/11/20	101.42
228429	GORDON FOOD SERVICE INC	206627213	12/11/20	727.10
228429	GORDON FOOD SERVICE INC	206627228	12/11/20	194.65
228429	GORDON FOOD SERVICE INC	206627221	12/11/20	7.58
228429	GORDON FOOD SERVICE INC	206627227	12/11/20	794.56
228429	GORDON FOOD SERVICE INC	206627212	12/11/20	15.16
228429	GORDON FOOD SERVICE INC	206494527	12/11/20	53.55
228429	GORDON FOOD SERVICE INC	206494529	12/11/20	45.48
228429	GORDON FOOD SERVICE INC	206494534	12/11/20	16.97
228429	GORDON FOOD SERVICE INC	206494535	12/11/20	622.59
228429	GORDON FOOD SERVICE INC	206494541	12/11/20	1,908.84
228429	GORDON FOOD SERVICE INC	206494540	12/11/20	11.31
228429	GORDON FOOD SERVICE INC	206494528	12/11/20	2,691.84
228429	GORDON FOOD SERVICE INC	206540982	12/11/20	128.20
228429	GORDON FOOD SERVICE INC	206540989	12/11/20	164.52
228430	GREEN VALLEY SEPTIC LLC	MT2117	12/11/20	270.00
228431	HOME INSULATION CO, INC	46026	12/11/20	490.00
228431	HOME INSULATION CO, INC	46025	12/11/20	322.00
228432	INNOVATIVE SCHOOLS NETWORK	2904	12/11/20	250.00
228433	JMB & ASSOCIATES	35167	12/11/20	3,115.00
228434	K12 MANAGEMENT INC. DBA FUELED	INV-29158	12/11/20	46,384.00
228435	MECA SPORTSWEAR, INC.	SIP194235	12/11/20	875.00
228436	MONDEIK, PAYTON	Mondeik- Scholarshi	12/11/20	1,000.00
228437	MS GRAPHICS, LLC	2014-3499	12/11/20	505.00
228438	NAPA AUTO PARTS, INC.	789149	12/11/20	16.99
228438	NAPA AUTO PARTS, INC.	789130	12/11/20	29.86
228438	NAPA AUTO PARTS, INC.	788593	12/11/20	15.50
228439	NEFF COMPANY, INC.	N002885229	12/11/20	140.95
228440	PITNEY BOWES GLOBAL FINANCIAL SEI	3312467044	12/11/20	351.99
228441	RALPH, SCOTT	RALPH12720	12/11/20	145.00
228442	RIVERVIEW CONSTRUCTION, INC.	38310	12/11/20	1,236.25

**DC Everest Area School District
Board Check Register
(12/09/2020-01/13/2021)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
228443	ROCK RIDGE ORCHARD, LLC.	76187	12/11/20	300.00
228443	ROCK RIDGE ORCHARD, LLC.	76188	12/11/20	360.00
228444	RYDER TRANSPORTATION SERVICES, IN DM4634		12/11/20	815.75
228444	RYDER TRANSPORTATION SERVICES, IN DP3090		12/11/20	815.75
228445	SCHOOL DATEBOOKS	S20-0185794	12/11/20	50.00
228446	STAPLES ADVANTAGE	3463580634	12/11/20	9.29
228446	STAPLES ADVANTAGE	3463774542	12/11/20	25.12
228447	ULTRASONIC POWER CORPORATION	42388	12/11/20	12.94
228448	WAUSAU SHARPENING SRVS LLC	2799	12/11/20	33.75
228449	FIRST LOAN	12182020A	12/18/20	130.12
228450	UNITED WAY OF MARATHON CNTY	20201218ADUWAY	12/18/20	662.67
228451	A & A LOCK SERVICE	MS12.09.2020	12/18/20	46.00
228451	A & A LOCK SERVICE	JR12.09.2020	12/18/20	2,599.50
228452	APPLE INC - AR	AE03871987	12/18/20	447.95
228452	APPLE INC - AR	AE02192053	12/18/20	299.95
228452	APPLE INC - AR	AE02392863	12/18/20	497.95
228452	APPLE INC - AR	AE02192054	12/18/20	299.95
228452	APPLE INC - AR	AE02192056	12/18/20	497.95
228452	APPLE INC - AR	AE02192055	12/18/20	497.95
228452	APPLE INC - AR	AE02954864	12/18/20	497.95
228453	BACKGROUND INVESTIGATION BUREAU	DCE001120120-1	12/18/20	153.45
228454	BOELTER COMPANIES, THE	97582232	12/18/20	1,291.21
228454	BOELTER COMPANIES, THE	97582233	12/18/20	18.07
228455	BUILERS SCHWINN CYCLERY	422772	12/18/20	205.70
228456	COUSIN'S CONCERT ATTIRE	664094	12/18/20	134.00
228457	COVER IT ALL, LLC	6154	12/18/20	221.00
228458	DDK LAWN & SNOW SERVICES, LLC.	10488	12/18/20	2,852.00
228459	DEAN FOODS COMPANY	44136	12/18/20	16,106.83
228460	FEDEX, INC.	7-215-55012	12/18/20	15.50
228461	GORDON FOOD SERVICE INC	793403	12/18/20	-36.08
228461	GORDON FOOD SERVICE INC	81314	12/18/20	-14.80
228461	GORDON FOOD SERVICE INC	14108643	12/18/20	-1.99
228461	GORDON FOOD SERVICE INC	206687993	12/18/20	80.07
228461	GORDON FOOD SERVICE INC	206687986	12/18/20	7,895.82
228461	GORDON FOOD SERVICE INC	206763834	12/18/20	356.96
228462	HAWKINS, ASH CPA'S LLP	3123744	12/18/20	7,500.00
228463	HOCKEY HELPERS BOOSTER CLUB	17676	12/18/20	180.00
228464	LAMERS BUS LINES, INC.	575971	12/18/20	104.35
228464	LAMERS BUS LINES, INC.	575972	12/18/20	101.21
228464	LAMERS BUS LINES, INC.	575973	12/18/20	118.94

**DC Everest Area School District
Board Check Register
(12/09/2020-01/13/2021)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
228464	LAMERS BUS LINES, INC.	576118	12/18/20	251,819.42
228465	LONDERVILLE ENTERPRISES	586722	12/18/20	119.55
228466	MACCO'S COMMERCIAL INTERIORS	MC006079	12/18/20	21,331.56
228467	MARA CTY TREASURER'S OFFICE	20120108	12/18/20	14.00
228468	MUSIC THERAPY SERVICES OF CENTRA	99048	12/18/20	2,080.00
228469	NAPA AUTO PARTS, INC.	789599	12/18/20	97.07
228470	NOVITZKE, EMILY	Novitzke- Scholarshp	12/18/20	400.00
228471	PACIFIC TIER SOLUTIONS INC	6421	12/18/20	25.97
228472	QUADIENT, INC.	58068948	12/18/20	135.00
228473	SOUNDZABOUND MUSIC LIBRARY	107285	12/18/20	6,459.60
228474	STAPLES ADVANTAGE	3464190671	12/18/20	38.08
228474	STAPLES ADVANTAGE	3464190670	12/18/20	3.73
228475	US MATH RECOVERY COUNCIL	20-1974	12/18/20	4,000.00
228476	VERHALEN INC	JC42949	12/18/20	1,670.00
228477	VOYAGER SOPRIS LEARNING INC	3040503	12/18/20	15.00
228478	WAUSAU SHARPENING SRVS LLC	2810	12/18/20	76.50
228479	WISCONSIN ESCHOOL NETWORK	RI.11172020.6120	12/18/20	8,000.00
228480	DC EVEREST SENIOR HIGH SCHOOL	2	12/24/20	150.00
228481	DEMBOWSKI, SHEILA	44187	12/24/20	80.34
228482	MADISON NATL LIFE INS CO	44197	12/24/20	18,562.50
228483	ALLIANT UTILITIES/WP&L	44136	12/24/20	807.48
228484	APPLE INC - AR	AE02192052	12/24/20	497.95
228484	APPLE INC - AR	AE02194792	12/24/20	497.95
228484	APPLE INC - AR	AE02194791	12/24/20	497.95
228485	DECA, INC	150H-3921	12/24/20	496.00
228486	ENHANCE MATS, INC	1209	12/24/20	579.38
228487	FASTSIGNS	2096-9783	12/24/20	400.00
228488	FULCRUM MANAGEMENT SOLUTIONS,	INV2412	12/24/20	24,000.00
228489	GORDON FOOD SERVICE INC	206771782	12/24/20	144.71
228489	GORDON FOOD SERVICE INC	206771788	12/24/20	2,236.07
228489	GORDON FOOD SERVICE INC	206771780	12/24/20	74.28
228489	GORDON FOOD SERVICE INC	206771783	12/24/20	3.78
228489	GORDON FOOD SERVICE INC	206771787	12/24/20	179.11
228489	GORDON FOOD SERVICE INC	206771789	12/24/20	3.80
228489	GORDON FOOD SERVICE INC	206771773	12/24/20	234.04
228489	GORDON FOOD SERVICE INC	206771774	12/24/20	1,078.98
228489	GORDON FOOD SERVICE INC	206829097	12/24/20	865.73
228489	GORDON FOOD SERVICE INC	206829098	12/24/20	46.46
228489	GORDON FOOD SERVICE INC	206829104	12/24/20	7.58
228489	GORDON FOOD SERVICE INC	206829096	12/24/20	7,070.34

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228489	GORDON FOOD SERVICE INC	206829102	12/24/20	269.34
228490	GUMDROP BOOKS	PINV128857	12/24/20	4,058.27
228491	LEWIS, ELIZABETH	44166	12/24/20	17.30
228492	LINCOLN HIGH SCHOOL	1104023	12/24/20	255.00
228493	MARSHFIELD LABS	N8794N-113020	12/24/20	27.00
228494	RBS ACTIVEWEAR, INC	FA163649	12/24/20	752.50
228495	STAPLES ADVANTAGE	3464721324	12/24/20	-58.12
228495	STAPLES ADVANTAGE	3464456617	12/24/20	58.12
228495	STAPLES ADVANTAGE	3464792281	12/24/20	143.20
228496	SWANSON, TARA	JAN COBRA HEALTH	12/24/20	1,717.77
228496	SWANSON, TARA	JAN COBRA DENTAL	12/24/20	166.88
228497	SWITS LTD	16983	12/24/20	300.00
228498	VERHALEN INC	JC42950	12/24/20	650.00
228499	WEST MUSIC CO	SI1958338	12/24/20	23.80
228500	PEARSON CLINICAL ASSESSMENT, INC.	10966879	12/29/20	896.43
228500	PEARSON CLINICAL ASSESSMENT, INC.	11033003	12/29/20	2,011.61
228501	APPLE INC - AR	AD19761752	12/31/20	299.95
228501	APPLE INC - AR	AD16585249	12/31/20	99.00
228501	APPLE INC - AR	AE09669132	12/31/20	497.95
228501	APPLE INC - AR	AE09508223	12/31/20	497.95
228502	BETHLEHEM COMM-RO.,INC.	BETH-4K-DEC2020	12/31/20	6,366.72
228503	BLUE EDGE ENERGY	2585	12/31/20	1,226.06
228504	CENTURY LINK	180340653	12/31/20	234.86
228505	COLLINS, HEATHER	DEC2020 MILEAGE	12/31/20	41.34
228506	FEDEX, INC.	7-222-44154	12/31/20	15.50
228507	GORDON FOOD SERVICE INC	206771779	12/31/20	850.15
228507	GORDON FOOD SERVICE INC	205067064	12/31/20	2,539.93
228507	GORDON FOOD SERVICE INC	206909832	12/31/20	1,388.06
228508	MARA CTY TREASURER'S OFFICE	20121512	12/31/20	14.00
228509	MILLER, DEANNA	51390-52110	12/31/20	14.00
228510	QUADIENT, INC.	44136	12/31/20	1,000.00
228511	ROGAN SHOES, INC.	261319	12/31/20	910.50
228512	SALT SOFTWARE, LLC	SS2548	12/31/20	43.98
228513	ST JOHN LUTHERAN SCHOOL	STJO-4K-DEC2020	12/31/20	3,448.64
228514	TIME FOR KIDS INC	1TFK2020	12/31/20	158.40
228514	TIME FOR KIDS INC	2TFK2020	12/31/20	74.25
228514	TIME FOR KIDS INC	3TFK2020	12/31/20	79.20
228514	TIME FOR KIDS INC	4TFK2020	12/31/20	168.30
228514	TIME FOR KIDS INC	5TFK2020	12/31/20	267.30
228515	WAUSAU AREA CHAMBER OF COMMEI	2003134	12/31/20	600.00

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228515	WAUSAU AREA CHAMBER OF COMMEI	2003226	12/31/20	250.00
228516	FIRST LOAN	12312020A	12/31/20	146.91
228517	HEIGHTS FINANCE CORP.	12312020A	12/31/20	8.24
228518	UNITED WAY OF MARATHON CNTY	20201231ADUWAY	12/31/20	677.67
228519	BOELTER COMPANIES, THE	97600442	1/8/21	1,713.33
228520	CELLCOM - WAUSAU	203037	1/8/21	2,781.87
228521	CITY-COUNTY INFOMATION TECHNOLC	I200379	1/8/21	3,937.50
228522	FEDEX, INC.	7-230-02283	1/8/21	30.48
228522	FEDEX, INC.	7-236-75126	1/8/21	40.61
228523	GOAL LINE, INC.	13910	1/8/21	130.00
228523	GOAL LINE, INC.	13708	1/8/21	130.00
228523	GOAL LINE, INC.	13857	1/8/21	658.35
228524	GORDON FOOD SERVICE INC	206963257	1/8/21	96.57
228524	GORDON FOOD SERVICE INC	206963255	1/8/21	6,879.79
228524	GORDON FOOD SERVICE INC	206374550	1/8/21	24.40
228524	GORDON FOOD SERVICE INC	14840212	1/8/21	-19.88
228525	KYLES CONSULTING LLC	44166	1/8/21	1,550.00
228526	MALBRIT MECHANICAL INC	181914	1/8/21	2,688.76
228527	MANDLI, BELENI	Mandli -Scholarship2	1/8/21	1,000.00
228528	MARCO	28432008	1/8/21	38,460.31
228529	MARSHFIELD CLINIC, INC.	8003939NOV2020	1/8/21	78.33
228530	MOSINEE HOCKEY CLUB, INC	178	1/8/21	2,343.75
228531	NAPA AUTO PARTS, INC.	790627	1/8/21	16.99
228531	NAPA AUTO PARTS, INC.	790992	1/8/21	49.99
228531	NAPA AUTO PARTS, INC.	790623	1/8/21	35.45
228532	PALOS SPORTS, INC.	5516328-00	1/8/21	405.97
228533	RICS SEWER SERVICE LLC	MS12112020	1/8/21	350.00
228534	STAPLES ADVANTAGE	3465449064	1/8/21	14.94
228535	STERLING WATER INC	342X08867601	1/8/21	631.50
228536	TITO INC	13314	1/8/21	300.00
228537	WESTON MUNICIPAL UTILITIES	SEP-DEC2020	1/8/21	8,112.92
202101019	ABLE DISTRIBUTING CO INC	S016030242.001	12/11/20	22.56
202101020	ADVANCED DISPOSAL SOLID WASTE MI	44136	12/11/20	3,558.00
202101021	ALPHA BAKING CO., INC.	200126328007	12/11/20	46.08
202101021	ALPHA BAKING CO., INC.	200126324014	12/11/20	46.08
202101021	ALPHA BAKING CO., INC.	200126324021	12/11/20	333.93
202101021	ALPHA BAKING CO., INC.	200126335008	12/11/20	110.85
202101021	ALPHA BAKING CO., INC.	200126335009	12/11/20	68.70
202101021	ALPHA BAKING CO., INC.	200126342008	12/11/20	27.09
202101021	ALPHA BAKING CO., INC.	200126342009	12/11/20	66.00

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202101021	ALPHA BAKING CO., INC.	20012634210	12/11/20	86.25
202101022	AMAZON CAPITAL SERVICES	1R9D-LDC6-CRL6	12/11/20	85.97
202101022	AMAZON CAPITAL SERVICES	1DTG-YKNN-F9YK	12/11/20	115.80
202101022	AMAZON CAPITAL SERVICES	1PPW-LD7F-NFDT	12/11/20	45.03
202101022	AMAZON CAPITAL SERVICES	1LYX-L9NX-MMWJ	12/11/20	-45.03
202101022	AMAZON CAPITAL SERVICES	1G4Y-WVXN-6PN7	12/11/20	32.14
202101022	AMAZON CAPITAL SERVICES	1XY1-HLDL-PH4P	12/11/20	46.23
202101023	AMELSE, RICK	REF12032020	12/11/20	70.00
202101024	AMERICAN WELDING & GAS INC	7471034	12/11/20	193.83
202101024	AMERICAN WELDING & GAS INC	7485540	12/11/20	111.53
202101024	AMERICAN WELDING & GAS INC	7492503	12/11/20	183.04
202101025	ARAMARK UNIFORM SERVICES, INC	NOV2020 CUST	12/11/20	1,699.60
202101025	ARAMARK UNIFORM SERVICES, INC	NOV2020 FOOD	12/11/20	618.95
202101026	BEFORT, BRYCE	DEC2020 REIMB	12/11/20	188.85
202101027	BELANGER, SCOTT	REF12042020	12/11/20	90.00
202101028	BERDAL, RYAN	REF12012020	12/11/20	145.00
202101029	BR BLEACHERS, INC.	15757	12/11/20	14,729.00
202101030	BRICE CHRISTIANSON INTERPRETING, I	183	12/11/20	3,867.50
202101031	BROWN, JAMES	REF12012020	12/11/20	145.00
202101031	BROWN, JAMES	REF12052020	12/11/20	150.00
202101032	BUDAI, ROBYN	DEC2020 ITEM	12/11/20	44.99
202101033	COLVIN, ASHLEY	COLVIN12320	12/11/20	25.00
202101034	DISCOVERY EDUCATION, INC	CINV-016604	12/11/20	5,000.00
202101035	FIRST SUPPLY LLC	102412-00	12/11/20	74.67
202101035	FIRST SUPPLY LLC	102230-00	12/11/20	15.13
202101035	FIRST SUPPLY LLC	102504-00	12/11/20	337.61
202101035	FIRST SUPPLY LLC	102618-00	12/11/20	35.69
202101036	FORE-FRONT MECHANICAL, INC.	6790	12/11/20	7,300.00
202101037	FORMS SPECIALISTS INC	48112	12/11/20	107.65
202101038	FSS BUSINESS SYSTEMS	39878	12/11/20	1,690.60
202101039	GALLUP, INC.- LOCKBOX	282835	12/11/20	7,500.00
202101040	GILBERTSON, KENDRA	DEC2020 ITEM	12/11/20	100.00
202101041	HABECK, MIKE	WOR12012020	12/11/20	50.00
202101041	HABECK, MIKE	WOR12032020	12/11/20	50.00
202101042	HARBERT, MICHAEL	WOR12032020	12/11/20	50.00
202101043	HENRY, JOSEPH	REF1242020	12/11/20	110.00
202101044	HERNANDEZ, SAMUEL	REF12012020	12/11/20	90.00
202101045	HOCKIN, TIM	REF12052020	12/11/20	150.00
202101046	HORAK REFRIGERATION INC	42061	12/11/20	358.38
202101047	HURNER, SCOTT	REF12032020	12/11/20	70.00

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202101048	HURT, RYAN	WOR12012020	12/11/20	55.00
202101048	HURT, RYAN	WOR12032020	12/11/20	55.00
202101048	HURT, RYAN	WOR12052020	12/11/20	90.00
202101049	JEHN, KALLY	NOV2020 MILEAGE	12/11/20	86.94
202101050	KENITZER, DICK	WOR12012020	12/11/20	35.00
202101051	KLEIBER, TODD	REF12012020	12/11/20	90.00
202101051	KLEIBER, TODD	REF12052020	12/11/20	150.00
202101052	KOLLROSS, LUCAS	NOV2020 REIMB	12/11/20	200.00
202101053	KOLODZIEJ, HEIDI	NOV2020 ITEM	12/11/20	27.08
202101054	KRUEGER, JAMES	REF12012020	12/11/20	90.00
202101055	KWIK TRIP INC	00054784 NOV2020	12/11/20	1,014.83
202101056	LAKUS, JOHN	REF12012020	12/11/20	90.00
202101057	LEHMAN, GINA	DEC2020 ITEM	12/11/20	150.04
202101058	LICHTENWALD, ALLISON	LICHTENWALD12220	12/11/20	15.00
202101059	LYLE, THOMAS	REF12032020	12/11/20	145.00
202101060	MACH, DENNIS	REF12042020	12/11/20	90.00
202101061	MARATHON PEST CONTROL	38072	12/11/20	28.00
202101062	MERGEN, CHRISTENE	NOV2020 MILEAGE	12/11/20	36.54
202101063	MID WISCONSIN BEVERAGE	2726504	12/11/20	119.40
202101064	NANOTEK DEVICE REPAIR LLC	935	12/11/20	1,800.00
202101065	NATL ELEVATOR INSPECTION SERVICES	408902	12/11/20	90.20
202101066	NORTHSTAR ENVIRONMENTAL TESTIN	200-1146	12/11/20	375.00
202101067	PAGEL, PRESTON	REF12042020	12/11/20	55.00
202101068	PAULSON, JOHN	DEC2020 ITEM	12/11/20	31.98
202101069	PAXTON PATTERSON	390500	12/11/20	33.33
202101070	PELOQUIN, CHRISTOPHER	REF12012020	12/11/20	90.00
202101071	PETERS, JUSTIN	REF12052020	12/11/20	90.00
202101072	PETERSON, KRISTIN	NOV2020 ITEM	12/11/20	37.77
202101073	PISCA, SARAH	PISC12220	12/11/20	27.00
202101074	PITSCO EDUCATION	776501-1	12/11/20	51.75
202101075	PRAHL, TINA	NOV2020 MILEAGE	12/11/20	122.67
202101076	REINHART FOODS INC	262776	12/11/20	1,372.60
202101077	SCHILLING, BRYAN	REF1242020	12/11/20	110.00
202101078	SCHMITZ, KURTIS	WOR120102020	12/11/20	50.00
202101078	SCHMITZ, KURTIS	WOR12032020	12/11/20	50.00
202101078	SCHMITZ, KURTIS	WOR12052020	12/11/20	85.00
202101079	SCHOOL SPECIALTY, LLC.	308103684675	12/11/20	206.18
202101079	SCHOOL SPECIALTY, LLC.	208126611130	12/11/20	279.82
202101079	SCHOOL SPECIALTY, LLC.	308103686908	12/11/20	394.27
202101079	SCHOOL SPECIALTY, LLC.	308103680125	12/11/20	53.54

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202101079	SCHOOL SPECIALTY, LLC.	208126504170	12/11/20	1,552.32
202101079	SCHOOL SPECIALTY, LLC.	208126543031	12/11/20	239.36
202101079	SCHOOL SPECIALTY, LLC.	208126555667	12/11/20	4.15
202101080	SCHRODER, BRYAN	REF12032020	12/11/20	145.00
202101080	SCHRODER, BRYAN	REF12052020	12/11/20	90.00
202101081	SCHRODER, RYAN	REF12032020	12/11/20	90.00
202101081	SCHRODER, RYAN	REF12052020	12/11/20	90.00
202101082	SEKEL, TAYLOR	WOR12052020	12/11/20	35.00
202101083	STENZ, STACY	NOV2020 MILEAGE	12/11/20	22.04
202101084	STV ADVISORS, INC.-STOP THE VANILLA	3709	12/11/20	390.00
202101085	TARRAS, JEFF	REF12042020	12/11/20	90.00
202101086	TAYLOR, JULIANN	NOV2020 MILEAGE	12/11/20	117.28
202101087	THEISS, SCOTT	REF12042020	12/11/20	55.00
202101088	TIENOR, JENNA	NOV2020 ITEM	12/11/20	3.87
202101088	TIENOR, JENNA	NOV2020 MILEAGE	12/11/20	67.28
202101089	TRETTER, TODD	REF12012020	12/11/20	145.00
202101089	TRETTER, TODD	REF12032020	12/11/20	55.00
202101090	USIC RECEIVABLES, LLC	410641	12/11/20	2,760.00
202101091	VANG, YING	DEC2020 ITEM	12/11/20	151.80
202101092	VIKING ELECTRIC SUPPLY	S004216246.001	12/11/20	38.61
202101092	VIKING ELECTRIC SUPPLY	S004233252.001	12/11/20	328.28
202101092	VIKING ELECTRIC SUPPLY	S004233252.002	12/11/20	37.04
202101093	VLIETSTRA, ALISON	NOV2020 MILEAGE	12/11/20	80.74
202101094	WEGGE, KAREN	SEPOCT2020 MILEAGE	12/11/20	59.91
202101095	WEGNER, SARAH	DEC2020 ITEM	12/11/20	105.54
202101096	WEINKAUF, TONI	WEINKAUF12220	12/11/20	539.00
202101097	WI PUBLIC SERVICE	JH GAS NOV2020	12/11/20	879.64
202101097	WI PUBLIC SERVICE	MS GAS NOV2020	12/11/20	705.60
202101097	WI PUBLIC SERVICE	GHF GAS NOV2020	12/11/20	890.76
202101097	WI PUBLIC SERVICE	MBAY GAS NOV2020	12/11/20	490.75
202101097	WI PUBLIC SERVICE	SH GAS NOV2020	12/11/20	1,149.35
202101098	WOCHINSKI, KATHRYN	DEC2020 ITEM	12/11/20	60.00
202101099	ZUELSDORF, JOHN	REF12012020	12/11/20	90.00
202101100	ABLE DISTRIBUTING CO INC	S016037609.001	12/18/20	149.83
202101101	ALPHA BAKING CO., INC.	200126338013	12/18/20	194.40
202101101	ALPHA BAKING CO., INC.	200126338012	12/18/20	66.69
202101101	ALPHA BAKING CO., INC.	200126345012	12/18/20	39.21
202101101	ALPHA BAKING CO., INC.	200126345013	12/18/20	225.54
202101102	AMAZON CAPITAL SERVICES		12/18/20	0.00
202101102	AMAZON CAPITAL SERVICES		12/18/20	0.00

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202101102	AMAZON CAPITAL SERVICES		12/18/20	0.00
202101102	AMAZON CAPITAL SERVICES		12/18/20	0.00
202101102	AMAZON CAPITAL SERVICES	1VGH-X1RG-X6VK	12/18/20	19.98
202101102	AMAZON CAPITAL SERVICES	1CNW-HK71-RDX9	12/18/20	137.60
202101102	AMAZON CAPITAL SERVICES	1RFG-FP34-97Y7	12/18/20	265.99
202101102	AMAZON CAPITAL SERVICES	11JV-W4J1-NFG4	12/18/20	264.90
202101102	AMAZON CAPITAL SERVICES	1169-VHH7-YVJQ	12/18/20	-55.92
202101102	AMAZON CAPITAL SERVICES	1NCR-Y33M-TYLR	12/18/20	141.36
202101102	AMAZON CAPITAL SERVICES	133C-VF6J-3R4W	12/18/20	47.99
202101102	AMAZON CAPITAL SERVICES	13R6-H331-MGQD	12/18/20	309.60
202101102	AMAZON CAPITAL SERVICES	1NQD-17LL-MD1D	12/18/20	175.90
202101102	AMAZON CAPITAL SERVICES	16F9-MVXJ-6VMF	12/18/20	184.99
202101102	AMAZON CAPITAL SERVICES	1GMR-XDQQ-RPQP	12/18/20	134.76
202101102	AMAZON CAPITAL SERVICES	1CNJ-JJ1Q-9DXF	12/18/20	89.98
202101102	AMAZON CAPITAL SERVICES	11TC-QW6T-3YD6	12/18/20	167.69
202101102	AMAZON CAPITAL SERVICES	1F7F-7XC3-CQFF	12/18/20	79.98
202101102	AMAZON CAPITAL SERVICES	1Y1G-GPRC-XFHH	12/18/20	62.97
202101102	AMAZON CAPITAL SERVICES	13XQ-733C-TJ4H	12/18/20	72.51
202101102	AMAZON CAPITAL SERVICES	1MG3-4CTN-YW9Q	12/18/20	47.47
202101102	AMAZON CAPITAL SERVICES	13XQ-733C-YQNQ	12/18/20	125.00
202101102	AMAZON CAPITAL SERVICES	1XPX-N66X-W7L6	12/18/20	95.82
202101102	AMAZON CAPITAL SERVICES	13GX-MVT3-P9GC	12/18/20	285.20
202101102	AMAZON CAPITAL SERVICES	1HLM-4QMG-DGYK	12/18/20	88.03
202101102	AMAZON CAPITAL SERVICES	1XQR-6JMG-J4ND	12/18/20	151.10
202101102	AMAZON CAPITAL SERVICES	13PL-GKXQ-7HTV	12/18/20	48.45
202101102	AMAZON CAPITAL SERVICES	133C-VF6J-JJ94	12/18/20	98.76
202101102	AMAZON CAPITAL SERVICES	13PL-GKXQ-HNV3	12/18/20	44.19
202101102	AMAZON CAPITAL SERVICES	13PL-GKXQ-JJW3	12/18/20	31.44
202101102	AMAZON CAPITAL SERVICES	1KTF-3LRF-NYD9	12/18/20	68.00
202101102	AMAZON CAPITAL SERVICES	1169-VHH7-V3WW	12/18/20	48.14
202101103	AMERICAN WELDING & GAS INC	7496354	12/18/20	226.14
202101103	AMERICAN WELDING & GAS INC	7509282	12/18/20	341.55
202101104	BAUDHUIN, LATICIA	NOV2020 MILEAGE	12/18/20	12.18
202101105	BROWN, THOMAS	REF12102020	12/18/20	90.00
202101106	COMPLETE OFFICE OF WISCONSIN	203427	12/18/20	3,636.50
202101106	COMPLETE OFFICE OF WISCONSIN	203876	12/18/20	165.99
202101107	COUNTY MATERIALS CORP.	3516823-00	12/18/20	512.45
202101108	DERFUS, MARK	REF12112020	12/18/20	90.00
202101109	DETERT, DAWN	REF12082020	12/18/20	73.00
202101110	DEVINE-SCHWANTES, JODI	NOV2020 ITEM	12/18/20	50.00

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202101111	DICKERSON, LESLEI	DEC2020 ITEM	12/18/20	288.34
202101112	EDF ENERGY SERVICES, LLC	112603ES	12/18/20	17,466.69
202101113	FIRST SUPPLY LLC	102742-00	12/18/20	15.59
202101113	FIRST SUPPLY LLC	102691-00	12/18/20	4.38
202101114	FISCHER, TAMMY	DEC2020 ITEM	12/18/20	9.76
202101115	FIX, WENDY	REF12082020	12/18/20	86.20
202101116	FRANCE PROPANE SERVICE	281650	12/18/20	84.00
202101117	HARBERT, MICHAEL	WOR12082020	12/18/20	50.00
202101118	HEBEIN, HALEY	DEC2020 MILEAGE	12/18/20	168.08
202101119	HEID MUSIC COMPANY, INC.	2710974	12/18/20	742.79
202101119	HEID MUSIC COMPANY, INC.	2710974	12/18/20	428.71
202101119	HEID MUSIC COMPANY, INC.	2695143	12/18/20	33.50
202101120	HEINZEN, ANN	DEC2020 ITEM	12/18/20	46.32
202101121	HEITING, MARK	REF12082020	12/18/20	90.00
202101122	HENRY, JOSEPH	REF12112020	12/18/20	110.00
202101123	HOBART SALES AND SERVICE INC	ZB85416	12/18/20	2,200.00
202101124	INDUSTRIAL ARTS SUPPLY IASCO	M15917	12/18/20	544.65
202101125	KAHLE, JOSHUA	REF12102020	12/18/20	90.00
202101126	KENITZER, DICK	WOR12082020	12/18/20	35.00
202101126	KENITZER, DICK	WOR12112020	12/18/20	55.00
202101127	KLEIN, MICHAEL	REF12112020	12/18/20	90.00
202101128	KNESER, JEFFREY	REF12122020	12/18/20	55.00
202101129	LAMMERT, SARAH	AUG-OCT2020 ITEM	12/18/20	130.33
202101130	LANCELLE, GARRETT	REF12112020	12/18/20	55.00
202101131	LEMKE, ALEXSANDRA	DEC2020 ITEM	12/18/20	150.70
202101132	LUKASKO, TIFFANY	DEC2020 MILEAGE	12/18/20	35.03
202101133	MARATHON PEST CONTROL	38198	12/18/20	28.00
202101133	MARATHON PEST CONTROL	38196	12/18/20	28.00
202101133	MARATHON PEST CONTROL	38197	12/18/20	35.00
202101133	MARATHON PEST CONTROL	38202	12/18/20	28.00
202101133	MARATHON PEST CONTROL	38201	12/18/20	28.00
202101133	MARATHON PEST CONTROL	38200	12/18/20	28.00
202101133	MARATHON PEST CONTROL	38203	12/18/20	35.00
202101133	MARATHON PEST CONTROL	38204	12/18/20	35.00
202101133	MARATHON PEST CONTROL	38206	12/18/20	28.00
202101133	MARATHON PEST CONTROL	38205	12/18/20	28.00
202101134	MILLER, JAMI	DEC2020 ITEM	12/18/20	50.62
202101135	MOSELEY, MOLLY	NOV2020 MILEAGE	12/18/20	12.06
202101136	MULL, AARON	DEC2020 REIMB	12/18/20	200.00
202101136	MULL, AARON	OCTNOV2020 MILEA	12/18/20	229.10

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202101137	OLSON, JULIE	44136	12/18/20	495.32
202101138	PAGEL, PRESTON	REF12112020	12/18/20	55.00
202101139	PAXTON PATTERSON	390730	12/18/20	165.09
202101140	PHALEN, LISA	NOV2020 ITEM	12/18/20	33.51
202101141	PILGRIM, RYAN	REF12112020	12/18/20	90.00
202101142	PILSNER, NICHOLAS	REF12082020	12/18/20	90.00
202101143	RASMUSSEN, SCOTT	DEC2020 ITEM	12/18/20	90.00
202101144	REINHART FOODS INC	256884	12/18/20	613.89
202101144	REINHART FOODS INC	250744	12/18/20	43.77
202101145	RYAN, DESIREE	RYAN121220	12/18/20	194.50
202101146	SAARI, ABIGAIL	WOR12122020	12/18/20	55.00
202101147	SCHILLING, BRYAN	REF12112020	12/18/20	110.00
202101148	SCHNECK, TRINA	NOV2020 ITEM	12/18/20	22.78
202101149	SCHOOL SPECIALTY, LLC.	208126352189	12/18/20	2,209.15
202101149	SCHOOL SPECIALTY, LLC.	308103680597	12/18/20	550.62
202101150	SCHRODER, BRANDON	REF12082020	12/18/20	90.00
202101151	SCHRODER, BRYAN	REF12082020	12/18/20	90.00
202101152	SCHRODER, RYAN	REF12082020	12/18/20	90.00
202101153	SCOTT, GREGG	REF12082020	12/18/20	90.00
202101154	SEEHAFER, DAWN	NOV2020 ITEM	12/18/20	95.67
202101155	SEELEY, CAITLIN	NOV2020 ITEM	12/18/20	211.80
202101156	SKALITZKY, DEVANNE	DEC2020 REIMB	12/18/20	161.88
202101157	SUN PRINTING INC	115351	12/18/20	27.50
202101157	SUN PRINTING INC	116689	12/18/20	120.00
202101158	TEAM SPORTING GOODS INC	AAF017358	12/18/20	799.50
202101158	TEAM SPORTING GOODS INC	AAF018027	12/18/20	1,992.20
202101159	TREPTOW, FELECITY	NOV2020 MILEAGE	12/18/20	11.25
202101160	VIKING ELECTRIC SUPPLY	S004240638.001	12/18/20	44.64
202101161	WELSH, SARA	NOV2020 MILEAGE	12/18/20	142.56
202101162	WI PUBLIC SERVICE	RO GAS NOV2020	12/18/20	471.59
202101163	WSMA	21243	12/18/20	60.40
202101164	ALPHA BAKING CO., INC.	200126349007	12/24/20	48.27
202101164	ALPHA BAKING CO., INC.	200126349008	12/24/20	32.76
202101164	ALPHA BAKING CO., INC.	200126349009	12/24/20	137.40
202101164	ALPHA BAKING CO., INC.	200126352014	12/24/20	39.21
202101164	ALPHA BAKING CO., INC.	200126352015	12/24/20	204.37
202101165	AMAZON CAPITAL SERVICES	1XPX-N66X-DK33	12/24/20	57.87
202101165	AMAZON CAPITAL SERVICES	1XD3-Y4HP-Q6DR	12/24/20	51.94
202101165	AMAZON CAPITAL SERVICES	1RF6-N7L1-Q41F	12/24/20	25.28
202101165	AMAZON CAPITAL SERVICES	1KMD-YXNW-4RPP	12/24/20	387.01

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202101165	AMAZON CAPITAL SERVICES	1169-VHH7-4DPM	12/24/20	27.98
202101165	AMAZON CAPITAL SERVICES	1K9W-C3R3-NPY7	12/24/20	31.89
202101165	AMAZON CAPITAL SERVICES	1X3H-KLH3-PG49	12/24/20	47.48
202101165	AMAZON CAPITAL SERVICES	1K4T-KM9N-MDN4	12/24/20	44.83
202101165	AMAZON CAPITAL SERVICES	11VX-VMFF-LD9C	12/24/20	51.98
202101165	AMAZON CAPITAL SERVICES	1JWG-WMPJ-MRGJ	12/24/20	34.96
202101165	AMAZON CAPITAL SERVICES	1K1K-LJW4-XPRJ	12/24/20	4.97
202101165	AMAZON CAPITAL SERVICES	1HDP-NQRD-N39R	12/24/20	58.98
202101165	AMAZON CAPITAL SERVICES	1XQR-6JMG-7CKY	12/24/20	103.66
202101165	AMAZON CAPITAL SERVICES	1Y93-XVTN-H4C9	12/24/20	399.50
202101165	AMAZON CAPITAL SERVICES	13MW-XLFY-TQC1	12/24/20	64.97
202101165	AMAZON CAPITAL SERVICES	1Y93-XVTN-XXDC	12/24/20	33.99
202101165	AMAZON CAPITAL SERVICES	13MW-XLFY-YGYL	12/24/20	93.81
202101165	AMAZON CAPITAL SERVICES	1WYW-RQ4C-1MVF	12/24/20	38.22
202101165	AMAZON CAPITAL SERVICES	1KVX-F19V-33YW	12/24/20	73.94
202101165	AMAZON CAPITAL SERVICES	1WYW-RQ4C-4KX4	12/24/20	261.51
202101165	AMAZON CAPITAL SERVICES	1HCC-6R63-HCFT	12/24/20	28.60
202101165	AMAZON CAPITAL SERVICES	1WYW-RQ4C-TGXR	12/24/20	305.46
202101165	AMAZON CAPITAL SERVICES	1169-VHH7-3TKK	12/24/20	43.53
202101165	AMAZON CAPITAL SERVICES		12/24/20	0.00
202101165	AMAZON CAPITAL SERVICES		12/24/20	0.00
202101165	AMAZON CAPITAL SERVICES		12/24/20	0.00
202101166	BRAUN, LISA	OCT2020 ITEM	12/24/20	78.88
202101167	BRECKE, CHAD	DEC2020 ITEM	12/24/20	174.17
202101168	BUNNELL, DANIELLE	DEC2020 ITEM	12/24/20	49.54
202101169	CESA #4	12278	12/24/20	600.00
202101170	CESA 9, INC.	14115	12/24/20	2,100.00
202101171	DEAF HH EDUCATIONAL CONSULTING	1107	12/24/20	1,837.50
202101172	DEGNER, GLORIA	NOV2020 ITEM	12/24/20	42.20
202101173	DORAN, CASSANDRA	DEC2020 ITEM	12/24/20	25.47
202101174	FIRST SUPPLY LLC	102693-00	12/24/20	94.01
202101175	GULDAN, DONNA	DEC2020 REIMB	12/24/20	200.00
202101176	HABECK, MIKE	WOR12152020	12/24/20	35.00
202101176	HABECK, MIKE	WOR12172020	12/24/20	35.00
202101177	HELLER, CHRISTOPHER	DEC2020 ITEM	12/24/20	101.69
202101178	HENRY, JOSEPH	REF12152020	12/24/20	110.00
202101179	HURT, RYAN	WOR12152020	12/24/20	35.00
202101179	HURT, RYAN	WOR12172020	12/24/20	35.00
202101180	JIRIK, SCOTT	DEC2020 ITEM	12/24/20	67.48
202101181	KAMINSKI, DEBRA	DEC2020 REIMB	12/24/20	200.00

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202101182	KENITZER, DICK	WOR12152020	12/24/20	35.00
202101183	LANGBEHN, DAVID	REF12152020	12/24/20	55.00
202101184	MID WISCONSIN BEVERAGE	2730861	12/24/20	343.10
202101185	PAGEL, PRESTON	REF12152020	12/24/20	55.00
202101186	PELOQUIN, CHRISTOPHER	REF12152020	12/24/20	90.00
202101186	PELOQUIN, CHRISTOPHER	REF12172020	12/24/20	90.00
202101187	PETERS, JASON	REF12152020	12/24/20	90.00
202101187	PETERS, JASON	REF12172020	12/24/20	90.00
202101188	PETERS, JUSTIN	REF12152020	12/24/20	90.00
202101188	PETERS, JUSTIN	REF12172020	12/24/20	90.00
202101189	REALLY GOOD STUFF, LLC	7470713	12/24/20	129.38
202101190	REINHART FOODS INC	270049	12/24/20	744.60
202101191	RON CHRISTIANSEN TRUCKING INC.	2020-2021 1of5	12/24/20	18,600.00
202101192	SCHILLING, BRYAN	REF12152020	12/24/20	110.00
202101193	SCHMITZ, KURTIS	WOR12152020	12/24/20	35.00
202101193	SCHMITZ, KURTIS	WOR12172020	12/24/20	35.00
202101194	SCHOOL SPECIALTY, LLC.	208126535600	12/24/20	8.40
202101194	SCHOOL SPECIALTY, LLC.	308103680597	12/24/20	193.42
202101195	STRANG PATTESON RENNING LEWIS & Strang	1000231	12/24/20	5,507.50
202101196	SUCKOW, ELLEN	NOV2020 ITEM	12/24/20	73.00
202101197	SUN PRINTING INC	115636	12/24/20	288.00
202101198	TEAM SPORTING GOODS INC	AAF017987	12/24/20	650.00
202101199	THE COMPUTER SUPPLY PEOPLE	INV048185	12/24/20	5,235.15
202101200	TSA CONSULTING GROUP, INC.	60271	12/24/20	291.40
202101201	VANG, YING	DEC2020a ITEM	12/24/20	51.70
202101202	VIKING ELECTRIC SUPPLY	S004256557.001	12/24/20	895.47
202101202	VIKING ELECTRIC SUPPLY	S004256557.002	12/24/20	203.35
202101202	VIKING ELECTRIC SUPPLY	S004272263.001	12/24/20	51.16
202101202	VIKING ELECTRIC SUPPLY	S004276489.001	12/24/20	101.49
202101203	WESTERGARD, KATHLEEN	NOV-DEC2020 ITEM	12/24/20	124.77
202101204	WI PUBLIC SERVICE	3098872801	12/24/20	102,555.18
202101205	WISNET	16944	12/24/20	2,400.00
202101206	ABLE DISTRIBUTING CO INC	S016079284.001	12/31/20	52.43
202101207	ALECKSON, ANDREW	DEC2020 REIMB	12/31/20	104.45
202101208	ALPHA BAKING CO., INC.	200126356008	12/31/20	224.44
202101209	AMAZON CAPITAL SERVICES	1NCR-Y33M-XJ7T	12/31/20	456.00
202101209	AMAZON CAPITAL SERVICES	191D-9NHN-D1QY	12/31/20	44.80
202101209	AMAZON CAPITAL SERVICES	1XD3-Y4HP-7R7K	12/31/20	70.18
202101209	AMAZON CAPITAL SERVICES	1LKN-MTVD-GYNT	12/31/20	153.88
202101209	AMAZON CAPITAL SERVICES	1LKN-MTVD-VNYK	12/31/20	70.05

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202101209	AMAZON CAPITAL SERVICES	1KFV-WF4Q-3CMJ	12/31/20	71.34
202101209	AMAZON CAPITAL SERVICES	1LN1-CDKF-MG67	12/31/20	86.35
202101209	AMAZON CAPITAL SERVICES	1YQ9-GYDR-YL7K	12/31/20	104.95
202101209	AMAZON CAPITAL SERVICES	1W1P-1DY3-VQML	12/31/20	35.84
202101209	AMAZON CAPITAL SERVICES	1M9D-CYH9-C39C	12/31/20	14.48
202101209	AMAZON CAPITAL SERVICES		12/31/20	0.00
202101209	AMAZON CAPITAL SERVICES		12/31/20	0.00
202101210	ANDREAS, HEATHER	DEC2020 ITEM	12/31/20	38.70
202101211	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-DEC2020	12/31/20	23,875.20
202101212	BAND INSTRUMENT REPAIR SPECIALIS	30048	12/31/20	39.00
202101213	BRICE CHRISTIANSON INTERPRETING, I	192	12/31/20	2,625.00
202101214	COMPLETE OFFICE OF WISCONSIN	2040169	12/31/20	2,585.00
202101215	FRANCE PROPANE SERVICE	282711	12/31/20	442.91
202101216	HABECK, MIKE	WOR12222020	12/31/20	35.00
202101217	HANDRAHAN, CHRISTOPHER	DEC2020 REIMB	12/31/20	200.00
202101218	HEID MUSIC COMPANY, INC.	235534	12/31/20	238.69
202101218	HEID MUSIC COMPANY, INC.	2716267	12/31/20	20.00
202101219	HURT, RYAN	WOR122220	12/31/20	35.00
202101220	J.W. PEPPER & SON	363124523	12/31/20	109.99
202101220	J.W. PEPPER & SON	363124348	12/31/20	183.99
202101220	J.W. PEPPER & SON	363125580	12/31/20	25.90
202101221	JEHN, KALLY	DEC2020 MILEAGE	12/31/20	72.79
202101222	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-DEC2020	12/31/20	9,550.08
202101223	KINDER CARE LEARNING CTR, INC.	KIND-4K-DEC2020	12/31/20	7,427.84
202101224	LANGBEHN, DAVID	REF12212020	12/31/20	55.00
202101225	LUETSCHWAGER, REANEE	DEC2020 ITEM	12/31/20	63.05
202101226	MACH, DENNIS	REF12212020	12/31/20	90.00
202101227	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-DEC2020	12/31/20	3,979.20
202101228	MEFFERD, RIANA	DEC2020 REIMB	12/31/20	100.00
202101229	MERGEN, CHRISTENE	DEC2020 MILEAGE	12/31/20	64.96
202101230	MOUNT OLIVE 4K PROGRAM	MTOL-4K-DEC2020	12/31/20	8,754.24
202101231	MULTI-HEALTH SYSTEMS INC	SIP00067363	12/31/20	963.75
202101232	NANOTEK DEVICE REPAIR LLC	945	12/31/20	2,150.00
202101232	NANOTEK DEVICE REPAIR LLC	939	12/31/20	3,770.00
202101233	NEWMAN CATHOLIC-ST MARK	STMA-4K-DEC2020	12/31/20	6,897.28
202101234	NEWMAN CATHOLIC-ST THERESE	STTH-4K-DEC2020	12/31/20	9,019.52
202101235	PAGEL, PRESTON	REF12212020	12/31/20	55.00
202101236	PRAHL, TINA	DEC2020 MILEAGE	12/31/20	155.44
202101237	SCHMITZ, KURTIS	WOR12222020	12/31/20	35.00
202101238	SCHRODER, BRANDON	REF12222020	12/31/20	90.00

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202101239	SCHRODER, BRYAN	REF12222020	12/31/20	90.00
202101240	SLEEPER, DYLAN	REF12212020	12/31/20	90.00
202101241	STENZ, STACY	DEC2020 MILEAGE	12/31/20	11.60
202101241	STENZ, STACY	DEC2020 ITEM	12/31/20	32.70
202101242	TAYLOR, JULIANN	DEC2020 MILEAGE	12/31/20	107.70
202101243	TEAM SPORTING GOODS INC	AAF017975	12/31/20	304.00
202101244	TIENOR, JENNA	DEC2020 MILEAGE	12/31/20	40.77
202101244	TIENOR, JENNA	DEC2020 ITEM	12/31/20	40.65
202101245	VLIETSTRA, ALISON	DEC2020 MILEAGE	12/31/20	106.20
202101246	WAUSAU CHILD CARE-CEDAR CR, INC.	WACC-4K-DEC2020	12/31/20	3,713.92
202101247	WOLFE, JASON	REF12212020	12/31/20	90.00
202101257	ABLE DISTRIBUTING CO INC	S016108967.001	1/8/21	15.79
202101258	AMAZON CAPITAL SERVICES	1CHD-WCG6-T49M	1/8/21	95.32
202101258	AMAZON CAPITAL SERVICES	1J73-VYML-K9MD	1/8/21	202.00
202101258	AMAZON CAPITAL SERVICES	1CRF-GHRX-4DXX	1/8/21	9.00
202101258	AMAZON CAPITAL SERVICES	1M9D-CYH9-HHKX	1/8/21	57.57
202101258	AMAZON CAPITAL SERVICES	1Y3M-7J9P-93J6	1/8/21	168.95
202101258	AMAZON CAPITAL SERVICES	1K4T-KM9N-66GR	1/8/21	104.39
202101258	AMAZON CAPITAL SERVICES	1LN1-CDKF-1FKN	1/8/21	38.38
202101258	AMAZON CAPITAL SERVICES	1V9Q-3KHT-FYNX	1/8/21	166.19
202101258	AMAZON CAPITAL SERVICES	13F9-KLWG-6HPD	1/8/21	101.54
202101258	AMAZON CAPITAL SERVICES	1XG6-RMVP-N9DN	1/8/21	48.91
202101258	AMAZON CAPITAL SERVICES	1CRF-GHRX-7CT3	1/8/21	13.98
202101258	AMAZON CAPITAL SERVICES	1QNL-KX16-HGDM	1/8/21	71.71
202101258	AMAZON CAPITAL SERVICES	1YH7-7GHK-9693	1/8/21	18.00
202101258	AMAZON CAPITAL SERVICES	1JRT-LMYL-74ND	1/8/21	67.86
202101258	AMAZON CAPITAL SERVICES		1/8/21	0.00
202101259	AMERICAN WELDING & GAS INC	7542883	1/8/21	111.53
202101260	BAETEN, IAN	DEC2020 MILEAGE	1/8/21	262.10
202101261	BAIER, TERESE	DEC2020 MILEAGE	1/8/21	132.82
202101262	BRAUN, LISA	DEC2020 ITEM	1/8/21	82.58
202101263	C.D. SMITH CONSTRUCTION, INC.	190138-9-20	1/8/21	6,970.00
202101264	FIRST SUPPLY LLC	103293-00	1/8/21	205.15
202101264	FIRST SUPPLY LLC	103232-00	1/8/21	117.27
202101264	FIRST SUPPLY LLC	103578-00	1/8/21	0.40
202101265	FRISCH, TAMMY	DEC2020 MILEAGE	1/8/21	4.87
202101266	HORAK REFRIGERATION INC	42776	1/8/21	102.00
202101267	HUSNICK, MIA	DEC2020 REIMB	1/8/21	50.00
202101268	KNOWLES, PAMELA	DEC2020 REIMB	1/8/21	104.45
202101269	KOENIG, TAMMY	DEC2020 REIMB	1/8/21	200.00

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202101270	KUMFER, LISA	JAN2021 ITEM	1/8/21	125.00
202101271	KWIK TRIP INC	00054784 DEC2020	1/8/21	1,145.76
202101272	MARATHON PEST CONTROL	38421	1/8/21	28.00
202101272	MARATHON PEST CONTROL	38422	1/8/21	28.00
202101272	MARATHON PEST CONTROL	38423	1/8/21	28.00
202101272	MARATHON PEST CONTROL	38424	1/8/21	35.00
202101272	MARATHON PEST CONTROL	38433	1/8/21	35.00
202101272	MARATHON PEST CONTROL	38494	1/8/21	28.00
202101273	MISSISSIPPI WELDERS SUPPLY CO., INC	3388137	1/8/21	134.50
202101274	MOSELEY, MOLLY	DEC2020 MILEAGE	1/8/21	89.67
202101275	OFFICE ENTERPRISES INC	477819	1/8/21	4,357.20
202101276	SCHRODER, RYAN	REF12222020	1/8/21	90.00
202101277	SCHUSTER, TERESE	DEC2020 MILEAGE	1/8/21	143.38
202101278	TEAM SPORTING GOODS INC	AAF016266 -1	1/8/21	1,043.02
202101278	TEAM SPORTING GOODS INC	AAF016266 - 2	1/8/21	1,043.03
202101279	VANDERWYST, AMY	DEC2020 REIMB	1/8/21	171.93
202101280	VIKING ELECTRIC SUPPLY	S004292615.001	1/8/21	124.67
202101280	VIKING ELECTRIC SUPPLY	S004292390.001	1/8/21	68.95
202101280	VIKING ELECTRIC SUPPLY	S004296387.001	1/8/21	11.33
202101280	VIKING ELECTRIC SUPPLY	S004306036.001	1/8/21	4.73
202101281	WENDORF, MICHAEL	DEC2020 REIMB	1/8/21	195.99
202101282	WI PUBLIC SERVICE	31197395557	1/8/21	54,546.33
				1,048,389.34

**DC Everest Area School District
47/49 Fund Board Check Register
(12/09/2020-01/13/2021)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4900431	MOBILE WAREHOUSE, LLC	23993	12/11/20	100.00
4900431	MOBILE WAREHOUSE, LLC	23990	12/11/20	300.00
4900431	MOBILE WAREHOUSE, LLC	23988	12/11/20	300.00
4900431	MOBILE WAREHOUSE, LLC	23987	12/11/20	100.00
4900431	MOBILE WAREHOUSE, LLC	23991	12/11/20	400.00
4900431	MOBILE WAREHOUSE, LLC	23989	12/11/20	200.00
4900431	MOBILE WAREHOUSE, LLC	23861	12/11/20	100.00
4900431	MOBILE WAREHOUSE, LLC	23986	12/11/20	100.00
4900431	MOBILE WAREHOUSE, LLC	24029	12/11/20	100.00
4900431	MOBILE WAREHOUSE, LLC	23994	12/11/20	70.00
4900431	MOBILE WAREHOUSE, LLC	23992	12/11/20	200.00
4900432	EGI MECHANICAL, INC	BP9PA9RiversideEGl	1/8/21	15,373.85
4900433	ELLIS CONSTRUCTION	BP9PA7and8	1/8/21	468,509.85
4900434	HOME INSULATION CO, INC	BP7PA3SH	1/8/21	831.25
4900434	HOME INSULATION CO, INC	BP8PA5EvergreenHIC	1/8/21	5,130.00
4900434	HOME INSULATION CO, INC	BP9PA4RiversideHIC	1/8/21	18,544.00
4900435	PIEPER ELECTRIC, INC.	BP9PA7RiverPiepElec	1/8/21	170,912.60
4900436	SCHERRER CONSTRUCTION CO. INC	BP8PA8Evergreen	1/8/21	228,034.32
4900437	TITO INC	BP2PA9	1/8/21	14,315.09
4900437	TITO INC	BP7PA5SH	1/8/21	2,687.50
4900438	WISCONSIN MECHANICAL SOLUTIONS	BP8PA10Evergreen	1/8/21	6,819.57
202101248	ALTMANN CONSTRUCTION CO., INC	BP4PA13JH	1/8/21	16,546.15
202101248	ALTMANN CONSTRUCTION CO., INC	BP4PA14JH	1/8/21	21,648.97
202101249	C.D. SMITH CONSTRUCTION, INC.	BP3PA19Roth	1/8/21	20,507.00
202101250	FORE-FRONT MECHANICAL, INC.	BP7PA9SH	1/8/21	12,439.30
202101251	MAVO SYSTEMS, LLC	7302	1/8/21	927.35
202101252	NEXUS SOLUTIONS, LLC	1180RLEDEC	1/8/21	191.60
202101252	NEXUS SOLUTIONS, LLC	1180RLEDECEVER	1/8/21	10,305.10
202101252	NEXUS SOLUTIONS, LLC	1180RLEDECRiver	1/8/21	31,393.73
202101252	NEXUS SOLUTIONS, LLC	1180RLEDECROth	1/8/21	36,677.80
202101252	NEXUS SOLUTIONS, LLC	1180RLEDECMTB	1/8/21	142.42
202101252	NEXUS SOLUTIONS, LLC	1180RLEDECJH	1/8/21	83,572.15
202101252	NEXUS SOLUTIONS, LLC	1180RLEDECSh	1/8/21	37,629.55
202101252	NEXUS SOLUTIONS, LLC	1180RLEDECCharter	1/8/21	1,105.00
202101252	NEXUS SOLUTIONS, LLC	1175NOVREFHatley	1/8/21	7,573.40
202101252	NEXUS SOLUTIONS, LLC	1175REFNOVEver	1/8/21	16,273.65
202101252	NEXUS SOLUTIONS, LLC	1181REFDECNexus	1/8/21	3,026.50
202101252	NEXUS SOLUTIONS, LLC	1181DECREFRiver	1/8/21	16,821.50
202101253	NORTHSTAR ENVIRONMENTAL TESTING	190-605	1/8/21	3,580.00
202101253	NORTHSTAR ENVIRONMENTAL TESTING	190-661	1/8/21	545.00

**DC Everest Area School District
47/49 Fund Board Check Register
(12/09/2020-01/13/2021)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
202101253	NORTHSTAR ENVIRONMENTAL TES	200-014	1/8/21	5,695.00
202101253	NORTHSTAR ENVIRONMENTAL TES	200-994	1/8/21	525.00
202101254	QUALITY ROOFING INC	BP2PA5	1/8/21	10,333.35
202101255	TOTAL ELECTRIC, INC.	BP8PA10EvergreenTES	1/8/21	11,000.00
202101256	VAN ERT ELECTRIC COMPANY INC.	42052	1/8/21	2,599.26
				1,284,186.81

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	65,227,416.63	63,924,025.11	-2,353,264.72
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	19,400,645.81	19,400,645.81	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	47,017,245.89	53,224,686.20	5,773,146.29
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	501,959.20	500,440.47	502,000.00	500,399.67
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,036,917.32	19,171,409.00	7,036,917.32	19,171,409.00
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	5,389,000.00	5,389,000.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-504,466.77	9,694,677.62	9,190,210.85	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	692,984.10	685,682.52	-44,327.34
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-221,245.02	2,955,380.38	2,923,671.88	-189,536.52
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	1,607,613.33	1,719,347.65	-111,734.32
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-72,144.99	1,279,776.84	1,207,631.85	0.00
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-698,014.66	2,940,401.32	3,099,324.98	-856,938.32
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	84,253.74	82,302.09	-7,790.47
10 L 000 000 811634 000 000 000	GENERAL FUND/SP SPOUSE/DEP'T LIFE INSURANCE	-2,066.10	5,921.50	6,621.65	-2,766.25

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	53,018.97	44,024.56	-6,439.10
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	41,492.03	46,673.63	-8,115.83
10 L 000 000 811640 000 000 000	GENERAL FUND/UN UNITED WAY	0.00	9,215.46	9,880.60	-665.14
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	20,231.37	123,837.62	-103,606.25
10 L 000 000 811644 000 000 000	GENERAL FUND/DE DENTAL INS. - SELF PAY - COBRA	0.00	0.00	9,976.89	-9,976.89
10 L 000 000 811645 000 000 000	GENERAL FUND/LI LIFE INS - EMPLOYER CONTRIBUTI	-21,168.61	49,318.41	48,670.32	-20,520.52
10 L 000 000 811647 000 000 000	GENERAL FUND/LI LIMITED FLEX PLAN-CHAPTER 125	-1,568.50	349.96	1,262.43	-2,480.97
10 L 000 000 811648 000 000 000	GENERAL FUND/SU SUPPLEMENTAL LIFE INSURANCE	-3,287.70	20,335.80	23,216.88	-6,168.78
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	191.85	191.85	0.00
10 L 000 000 811655 000 000 000	GENERAL FUND/V V VISION PLAN (DELTA)	-1,672.11	22,686.56	20,042.68	971.77
10 L 000 000 811656 000 000 000	GENERAL FUND/V V SHORT TERM DISABILITY	3,969.07	33,460.24	34,412.21	3,017.10
10 L 000 000 811665 000 000 000	GENERAL FUND/RO ROTH 403(B)	0.00	51,547.63	56,583.88	-5,036.25
10 L 000 000 811670 000 000 000	GENERAL FUND/TS TSA'S	0.00	455,104.11	491,181.02	-36,076.91
10 L 000 000 811673 000 000 000	GENERAL FUND/RE RETIREE HEALTH	0.00	0.00	56,389.14	-56,389.14
10 L 000 000 811674 000 000 000	GENERAL FUND/RE RETIREE DENTAL	0.00	389.69	4,038.06	-3,648.37
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	38,287.92	40,517.22	-2,229.30
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	36,088,630.36	36,088,630.36	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	727,381.00	-727,381.00
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	5,132,684.16	5,275,591.86	-946,285.07
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	536,960.43	545,132.54	-158,172.11

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	
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	78,901,531.95	79,102,456.71	-200,924.76
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	112,460,578.67	121,896,911.51	-19,250,189.50
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	414,249,151.76	414,249,151.76	0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Description	Beginning	2020-21		Ending
									Balance	FYTD Debits	FYTD Credits	Balance	
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI	CASH	751,879.84	1,398,223.68	5,613,047.34	-3,462,943.82
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI	PAYROLL CLEARANCE ACCOUNT	0.00	5,171,269.83	5,171,269.83	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	1,292,510.97	1,292,510.97	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	399,043.38	332,019.67	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	6,755,290.75	6,755,290.75	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	15,180,118.17	15,198,058.29	-17,940.12
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	20,748,882.02	17,267,998.08	3,480,883.94
27	-	-	-	-	-	-	-			0.00	51,878,661.82	51,878,661.82	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	926,924.87	1,141,775.20	1,093,334.42
50 A 000 000 711100 000 000 000	FOOD SERVICE FU PAYROLL CLEARANCE ACCOUNT	0.00	576,556.89	576,556.89	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	834,398.27	834,398.27	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	559,786.32	465,684.38	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	633,607.69	633,607.69	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	175,056.57	198,527.32	-23,470.75
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	1,285,734.26	1,095,892.11	-932,050.35
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	5,021,882.58	5,021,882.58	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
80 A 000 000 711000 000 000 000	COMMUNITY SERVI CASH	72,018.30	354,959.78	641,018.24	-214,040.16
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	465,050.72	465,050.72	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	250,000.00	0.00	250,000.00
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	8,471.00	3,317.22
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	140,408.98	131,568.37	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	524,489.80	524,489.80	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 DeptJob	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	226,974.28	226,974.28	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	859,913.44	792,548.76	-40,557.06
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	2,864,830.81	2,864,830.81	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	162,587,185.83	161,437,635.49	20,764,450.90
Grand Liability Totals		-8,202,109.82	81,559,431.94	76,797,524.42	-3,440,202.30
Grand Equity Totals		-11,412,790.74	229,867,909.20	235,779,367.06	-17,324,248.60
Grand Totals		0.00	474,014,526.97	474,014,526.97	0.00

Number of Accounts: 223

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00081	to cover membership dues for International Li	2020-2021	01/13/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover membership dues for International Literacy Association for Rebecca Searing	10 E 300 481 122000 000 122 000		01/13/2021	0.00	48.00
2		to cover membership dues for International Literacy Association for Rebecca Searing	10 E 300 940 122000 000 122 000		01/13/2021	48.00	0.00
TOTALS						48.00	48.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00080	to cover books Lore, Concrete Rose, The Butte	2020-2021	01/13/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover books Lore, Concrete Rose, The Butterfly House, The Tenant etc. for Rebecca Searing	10 E 300 481 122000 000 122 000		01/12/2021	0.00	299.00
2		to cover books Lore, Concrete Rose, The Butterfly House, The Tenant etc. for Rebecca Searing	10 E 300 479 122000 000 122 000		01/12/2021	299.00	0.00
TOTALS						299.00	299.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00079	Funds needed for Hockey Equipment/HUHL defici	2020-2021	01/12/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for Hockey Equipment/HUHL deficit	10 E 410 342 162000 000 160 000		01/12/2021	0.00	240.26
2		Funds needed for Hockey Equipment/HUHL deficit	10 E 410 440 162000 000 160 000		01/12/2021	240.26	0.00
3		Funds needed for Hockey Equipment/HUHL deficit	10 E 410 342 162000 000 160 000		01/12/2021	0.00	500.00
4		Funds needed for Hockey Equipment/HUHL deficit	10 E 410 360 162000 000 160 000		01/12/2021	500.00	0.00
TOTALS						740.26	740.26

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00078	to cover JW Pepper invoice	2020-2021	01/12/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover JW Pepper invoice	10 E 400 342 125004 000 125 000		01/12/2021	0.00	2.45
2		to cover JW Pepper invoice	10 E 400 473 125004 000 125 000		01/12/2021	2.45	0.00
TOTALS						2.45	2.45

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00077	classroom supplies	2020-2021	01/12/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		with COVID no travel, annual meeting/conference canceled	10 E 400 342 179200 000 179 000		01/12/2021	0.00	210.00
2		classroom supplies such as pens, tape, post-it notes, binder clips, label maker, etc.	10 E 400 411 179200 000 179 000		01/12/2021	210.00	0.00
TOTALS						210.00	210.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00076	to cover sheet music	2020-2021	01/11/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover sheet music	10 E 400 342 125004 000 125 000		01/11/2021	0.00	89.87
2		to cover sheet music	10 E 400 473 125004 000 125 000		01/11/2021	89.87	0.00
TOTALS						89.87	89.87

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00075	to cover items to be purchased	2020-2021	01/11/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover items to be purchased	10 E 400 342 125002 000 125 000		01/11/2021	0.00	350.00
2		to cover items to be purchased	10 E 400 440 125001 000 125 000		01/11/2021	350.00	0.00
TOTALS						350.00	350.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00074	to cover repairs	2020-2021	01/11/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover repairs	10 E 400 342 125002 000 125 000		01/11/2021	0.00	300.00
2		to cover repairs	10 E 400 310 125002 000 125 000		01/11/2021	300.00	0.00
TOTALS						300.00	300.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00073	Cover Fleet Farm purchase on pcard	2020-2021	01/08/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Cover Fleet Farm purchase on pcard	10 E 823 310 126241 000 210 000		01/08/2021	0.00	200.00
2		Cover Fleet Farm purchase on pcard	10 E 823 411 126241 000 210 000		01/08/2021	200.00	0.00
TOTALS						200.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00072	Transfer of funds to cover for subscription t	2020-2021	01/07/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer of funds to cover for subscription to NewPath Learning for JH Science	10 E 300 341 256770 000 126 000		01/07/2021	0.00	99.00
2		Transfer of funds to cover for subscription to NewPath Learning for JH Science	10 E 300 434 126000 000 126 000		01/07/2021	99.00	0.00
TOTALS						99.00	99.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00071	Cover 411 Burpee seed charges on current card	2020-2021	01/07/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Cover 411 Burpee seed charges on current card charges and ones coming up next cycle	10 E 400 342 131000 000 131 000		01/07/2021	0.00	100.00
2		Cover 411 Burpee seed charges on current card charges and ones coming up next cycle	10 E 400 411 131000 000 131 000		01/07/2021	100.00	0.00
TOTALS						100.00	100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00070	Transfer to cover Job Posting Advertising cos	2020-2021	01/06/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover Job Posting Advertising cost	10 E 836 310 264100 000 264 000		01/06/2021	0.00	109.00
2		Transfer to cover Job Posting Advertising cost	10 E 836 351 264100 000 264 000		01/06/2021	109.00	0.00
TOTALS						109.00	109.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00069	to cover Amazon books for Rebecca Searing	2020-2021	01/05/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon books for Rebecca Searing	10 E 300 481 122000 000 122 000		01/04/2021	0.00	127.83
2		to cover Amazon books for Rebecca Searing	10 E 300 479 122000 000 122 000		01/04/2021	127.83	0.00
TOTALS						127.83	127.83

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00068	Funds needed to pay SH athletics invoices	2020-2021	01/05/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed to pay SH athletics invoices	10 E 410 342 162000 000 160 000		01/04/2021	0.00	1,000.00
2		Funds needed to pay SH athletics invoices	10 E 410 360 162000 000 160 000		01/04/2021	1,000.00	0.00
3		Funds needed to pay SH athletics invoices	10 E 410 342 162000 000 160 000		01/04/2021	0.00	750.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00068	Funds needed to pay SH athletics invoices	2020-2021	01/05/2021	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
4		Funds needed to pay SH athletics invoices	10 E 410 440 162000 000 160 000		01/04/2021	750.00	0.00
TOTALS						1,750.00	1,750.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00067	mileage and travel	2020-2021	12/30/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from NSLP travel/mileage	50 E 834 342 257000 000 257 000		12/29/2020	0.00	5,500.00
2		Transfer to SFSP travel/mileage	50 E 834 342 257000 586 257 000		12/29/2020	5,500.00	0.00
TOTALS						5,500.00	5,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00066	Personal Services	2020-2021	12/30/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from NSLP personal services	50 E 834 310 257000 000 257 000		12/29/2020	0.00	9,083.00
2		Transfer to SFSP personal services	50 E 834 310 257000 586 257 000		12/29/2020	9,083.00	0.00
TOTALS						9,083.00	9,083.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00065	Reallocation of funds due to higher than anti	2020-2021	12/23/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Information Technology	10 E 814 360 110000 000 232 000		12/22/2020	0.00	10,000.00
2		Maintenance Services - Instructional	10 E 814 321 254410 000 232 000		12/22/2020	10,000.00	0.00
TOTALS						10,000.00	10,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00064	Transfer to Match MHG Budget Revisions	2020-2021	12/23/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from sub and support staff benefits to speaker supplies for student Mental Wellness days MS and JH	10 E 809 222 110000 297 809 207		12/22/2020	0.00	367.00
2		Transfer from sub and support staff benefits to speaker supplies for student Mental Wellness days MS and JH	10 E 809 212 221300 297 809 505		12/22/2020	0.00	969.00
3		Transfer from sub and support staff benefits to speaker supplies for student Mental Wellness days MS and JH	10 E 809 222 221300 297 809 505		12/22/2020	0.00	1,091.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00064	Transfer to Match MHG Budget Revisions	2020-2021	12/23/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
4		Transfer from sub and support staff benefits to speaker supplies for student Mental Wellness days MS and JH	10 E 809 341 256730 297 809 000		12/22/2020	0.00	549.00
5		Transfer from sub and support staff benefits to speaker supplies for student Mental Wellness days MS and JH	10 E 809 411 110000 297 809 000		12/22/2020	2,976.00	0.00
TOTALS						2,976.00	2,976.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00063	Transfer to match MHG budget revisions	2020-2021	12/23/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from account for subs to cover cost of speakers for MS/JH Student MH Wellness events	10 E 809 140 110000 297 809 207		12/22/2020	0.00	2,000.00
2		Transfer from account for subs to cover cost of speakers for MS/JH Student MH Wellness events	10 E 809 310 110000 297 809 000		12/22/2020	2,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00062	Newspaper	2020-2021	12/22/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Newspaper	10 E 400 432 222200 031 220 000		12/22/2020	0.00	312.77
2		Newspaper	10 E 400 433 222200 031 220 000		12/22/2020	312.77	0.00
TOTALS						312.77	312.77

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00061	Transfer of funds to cover Ace Harware purcha	2020-2021	12/22/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer of funds to cover Ace Harware purchase on card	10 E 823 310 126241 000 210 000		12/21/2020	0.00	20.00
2		Transfer of funds to cover Ace Harware purchase on card	10 E 823 411 126241 000 210 000		12/21/2020	20.00	0.00
TOTALS						20.00	20.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00060	Tr for Raz-Kids Reading Program	2020-2021	12/17/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from paper acct to information technology acct for Raz-Kids Reading Program	10 E 108 417 110000 000 241 000		12/17/2020	0.00	115.00
2		Tr from paper acct to information technology acct for Raz-Kids Reading Program	10 E 108 360 110000 000 241 000		12/17/2020	115.00	0.00
TOTALS						115.00	115.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00059	7th Grade Football Helmets and Shoulder Pads	2020-2021	12/17/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		7th Grade Football Helmets and Shoulder Pads	10 E 210 411 162000 000 160 000		12/17/2020	6,360.00	0.00
2		7th Grade Football Helmets and Shoulder Pads	10 E 210 341 256740 000 160 000		12/17/2020	0.00	6,360.00
TOTALS						6,360.00	6,360.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00058	Mental Health Grant Funds Redirection	2020-2021	12/16/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Substitute Teachers no longer needed due to COVID restrictions	10 E 809 140 110000 297 809 207		12/16/2020	0.00	2,800.00
2		Printing of t-shirts for MS Mental Health day. Printing and binding of materials for JH mental health day	10 E 809 354 110000 297 809 000		12/16/2020	2,800.00	0.00
TOTALS						2,800.00	2,800.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00057	transfer carry over funds to purchase Geodes/	2020-2021	12/16/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer carry over funds to purchase Geodes/decodable books	10 E 809 310 221300 141 809 000		12/16/2020	0.00	15,000.00
2		transfer carry over funds to purchase Geodes/decodable books	10 E 809 470 122000 141 809 000		12/16/2020	15,000.00	0.00
TOTALS						15,000.00	15,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00056	Conference budget Funds Transfer to Purchase	2020-2021	12/15/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Professional Development Trainings canceled transfer to purchase Geodes	10 E 821 382 431000 000 210 000		12/14/2020	0.00	8,000.00
2		Professional Development Trainings canceled transfer to purchase Geodes	10 E 821 440 122110 000 210 000		12/14/2020	8,000.00	0.00
TOTALS						8,000.00	8,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00055	Funds for Elementary Health Curriculum Guides	2020-2021	12/11/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds for Elementary Health Curriculum Guides	10 E 809 310 213900 395 809 000		12/11/2020	0.00	250.00
2		Funds for Elementary Health Curriculum Guides	10 E 809 310 110000 395 809 000		12/11/2020	250.00	0.00
TOTALS						250.00	250.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
20-00054	Transfer to cover unexpected cost of Rifton C	2020-2021	12/10/2020	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover the purchase of a Rifton hi/lo chair for an early childhood birth to 3 transfer student.	27 E 809 440 156100 019 809 000		12/09/2020	0.00	600.00
2		Transfer to cover the purchase of a Rifton hi/lo chair for an early childhood birth to 3 transfer student.	27 E 809 440 218200 019 809 000		12/09/2020	600.00	0.00
TOTALS						600.00	600.00

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

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

PROFESSIONAL STAFF
7230F/page 1 of 1

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

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

Donor: Getsch Charitable Trust
(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: 179553 Hilly Acres Rd., Eland, WI 54427

Description of Gift/Donation: Check

Estimated Value: \$4,000

Given to: Holiday food and clothing for low income families
(school, organization of a school, employee, etc.)

Date Received: 12/16/2020

Recipient - District employee we may contact with questions: Ellen Suckow

Purpose of Gift/Donation: Food and clothing for low income families

Principal Approval of Gift: YES NO

Mike Raether Digitally signed by Mike Raether
Date: 2020.12.22 13:27:02 -06'00'
(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

Kristine A. Gilmore Digitally signed by Kristine A. Gilmore
Date: 2020.12.22 15:18:03 -06'00'
(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.

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

PROFESSIONAL STAFF
7230F/page 1 of 1

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

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

Donor: Merrill Steel, Inc.
(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: Brooke Stankowski, 900 Alderson Street, Schofield, WI 54476

Description of Gift/Donation: 60 Welding Helmets

Estimated Value: \$6,000

Given to: D.C. Everest Senior High Welding Classes
(school, organization of a school, employee, etc.)

Date Received: 12/21/2020

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

Purpose of Gift/Donation: Support DCE welders with required PPE

Principal Approval of Gift: YES NO

M. A. Kato
(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

Kristine A. Gilmore
(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.



Book	Policy Manual
Section	Second Reading by Board
Title	INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
Status	Second Reading
Adopted	March 22, 2017
Last Revised	December 16, 2020

2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

Procedures to Obtain an IEE at Public Expense

- A. The parent should submit to the District a written request for an IEE, and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
 1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
 2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.

2. The examiner must be located within ~~25~~ ~~100~~ miles of the District, and must conduct the evaluation within District boundaries.
 3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
 4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
 5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
 6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Special Education Student Services (not to exceed \$~~1,000~~~~400.00~~). In the unusual event the examiner is one not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE, unless the parent can demonstrate that necessary services are not available in the community.
- E. The District will permit parents to show that unique circumstances justify an IEE that exceeds the maximum allowable cost. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

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Last Modified by Ellen Suckow on December 17, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	REDUCTION IN STAFF
Code	po3131
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 16, 2020

3131 - REDUCTION IN STAFF

It is the responsibility of the ~~School~~ Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other warranted circumstances ~~warrant~~.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

Selection of staff for reduction, once positions have been identified, will be based on the following considerations: including but not limited to ~~qualifications, job performance, experience, certification, and professionalism.~~

(X) qualifications of the employees being considered for reduction

(X) performance of employees, including performance evaluations

(X) input from direct supervisors

The Superintendent shall determine the appropriate employees for reduction considering all factors that he or she deems important and in the best interests of the District.

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming (X) the Superintendent may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances.

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a 48 furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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Last Modified by Ellen Suckow on December 17, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF
Code	po3215
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 16, 2020

3215 - USE OF TOBACCO **AND NICOTINE** BY PROFESSIONAL STAFF

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safe keeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

(X) Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The School Board is committed to providing students, staff, and visitors with a tobacco and smoke free environment. The negative health effects of tobacco use for both users and non users, particularly in connection with second hand smoke, are well established. Further, providing a non smoking and tobacco free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non working hours off District premises.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District sponsored events.~~

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

Last Modified by Ellen Suckow on December 17, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	OUTSIDE ACTIVITIES OF PROFESSIONAL STAFF
Code	po3231
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 16, 2020

3231 - OUTSIDE ACTIVITIES OF PROFESSIONAL STAFF

The ~~School Board directs the Superintendent to promulgate the following guidelines so that~~ expects professional staff members ~~to may~~ avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the ~~School District system~~, the Superintendent shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. Staff members are expected to notify the Superintendent of their involvement in any outside organization, association, or the like if the staff member identifies him or herself as a staff member of the District as part of his/her involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 3230 - Conflict of Interest).

- A. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- D. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.
- E. (X) Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. (X) Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.
- G. ~~Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.~~

Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials which might be considered for publication and/or production, which identify the District in any manner, shall be cleared with the Superintendent prior to publication and/or production.
- C. Publications and productions shall be subject to the following copyright provisions:

1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:

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- a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;
- b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
- c. the staff member does not become involved in any way in the selling of the product to the District.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the District.

The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

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Legal 17 U.S.C. 101 et seq.

Cross References [ag3231A - PARTICIPATION IN POLITICAL ACTIVITIES](#)
[ag3231B - RESEARCH AND PUBLISHING](#)

Last Modified by Ellen Suckow on December 17, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	REDUCTION IN STAFF
Code	po4131
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 16, 2020

4131 - REDUCTION IN STAFF

It is the responsibility of the ~~School~~ Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

The following procedures will be utilized for each of the following employment categories:

Paraprofessionals

The Board may reduce staff in the best interest of the District when necessary. The District will consider the following factors: job performance, experience, abilities, skills, qualifications, and professionalism. Whenever possible, in the event of a layoff of personnel, the Board will give at least two (2) weeks' notice to the affected employee.

The District shall inform all employees (except 12 month employees) in writing by June 1 whether the employee can be reasonable assured of continuing employment the following year.

Reemployment

Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

Custodians

Notice of Layoff

Whenever possible, in the event of a reduction in staff, the employer shall give at least two (2) weeks' notice to the affected employee.

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- A. Attrition. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.

- B. Voluntarily. Those who volunteer for layoff will be laid off first. Requests for volunteers will be sent to employees. An employee who volunteers to be laid off will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the job category are qualified to perform the remaining work. 54
- C. Selection for Reduction/Layoff. The District shall select the employee in the affected job category for layoff or reduction in hours. The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:
- D. Needs of the District. Those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
- E. Qualifications as Established by the Board. Including, but not limited to specific job skills, experiences, certification [if applicable], training, District evaluations, current and past assignment and practical experience in the area of need best relate to the position, etc.
- F. Reemployment. Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

Food Service

Notice of Layoff

Whenever possible, in the event of a layoff of personnel, the Board shall give at least two (2) weeks' notice to the affected employee.

Order of Layoff

The Board shall have the right to determine the number and/or location of positions to be eliminated. Employees in eliminated positions shall have the right to replace less senior employees in unaffected positions that work equal to or less than the hours they are currently working within their pay classification or a lower pay classification if they are qualified to perform the duties and responsibilities of the unaffected position.

Employees who are replaced by other employees under this section shall have the right to replace less senior employees as provided above.

Recall

Employees shall be recalled in inverse order of layoff within their classification provided they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in her/his address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of her/his intentions regarding the recall. The employee shall report to work no later than ten (10) days thereafter (or the date requested by the District, if later). The employee shall retain rights for a period of one (1) year from the date of their layoff.

The Superintendent shall determine the appropriate employees for reduction considering all factors that he or she deems important and in the best interests of the District.

Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming (X) the Superintendent may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances.

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a

furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

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Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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Last Modified by Ellen Suckow on December 17, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF
Code	po4215
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 16, 2020

4215 - USE OF TOBACCO **AND NICOTINE** BY SUPPORT STAFF

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safe keeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

(X) Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The School Board is committed to providing students, staff, and visitors with a tobacco and smoke free environment. The negative health effects of tobacco use for both users and non users, particularly in connection with second hand smoke, are well established. Further, providing a non smoking tobacco free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non working hours off District premises.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children, and at all District sponsored events.~~

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

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Book	Policy Manual
Section	Second Reading by Board
Title	OUTSIDE ACTIVITIES OF SUPPORT STAFF
Code	po4231
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 16, 2020

4231 - OUTSIDE ACTIVITIES OF SUPPORT STAFF

The ~~School Board~~ ~~directs the Superintendent to promulgate the following guidelines so that~~ expects support staff members to ~~employees may~~ avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the School ~~District System~~, the ~~Superintendent Board~~ reserves the right to evaluate the impact of such interest, activity, or association upon ~~an employee's responsibilities; the~~ support staff member's responsibilities. Staff members are expected to notify the Superintendent of their involvement in any outside organization, association, or the like if the staff member identifies himself/herself as a staff member of the District as part of his/her involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 4230 - Conflict of Interest).

- A. Staff members ~~Employees~~ should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members ~~Employees~~ shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members ~~Employees~~ shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the staff member ~~employee~~ has obtained or may obtain by reason of his/her position or authority.
- D. Staff members ~~Employees~~ shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
- E. Staff members ~~Employees~~ should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. Staff members ~~Employees~~ should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

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Cross References [ag4231 - OUTSIDE ACTIVITIES](#)

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Book	Policy Manual
Section	Second Reading by Board
Title	GRADUATION REQUIREMENTS - Replacement
Code	po5460
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 16, 2020

REVISED POLICY - VOL. 29, NO. 2

5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

A student ~~must~~ may earn ~~23.5~~ ~~(---)~~ credits, including the credit requirements set by State statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and the Board are met. The Board requires the following credit requirements for a diploma:

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Health	0.5 credits
Physical Education	1.5 credits
Financial Literacy Electives	.5 (---) credits

In order to earn a high school diploma, a student must successfully complete a civics assessment **and have participated in curriculum relating to financial literacy** in accordance with State ~~S~~ statute.

~~A student must also have participated in curriculum relating to financial literacy in order to earn a diploma.~~

In accordance with State law, a Board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7)(e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.

~~[] A student must successfully complete the community service requirement in order to receive a high school diploma.~~

~~[] The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit.~~

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

[DRAFTING NOTE: ANY OF THE FOLLOWING STATUTORY OPTIONS MAY BE INCLUDED IN THIS POLICY.]

[OPTION #1 – The State statute permits, but does not require, the Board to allow students to use a physical activity to substitute for a 0.5 credit of physical education with the completion of a 0.5 credit of academic subjects.]

[] Physical Education Credits

[] Students who have participated in interscholastic athletics, () marching band, () cheerleading, or () **[additional activities may be added]** for at least **[specify period of involvement required]** as defined in the _____ handbook, while enrolled in grades () nine (9), () ten (10), () eleven (11) and () twelve (12, and as documented by the _____ **[athletic director, assistant principal, guidance counselor, etc.]** () and approved by the principal, may be excused from 0.5 credits of the high school physical education requirement, provided they take an additional 0.5 credit in English, social studies, mathematics, science, or health education, at their choosing.

[] The Board may grant, upon a student's request, permission for that student to take an additional 0.5 credit in English, social studies, mathematics, science, or health education towards high school graduation requirements in lieu of 0.5 credits in physical education based on the student's participation in an organized physical activity the Board deems appropriate for this purpose. The student's participation in such organized school activity must meet the stated requirements of the Board in terms of duration of participation and verification of same.

[END OF OPTION #1]

[OPTION #2: The State statute permits, but does not require, the Board to allow students to earn high school graduation credits while enrolled in middle school.]

[] Graduation Credit as a Middle School Student

[] The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

Credit may be earned in **(must select one (1) of the following):** () any subject area meeting the requirements under this policy () any of the core required course areas of English, social studies, mathematics, science, physical education, or health () any course qualifying for credit in an elective area.

Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received () **[RECOMMENDED]** however the grade and class will not be factored into the students' high school grade point average () and the class will be factored into the students' high school grade point average.

When classes are held at the high school, appropriate transportation shall be arranged **[CHOOSE ONE]** () by the student's parent () by the middle school principal () by the District **[END OF OPTIONS]** prior to a student being enrolled in an approved course at the high school.

The Board directs the District Administrator to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The District Administrator shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

[END OF OPTION #2]

[OPTION #3 – This option should be selected only if the Board does pass a resolution as required that permits credits to be earned in this fashion. The law then requires that the Board adopt policies and procedures setting forth the criteria.]

[] Portfolio Credits

[] Board resolution adopted _____ **[date of adoption]** permits students to earn credit by demonstrating competency or by creating a learning portfolio. If a student meets the criteria established, the course will be listed on the student's high school transcript and be used to meet the requirements for high school graduation.

A student may not earn more than half (1/2) of the credits required for high school graduation through this process.

[] The District Administrator shall develop procedures for how students may qualify for credit under this process.

[END OF OPTION #3]

[OPTION #4: The State statute permits, but does not require, a Board to establish an alternative education program that is allowed to have its own graduation requirements as long as those requirements meet the minimum statutory credit requirements.]

[X] Alternative Education Diploma

The Board authorizes the **Superintendent/District Administrator** to establish an alternative diploma program for students who meet the requirements of State law but not the additional elective credit requirements established for attainment of a regular high school diploma from the District. An alternative education program is defined as an instructional program, approved by the Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs or that is offered in place of regularly scheduled

curricular programs. "Alternative educational program" does not include a private school or a home-based private educational program. (See Policy 2451)

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The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

~~[END OF OPTION #4]~~

Students With Disabilities

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded

a diploma (provided the student satisfied the District's high school graduation requirements). (see Policy 5460.01)

~~a certificate of attendance. (see Policy 5460.01)~~

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons, ~~and/or for non-payment of fees.~~ The Superintendent District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Policy Reporting and Review

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the Superintendent District Administrator, and the principal. ~~A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.~~

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

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Legal 115.28, 118.30, 118.33, Wis. Stats.

Last Modified by Ellen Suckow on December 17, 2020



Book	Policy Manual
Section	Second Reading by Board
Title	USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 16, 2020
Prior Revised Dates	2/27/2019

5512 - **USE OF TOBACCO AND NICOTINE BY STUDENTS**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

(X) Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second-hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum, except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 – Administration of Medication. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.~~

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Legal 111.321, Wis Stats.
120.12(20), Wis. Stats.
20 U.S.C. 6081 et seq.
20 U.S.C. 7182

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Book	Policy Manual
Section	Second Reading by Board
Title	USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES
Code	po7434
Status	Second Reading
Adopted	May 25, 2016
Last Revised	December 16, 2020
Prior Revised Dates	9/6/2019

7434 - **USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

(X) Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.



Book	Policy Manual
Section	Second Reading by Board
Title	TECHNOLOGY
Code	po7540
Status	Second Reading
Adopted	May 24, 2017
Last Revised	December 16, 2020

7540 - **TECHNOLOGY**

The Board ~~of Education~~ is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

Students' use of District technology resources (see definition in Bylaw 0100) is a privilege not a right. Students and their parents must sign and submit a Student Technology Acceptable Use and Safety form. (See also, Policy 7540.03)

The Superintendent or designee shall develop, recommend for approval by the Board, and implement a written District Technology Procedure (DTP). One primary purpose of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations.

The Superintendent or designee shall create a Technology Governance Committee (see AG 7540B) to oversee and guide the development of the DTP. The Superintendent shall appoint individuals to the Technology Governance Committee that includes representatives of all educational, administrative, and business/operational areas in the District.

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students concerning making safe, appropriate and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety)

The Superintendent or designee, with the Technology Governance Committee, shall review the DTP and report and recommend the approval of any changes, amendments, or revisions to the Board annually.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieve the benefits of technology and inhibits negative side affects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

~~For purposes of this policy, social media is defined as Internet based applications that facilitate communication (e.g., interactive/two way conversation/dialogue) and networking among individuals or groups. Social media is "essentially a category~~

~~of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch] Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of District issued e-mail accounts.~~

~~Staff may use of District-approved social media platforms/sites shall be consistent with Policy 7544 for business-related purposes. Authorized staff may use District technology resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the District Administrator approves, in advance, such access and use. Use of social media for business related purposes is subject to Wisconsin's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 - Public Records, AG 8310A - Public Records, and AG 8310D - Records Retention and Disposal.~~

~~Instructional staff and their students may use District technology resources to access and use social media for educational purposes, provided the principal approves, in advance, such access and use.~~

Students must comply with [Policy 7544](#), [Policy 7540.03](#), and Policy 5136 when using District technology resources to access and/or use [District-approved social media platforms/sites](#). Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using District technology resources to access and/or use social media.

[Staff may use District-approved social media platforms/sites in accordance with Policy 7544 \[\] and, pursuant to Policy 7540.02, may use web content, apps, and services for one-way communication with the District's constituents for business-related purposes. Authorized staff may use District technology resources to access and use District-approved social media platforms/sites to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of District-approved social media platforms/sites for business-related purposes is subject to Wisconsin's public records laws and, as set forth in Policy 7544, staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 - Public Records and AG 8310A - Public Records.](#)

[\[X \] Staff must comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using District technology resources \[X \] or personally-owned PCDs to access and/or use social media for personal purposes.](#)

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Legal 948.11, Wis. Stats.
947.0125, Wis. Stats.

Cross References [ag7540.01 - STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY](#)
[ag7540.02 - WEB CONTENT AND FUNCTIONALITY SPECIFICATIONS](#)

Last Modified by Ellen Suckow on December 17, 2020



D.C. EVEREST AREA SCHOOL DISTRICT DISTRICT GOALS

Great Place to Learn

GOALS

LITERACY

- Develop young readers, thinkers and problem solvers. Ensure that each elementary student meets or exceeds expected literacy and math growth.

PORTRAIT OF A GRADUATE

- Develop pathways that connect D.C. Everest students with the world. Provide opportunities for every D.C. Everest student to graduate with meaningful academic, service and community-based experiences.

Great Place to Work

GOALS

COMPENSATION

- Create and implement flexible compensation that values the unique circumstance of each employee.

PROFESSIONAL DEVELOPMENT

- Enhance and integrate a goal-aligned professional learning system that is choice-driven for every employee.

Great Community

GOALS

FISCAL RESPONSIBILITY

- Incrementally shift resources to support inclusive, innovative learning opportunities while establishing a stable tax levy rate.

DIVERSITY & INCLUSION

- Systemically increase staff diversity to better reflect our community and student body, and foster an inclusive environment for all learners and employees.

COMMUNITY CHILDCARE

- Create a vision and execution plan for an Early Evergreens Academy in collaboration with the community.

EQUITY & INNOVATION

Each of the D.C. Everest Area School District's goals is designed to promote equity and innovation — fostering a culture that provides each individual with the tools and opportunities they need to succeed now and into the future.

OUR MISSION

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.



D.C. Everest Area School District

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

Kristine A. Gilmore, Ed.D.
Superintendent

MISSION STATEMENT

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

To: D.C. Everest School Board
From: Dr. Kristine A. Gilmore, Superintendent
Date: January 20, 2021
Subject: District Goals

Last February the D.C. Everest School Board spent significant time during a Board retreat visioning multi-year goals. Unfortunately, the pandemic disrupted the process.

Attached you will find a draft strategic goal statement to lead our work into the future. At this time, I am seeking feedback from the Board and approval of this strategic goal statement.

After receiving the Board's feedback and approval, it is our intention to bring back measurable yearly actions to meet these goals. The Board would then be updated biannually on our progress.

D.C. Everest 2021-2022 Calendar

For Board Approval 1/20/2021

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- No school
- No school for students - Teacher Professional Development/Work Day
- No school for students - New Teacher Inservice
- No school for students - Teacher Work Day - Grading
- SH Graduation

- Students' first and last days of school
 - Last day of quarter or semester
- student contact days
 Q1 - 45 Q3 - 42
 Q2 - 39 Q4 - 47
 84 89 173
 Total teacher days 186 (includes 3 holidays)



D.C. Everest Area School District

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

Casey Nye, Ed.D.
Assistant Superintendent of Learning

MISSION STATEMENT

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

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To: Dr. Kristine Gilmore, *Superintendent*

Cc: Mr. Matt Spets, *Assistant Superintendent*
Dr. Jeff Lindell, *Director of Student Services*

From: Dr. Casey J. Nye, *Assistant Superintendent*

Date: January 15, 2021

Re: Establishing a Virtual Charter School for 2021-2022 School Year

Our School Board has historically supported providing families with a variety of choices in instructional models. Not surprisingly, this was a hallmark of our planning to serve students in the era of COVID-19.

One important action that DC Everest took as part of our planning for the current, 2020-2021 school year was to establish a fully virtual option for students in grades kindergarten through twelve. The Wisconsin Department of Instruction provided temporary latitude for these options, but expects that schools who serve Open Enrolled (OE) students that are not physically present in our District establish a Virtual Charter School.

We plan to work directly with CESA 9 consultants and bring forward a full recommendation for approval later this spring. Approval of that Charter would allow DCE to serve both resident and OE students in a fully virtual capacity.

Embedded in this work will be our effort to improve our existing school models. We anticipate virtual options that more closely align with our existing DCE curriculum and course offerings, subsequently providing greater connectivity for students/families, as well as supporting more efficient use of resources.

The D.C. Everest School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities. The following staff are designated to receive inquiries regarding the non-discrimination policies: Kimberly Hall, Director of Human Resources, 6300 Alderson Street, Weston, WI 54476, (715) 359-4221, ext. 1225, khall@dce.k12.wi.us or Matt Spets, Assistant Superintendent, 6300 Alderson Street, Weston, WI 54476, (715) 359-4221, ext. 1243, mspets@dce.k12.wi.us.



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To: Dr. Kristine Gilmore, *Superintendent*

Cc: Mr. Matt Spets, *Assistant Superintendent*
Dr. Jeff Lindell, *Director of Student Services*
Dr. Jennifer Zynda, *Director of Special Education*

From: Dr. Casey J. Nye, *Assistant Superintendent*

Date: January 15, 2021

Re: Open Enrollment Caps for 2021-2022 School Year

Wisconsin Law and Administrative Code requires every School Board to designate, for the following school year, the number of open enrollment regular education spaces by grade and the number of open enrollment special education spaces by program or services in the District using the criteria specified in its policy under s. Pl 36.04(2). [Wis. Admin. Code § Pl 36.05(5)(a) and Wis. Stat. §118.51(5)(a)1].

It is my recommendation that the D.C. Everest School Board **not deny regular education open enrollment requests due to space** and **not deny special education requests where space is available** for the 2021-2022 school year. That recommendation, however, comes with several caveats that should be fully transparent at the Board level.

First, the unknown nature of the impact of COVID-19 on *next school year* adds a layer of challenge to the requirement that this decision be placed in front of the School Board in January. The approach recommended here balances the need to protect existing and future enrollees alongside the historical desire to welcome open enrollment requests. Pandemic-related disruptions cause us to take a more prescriptive approach to our planning. Several key perspectives are proving influential in our planning, including:

- Wisconsin Department of Public Instruction criteria related to Open Enrollment (OE) **and** Charter School Law
- Review of current, historical and anticipated DCE student enrollment
- Newly established targets for class-size based on enrollment trends and potential COVID-19 mitigation needs
- Conservative consideration stemming from potential funding challenges
- Anticipated establishment of a new virtual charter school

Ultimately, this recommendation is based on our teams' best estimation of safe, effective planning parameters. In order to implement the broad acceptance of Open Enrolled students recommended above, your support and approval is requested to:

1. Establish a virtual charter school to allow us to serve K-12 open enrolled students
2. Support placement of Open Enrolled students in either in-person or virtual setting based on space availability

Establishing target class-size ratios and setting OE caps lower than those would allow us to leave limited room for resident students who may move into our school district during the course of the school year.

Finally, full detail of special education OE space availability is included below. It is developed following specific DPI criteria.

DC Everest Area School District's Procedures for Determining Spaces for Special Education Programs

Wis. Stat. 118.51(5)(a)1 permits a District to separately set available spaces for special education programs irrespective of whether the District determines any available space capacity for regular education classrooms. With respect to the D.C. Everest Area School District's Special Education Programs, there exists a finite amount of spaces available. As a result, the following available spaces are recommended for Special Education Programming (see table below).

Additional resources are considered and utilized should the caseloads exceed these recommended amounts or include students with additional unique factors. The District calculated the number of spaces in the Special Education Programs in each district buildings using the following guidelines:

- The D.C. Everest Area School District formula utilized for the program/services on an elementary, middle, junior high and high school level is:
 - Average Caseload x Number of Staff = Capacity
 - Capacity - Minimum Projected Enrollment = Available Spaces in Each Program
 - Average caseloads were determined using multiple sources of information:
 - Current district/building average caseload information
 - Consideration of Special Education Model (Categorical vs Cross-Categorical)
 - Consideration of COVID19 implications (cohorts)
 - Consideration of specific building teaming models (i.e. Junior High School)
 - DPI Statewide Caseload Number Chart
 - DPI Statewide Caseload Formula with factoring
 - Consideration of Co-Teaching Model (attempt to keep students in CORE instruction)
 - Consideration of Transition Services (Post-secondary job development)
 - Consideration of possible return of EVA students due to COVID19
 - Consideration of space limitations (i.e. *Weston Elementary)
 - Consideration of history (i.e. Early Childhood, move-in students)
 - Consideration of 90% of overall caseload capacity (10% of caseload capacity reserved for resident district new student transfers)

Special Education Spaces - the following available spaces are recommended for Special Education Programming (see table below).

Special Education Service by Building	2021-2022 Overall Capacity	2021-2022 90% OE Capacity	2021-2022 Overall Projections	2021-2022 Allowable Spaces (90% Capacity)
Early Childhood/4K (4 teachers)	32	29	42	0
Intellectual/Adaptive Focus				
Evergreen Intellectual/Adaptive Focus	6	5	5	0
Mountain Bay Intellectual/Adaptive Focus	6	5	5	0
Riverside Intellectual/Adaptive Focus (1.5 Teachers)	9	8	7	1
Rothschild Intellectual/Adaptive Focus	6	5	7	0
Weston Intellectual/Adaptive Focus (2 Teachers)	12	11	15	0
Behavior Focus				
Evergreen Behavior Focus	8	7	9 (1 student as Severe Behavior Focus)	0
Mountain Bay Behavior Focus	8	7	10 (4 students as Severe Behavior Focus)	0
Riverside Behavior Focus	8	7	7	0
Rothschild Behavior Focus	8	7	13 (5 students as Severe Behavior Focus)	0
Weston Behavior Focus	8	7	8 (1 student as Severe Behavior Focus)	0
Academic Focus				
Evergreen Academic Focus	12	11	16	0

Mountain Bay Academic Focus	12	11	9	2
Riverside Academic Focus (1.5 Teachers)	18	16	14	2
Rothschild Academic Focus (2 Teachers)	24	22	20	2
Weston Academic Focus (2 Teachers)	16*	14	15	0
Hatley Multi-Cat	8	7	8	0
Middle School Intellectual/Adaptive Focus	8	7	8	0
Middle School Severe Behavior Focus	8	7	2	5
Middle School Multi-Cat (6 Teachers)	66	59	65	0
Junior High Intellectual/Adaptive Focus (2 Teacher)	14	13	14	0
Junior High Severe Behavior Focus	8	7	9	0
Junior High Multi-Cat (5 Teachers)	55	50	67	0
Senior High Intellectual/Adaptive Focus (2 Teachers)	16	14	13	1
Senior High Behavior Focus (2 Teachers)	24	22	32	0
Senior High Severe Behavior/MentalHealth Focus	8	7	4	3

Senior High Academic Focus (5 Teachers)	75	68	73	0
IDEA/Odyssey/New Horizons Multi-Cat (1 Teacher)	8	7	6	1
EVA Elementary	18	16	19	0
EVA Secondary	28	25	30	0
Related Services				
	2021-2022 Overall Capacity	2021-2022 90% OE Capacity	2021-2022 Overall Projections	2021-2022 Allowable Spaces (90% Capacity)
EC SLP (3 EC SLPs)	60	54	79	0
EC OT (1 85% EC OT)	30	27	29	0
SLP (8 SLPs)	280	252	386	0
OT (2 OTs)	80	72	84	0
PT	38	34	34	0
Itinerant DHH (2 Teachers)	20	18	21	0
Itinerant Audiologist	22	20	29	0
Itinerant Vi & OM	8	7	10	0



2021-22 Shared Service Contract Part A - Service Selection

This agreement is made in duplicate between the CESA 9 Board of Control, party of the first part, and **DC EVEREST AREA SCHOOL DISTRICT** party of the second part. WHEREAS, CESA 9 has been authorized to provide services to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors, and other cooperative educational service agencies as provided in Chapter 116, Wisconsin Statutes. Additional terms of this agreement are set forth in Part B - Signature Page.

Please note the following:

- Detailed service descriptions are available in the [CESA 9 Catalog of Services](#).
- Budget amounts are only included for services that are currently being utilized. Please refer to the CESA 9 Catalog of Services or contact the [CESA 9 Business Office](#) for pricing of additional services.

Sign and return completed contract to the CESA 9 Business Office by April 15, 2021

Catalog Number	Service	Notes	Budget	<input checked="" type="checkbox"/> To Renew or Add	<input type="checkbox"/> X To Non-renew	Contact Me to Discuss
Continuous School Improvement Services						
1	Continuous School Improvement Services Membership		\$28,500	<input checked="" type="checkbox"/>		
2	Customized Continuous School Improvement Services			<input type="checkbox"/>		
3	Academic & Career Planning (ACP)		No Charge	<input checked="" type="checkbox"/>		
4	Behavior & Mental Health Intervention Support			<input type="checkbox"/>		
5	Blended Learning		Per PO			
6	Career Pathways		No Charge	<input checked="" type="checkbox"/>		
7	Carl Perkins CTE Grant Consortium			<input type="checkbox"/>		
8	Coaching Support			<input type="checkbox"/>		
9	Comprehensive School Health Services		\$1,324	<input checked="" type="checkbox"/>		
10	Culture Playbook & R Factor Training			<input type="checkbox"/>		
11	Driver's Education Services			<input type="checkbox"/>		
12	Early Childhood Services - IDEA Preschool Discretionary Grant		No Charge	<input checked="" type="checkbox"/>		
13	Educator Effectiveness (EE) Support		No Charge	<input checked="" type="checkbox"/>		
14	LVEC/Career & Technical Education Consortium			<input type="checkbox"/>		
15	LVEC Supplemental Services			<input type="checkbox"/>		
16	Literacy Intervention Support			<input type="checkbox"/>		
17	Literacy Licensure Support			<input type="checkbox"/>		
18	Positive Behavioral Interventions & Support (PBIS) Grant		No Charge	<input checked="" type="checkbox"/>		
19	Project SEARCH	2 3/4 Enrollments	20,000 30,000	<input checked="" type="checkbox"/>		kg
20	Reading Specialist			<input type="checkbox"/>		
21	Regional Special Education Network (RSN)		No Charge	<input checked="" type="checkbox"/>		
22	StarLab Services		Per PO			
23	Technology & Digital Learning Consortium			<input type="checkbox"/>		
24	Title I Support Services		No Charge	<input checked="" type="checkbox"/>		
25	Title III Grant Consortium		No Charge	<input checked="" type="checkbox"/>		
26	Transition Improvement Grant (TIG)		No Charge	<input checked="" type="checkbox"/>		

27	Universal Design for Learning (UDL) Grant		No Charge	<input checked="" type="checkbox"/>		79
28	Wisconsin Information System for Education (WISE) Support		No Charge	<input checked="" type="checkbox"/>		
29	Wisconsin Digital Learning Collaborative (WDLC)		No Charge	<input checked="" type="checkbox"/>		
30	Wisconsin Resource Center for Charter Schools (WRCCS)		No Charge	<input checked="" type="checkbox"/>		
31	Wisconsin Safe & Healthy Schools Center (WISH)		No Charge	<input checked="" type="checkbox"/>		
32	Wisconsin Virtual School (WVS)		Per PO			
33	Wisconsin Statewide Parent Educator Initiative (WSPEI) Grant		No Charge	<input checked="" type="checkbox"/>		
34	Youth Apprenticeship (YA) Grant Consortium			<input type="checkbox"/>		
Staffing & Consulting Services						
35	Adaptive Physical Education Teacher			<input type="checkbox"/>		
36	Autism Specialist			<input type="checkbox"/>		
37	Deaf/Hard of Hearing (DHH) Program Support Teacher			<input type="checkbox"/>		
38	District Family Engagement Liaison (DFEL)			<input type="checkbox"/>		
39	Early Childhood Special Education Teacher			<input type="checkbox"/>		
40	Educational Interpreter			<input type="checkbox"/>		
41	Occupational Therapist/COTA			<input type="checkbox"/>		
42	Orientation & Mobility Teacher			<input type="checkbox"/>		
43	Paraprofessional, Special Education			<input type="checkbox"/>		
44	Physical Therapist/CPTA			<input type="checkbox"/>		
45	School Audiologist			<input type="checkbox"/>		
46	School Nurse			<input type="checkbox"/>		
47	School Psychologist			<input type="checkbox"/>		
48	School Social Worker			<input type="checkbox"/>		
49	Special Education Director			<input type="checkbox"/>		
50	Special Education Teacher			<input type="checkbox"/>		
51	Speech Language Pathologist (SLP)			<input type="checkbox"/>		
52	Visual Impairment Teacher			<input type="checkbox"/>		
53	Curriculum Coordinator			<input type="checkbox"/>		
54	Gifted/Talented Coordinator			<input type="checkbox"/>		
55	Library Media Specialist			<input type="checkbox"/>		
Administrative Support Services						
56	Administration		\$28,332	<input checked="" type="checkbox"/>		
57	Business Services			<input type="checkbox"/>		
58	CESA Facility Maintenance & Operation		\$1,150	<input checked="" type="checkbox"/>		
59	Cooperative Purchasing		No Charge	<input checked="" type="checkbox"/>		
60	E-Rate Application Service			<input type="checkbox"/>		
61	Environmental Services			<input type="checkbox"/>		
62	Excellence in Teaching Program (ETP)		Per PO			
63	School-Based Services (SBS) (Medicaid Billing)			<input type="checkbox"/>		
TOTAL COST OF SHARED SERVICES >>> \$89,306						



 Authorized Administrative Signature

1-13-2021

 Date

2021-22 Shared Service Contract Part B - Signature Page

CESA 9 has been authorized to provide services on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts and other agencies as provided in Chapter 116, Wisconsin Statutes.

CESA 9 hereby agrees to provide to the party of the second part, services to be performed by legally qualified personnel. Information regarding services to be performed is included in the services catalog.

CESA 9 agrees to forward federal and/or state funds which are due the party of the second part as soon as possible after receipt of said funds.

District/Client agrees to pay the pro rata gross costs for all services rendered. Payments under this contract shall be made to the Business Office of CESA 9 at 304 Kaphaem Road, Tomahawk, Wisconsin 54487 following receipt of invoice.

All invoices from CESA 9 will be on budgeted estimated costs except the last billing shall reflect the net annual cost of the contract's service.

The District/Client agrees to reimburse CESA 9 for its proportionate share of costs of the services provided under this contract including but without limitation because of enumeration, unemployment compensation, litigation expense, collective bargaining and monetary awards by courts and agencies as per Section 116.03(4).

Unless the District/Client gives written notice to CESA 9 on or prior to April 15, 2022 that this contract is not to be renewed as to one or more of the enumerated services, CESA 9 shall have the option to renew this contract for any of the listed services for the following 2022-23 school year.

CESA 9 is the sole employer of the person or persons providing services under this contract and will follow all applicable state and federal employment laws.

In witness thereof, the parties have set their hands the date written below.

CESA 9

DocuSigned by:

40E048DFC2A24A7...

Chairperson, Board of Control

DocuSigned by:

CAB340735006435...

Secretary, Board of Control

1/3/2021

Date

District/Client

President or Clerk, Board of Education

District or Client

Date



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

6500 Alderson Street
Weston, WI 54476

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To: Dr. Kristine Gilmore
From: Mike Raether *M.R.*
Date: January 6, 2021
Subject: Band Trip to Anaheim, CA (Rose Bowl Parade)

The D.C. Everest High School Band is asking, tentative to Covid protocols, for approval to travel and perform in the January 1, 2022, California Rose Bowl Parade. This 6-day trip (12/28/22-1/2/23) will be supervised by the Senior High band director Joe Finnegan and 9 other teachers in our district. Expenses for this trip will be covered by the students through fundraising with no money coming out of the high school or district budgets. The student cost is \$2500 per student.

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

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

PROGRAM
2340(A)F/page 1 of 1

12/28/22 - 1/2/23

FIELD TRIP REQUEST

Date of Trip: 01/27/22 Destination of Trip: Anaheim, CA. (Rose Bowl Parade)

Teacher(s) Responsible for Trip: Joe Finnegan (and 9 other teachers in our district)

Departure Time: am Return Time: pm Approximate # of Students: 50

Cost for Trip: \$2500 Student Fee \$2500

Lunch at school or away If away, are sack lunches needed? Yes No If yes, how many: _____

Students participating in trip: _____ All Teachers/Chaperones Assigned & Their Cell Number: _____

House _____

Class _____

List of students attached *NO* *→*

_____ List of students uncertain yet. They have not signed up yet. _____

Principal's Signature: _____

M.A. Kattz

Joe Finnegan - 715-574-4699

Date: ~~4/4/20~~ 1/5/21

- After Principal Signs Distribute Copy To:
- ~Main Office
 - ~Health Aide
 - ~Attendance Office
 - ~Lunch Room

Details to be completed at least TWO-WEEKS before the trip

- ~ Approval of administrator;
- ~ Arrangements for payment/cost of trip;
- ~ Verify field trip permission forms are on file;
- ~ Complete Online Bus Request;
- ~ Give alphabetical list of student names and ID numbers attached to this form;
- ~ Give list of students and staff members by bus for the health aide to pack health supplies needed for the trip;
- ~ Schedule an appointment with Health Aide to review details about the trip;
- ~ Notice of trip and itinerary sent home;
- ~ Notify special education department / case manager of students attending the trip.

Details to complete DAY OF TRIP

- ~ Pick up first aid kit and medication from health aide -remember the health bags must be on the bus for which they are labeled for the student(s) who may need assistance during the bus ride.
- ~ Take attendance before leaving, leave copy in the office and keep original for use during the trip.

Thank you for your assistance. PLEASE contact the health aide with changes in the field trip schedule, attendance, bus assignments or meal plans.



Book	Policy Manual
Section	First Reading by Board
Title	STUDENT ANTI-HARASSMENT - Revised
Code	po5517
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 20, 2021
Prior Revised Dates	9/6/2019, 6/22/2020

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

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

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

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

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

Definitions

Bullying

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

Harassment

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

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

Sexual Harassment

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

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

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

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

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

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

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Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephones calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

1. Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or by a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate, and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;

15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.) unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behaviors.

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

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and

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

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering⁸⁷ with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reporting Procedures

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

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

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one (1) of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

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

District Compliance Officers

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

Employee Issues:

Kimberly Hall
 Director of Human Resources
 6300 Alderson Street
 Weston, WI 54476
 khall@dce.k12.wi.us

Matt Spets, Assistant Superintendent
 Business/Personnel Services
 6300 Alderson Street
 Weston, WI 54476
 715-359-4221 ext. 1243
 mspets@dce.k12.wi.us

Student Issues:

Casey Nye
 Assistant Superintendent of Learning
 D.C. Everest Area School District
 6300 Alderson Street
 Weston, WI 54476
 715-359-4221 Ext. 1327
 mjlechner@dce.k12.wi.us

Jennifer Zynda
 Student Services Director
 D.C. Everest Area School District
 6300 Alderson Street
 Weston, WI 54476
 715-359-4221 Ext. 1222
 jzynda@dce.k12.wi.us

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

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

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

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

Investigation and Complaint Procedure

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

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

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

Complaint Procedure

A student who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days. 89

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

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

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

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

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

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

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

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

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

In cases where not 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, in consultation with the Superintendent, 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 whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. 90

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

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

Additional School District Action

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

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

Confidentiality

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

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

Sanctions and Monitoring

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

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

Reprisal

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

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

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent will develop a method of discussing this policy with the School District community. Training on the

requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.

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

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

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

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

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

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

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

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

~~Revised 4/24/19~~

~~Revised 9/6/19~~

~~F.C. 6/22/20~~

Legal

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

 [5517F1 Student Harassment Complaint Form - Fillable.pdf \(61 KB\)](#)

Last Modified by Ellen Suckow on January 13, 2021



Book	Policy Manual
Section	First Reading by Board
Title	USE OF RESTRAINT AND SECLUSION WITH STUDENTS - Revised
Code	po5630.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 20, 2021

5630.01 - USE OF RESTRAINT AND SECLUSION WITH STUDENTS

It is the policy of the Board ~~of Education~~ to permit the use of seclusion and restraint only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" shall comply with State and Federal law regarding the Use of Seclusion and Restraint.

"Incident" is defined as an occurrence of a covered individual or a law enforcement officer using seclusion or physical restraint on a student. It is considered one incident if immediately following the use of seclusion or physical restraint on a student, the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and a covered individual or law enforcement officer resumes the use of seclusion or physical restraint.

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention ~~feasible~~available.
- B. The seclusion lasts only as long as necessary to resolve the risk ~~of~~te physical safety of the student and others.
- C. A covered individual maintains constant supervision of the student.
- D. The seclusion room or area is free of objects or fixtures that may injure the student.
- E. The student has adequate access to bathroom facilities, drinking water, necessary medication, and meals.
- F. No door connecting the seclusion room or area to other rooms or areas is capable of being locked or has a lock on it.

Physical restraint is defined as a restriction that immobilizes or reduces the ability of a student to freely move his/her torso, arms, legs, or head. The "covered individuals" may only use physical restraint on or with a student only if all of the following

apply:

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- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention ~~feasible~~available.
- B. The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the risk.
- C. There are no medical contraindications to the use of physical restraint.
- D. None of the following maneuvers or techniques are used:
 1. those that do not give adequate attention and care to protecting the student's head;
 2. those that cause chest compression;
 3. those that place pressure or weight on the student's neck or throat;
 4. those that ~~do not~~ constitute corporal punishment;
 5. ~~those that place the student in a prone position, those that do not use mechanical or chemical restraints~~

Mechanical or chemical restraint cannot be used on the student. The following does not constitute the use of mechanical restraint:

A. the use of supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff;

B. the use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Actions that are specifically excluded from the definitions of seclusion and physical restraint above include: 1) if a student is not confined to an area from which s/he is physically prevented from leaving; 2) directing a disruptive student to temporarily separate himself/herself from the general activity in the classroom to allow the student to regain control or for the teacher to maintain or regain classroom order; 3) directing a student to temporarily remain in the classroom to complete tasks; or 4) briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student.

Parental Notice and Written Report Requirements

A parent is specifically defined as parent of a pupil, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Whenever a covered individual or a law enforcement officer uses seclusion or physical restraint ~~is used~~ with or on a student, the Principal or his/her designee shall notify the student's parent or guardian as soon as practicable but no later than one (1) business day after the incident. The notice shall advise the parent of the incident and of the availability of the written report.

The Principal or designee shall prepare this written report, in consultation with the individuals involved, and any law enforcement officials present during the incident, within two (2) business days of the incident. The written report shall include details of the student and staff involved in the incident, the description of the incident and the actions of the student before, during and after the incident. ~~The written report shall be retained as a record by the school district and within three (3) business days of the incident, the report shall be made available to the parent for review.~~

The Principal or designee shall meet with the individuals who participated in the incident to discuss the following:

1. the events preceding, during and following the use of seclusion or physical restraint;
2. how to prevent the need for seclusion or physical restraint, including the factors that may have contributed to the escalation of behaviors;
3. alternatives to physical restraint, including de-escalation techniques and interventions and other strategies.

The written report shall be retained as a record by the school district and within three (3) business days of the incident, and the report shall be sent to the student's parent by 1st class mail, or by electronic transmission, or hand-delivered to the student's parent.

In addition, the school principals will be required to prepare an annual report for their buildings and the Director of Student Services will present the ~~an annual~~ report to the Board by October 1 of the number of incidents involving seclusion or physical restraint, the total number of students involved, and the number of students with disabilities involved in such incidents.

Annually, by December 1, the Board shall submit its report to the State Superintendent.

Individual Education Program (IEP) Requirements

The law requires that for students with identified disabilities under the Individuals with Disabilities in Education Act (IDEA), the ~~second~~ first time that seclusion or physical restraint is used on a "child with a disability," within the same school year, the student's Individual Education Program (IEP) team must convene as soon as possible after the incident, but no later than ten (10) school days after the incident. The IEP team shall review the student's Individualized Education Plan to ensure that it contains appropriate positive behavioral interventions and supports to address behaviors and any and all intervention and supports to assist related to that behavior that are of concern and to revise the IEP if necessary.

Mandatory Training for Staff

Staff who engage in the lawful use of physical restraint shall obtain training as to the methods of preventing the need for physical restraint, identification of dangerous behaviors that may indicate the need for physical restraint and the methods of evaluating risk of harm such that physical restraint is warranted, experience in administering and receiving various types of restraint, instruction on the effects of restraint, monitoring signs of distress during restraint, obtaining medical assistance and demonstrating proficiency in administering physical restraint.

Pursuant to State law, the Superintendent shall create and maintain a record of the training received by the employees and school staff covered by the State law governing seclusion and restraint (Act 125).

Limited Training Requirement Exception

Training for staff in the use of physical restraint is required unless the situation is an emergency and a trained individual is not immediately available due to the "unforeseen nature of the emergency." However, at a minimum the school in which physical restraint is used must ensure that at least one (1) employee has been trained in its use.

Disciplinary Action for a Violation of This Policy

In addition to any penalty prescribed by law, the Superintendent is directed by this policy to see that a Board employee who intentionally, knowingly or recklessly violates this policy is subject to disciplinary action up to and including dismissal. A Board employee engages in conduct "intentionally" if, when s/he engages in the conduct, it is his/her conscious objective to do so. A Board employee engages in conduct "knowingly" if, when s/he engages in the conduct, s/he is aware of a high probability of a violation of this policy. A Board employee engages in conduct "recklessly" if s/he engages in conduct in violation of this policy in a plain, conscious, and unjustifiable disregard of harm that might result to a student and the disregard involves a substantial deviation from acceptable standards of conduct established by this policy.

Retaliation for Fully Implementing or Reporting Violations

No Board employee shall be permitted to retaliate against a person for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.

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Legal Individuals with Disabilities Education Act, as amended
Wis. Stats. Chapter 115 and 118 (115.787 and 118.305)

Cross References [po5630 - CORPORAL PUNISHMENT](#)
[ag5630A - PHYSICAL DISCIPLINE, PHYSICAL FORCE AND/OR PHYSICAL RESTRAINT](#)

Last Modified by Ellen Suckow on January 13, 2021



Book	Policy Manual
Section	First Reading by Board
Title	COST PRINCIPLES - SPENDING FEDERAL FUNDS - Revised
Code	po6114
Status	First Reading
Adopted	May 24, 2017
Last Revised	January 20, 2021

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities;
5. whether the cost does not represent any significant deviation from the established practices or Board policy which may unjustifiably increase the expense;

Whether an expenditure is necessary is determined based on the needs of the program. The expenditure must be necessary to achieve an important program objective and it must be established that the expenditure addresses and existing need.

When determining whether a cost is necessary, consideration may be given to whether:

- a. the cost is needed for the proper and efficient performance of the grant program;

- b. the cost is identified in the approved budget or application;
- c. there is an educational benefit associated with the cost;
- d. the cost aligns with identified needs based on results and findings from a needs assessment
- e. the cost addresses program goals and objectives and is based on program data.

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A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth ~~in the~~as cost principles as required by law or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be ~~accorded~~~~afforded~~ consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award~~assigned~~ as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or state pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education (ODE) or the pass-through entity (Federal funds subject to 2 CFR Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

When Obligations are Made

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions ~~during a given period~~ that require payment ~~by the non-Federal entity during the same or a future period.~~

This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

The obligation is made:

Acquisition of Property

On the date the District makes a binding written commitment to

Personal services by an employee of the District	When the services are performed	100
Personal services by a contractor who is not an employee of the District	On the date the District makes a binding agreement to obtain the services	
<u>Performance of work other than personal services</u>	<u>on the date when the District makes a binding written commitment to obtain the work</u>	
Public utility services	When the District receives the services	
Travel	When the travel is taken	
Rental property	When the District uses the property	
A pre-award agreement cost that was properly approved by the Secretary under federal regulations, 2 CFR part 200, Subpart E	On the first day of the project period	

Period of Performance

All financial obligations must occur ~~during on or between the beginning and ending dates of the grant project. This period of time is known as~~ the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form~~grant funding period begins or all necessary materials are submitted to the granting agency~~, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period~~obligations may begin when the grant is awarded~~, unless an agreement exists with the awarding agency or the pass-through entity (e.g., Wisconsin Department of Education) to reimburse for pre-approval expenses~~otherwise stated in the grant.~~

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e) (2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the end of the funding period unless an extension is authorized, or other terms are provided for in the grant. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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- Legal 2 C.F.R.200.344(b)
- 2 C.F.R. 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.458
- 34 C.F.R. 75.703
- 34 C.F.R.76.707-.708(a)

Last Modified by Ellen Suckow on January 12, 2021



Book	Policy Manual
Section	First Reading by Board
Title	REVIEW THIS ONE PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	First Reading
Adopted	May 24, 2017
Last Revised	September 25, 2019

6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds including any District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The Superintendent shall have and use ~~maintain~~ a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326) for the administration and management of Federal grants and federally-funded programs. The District shall maintain oversight ~~a contract administration system~~ that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing policy and administrative guidelines (Policy 6320 and AG6320).

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130 and Policy 3230, and Policy 4230 - Conflict of Interest.

The District will avoid the acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;

- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement;
- G. any arbitrary action in the procurement process.

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Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list continuously.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures that require ~~require that~~ all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above, for ~~utilize~~ the following methods of procurement:

A. Informal Procurement Methods

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the class maximum deviation by Federal Acquisition Regulation. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the District Administrator considers the price to be reasonable based on research, experience, purchase history or other relevant information and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

2. Small purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. ~~Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid~~ threshold of ~~the class maximum deviation by Federal Acquisition Regulation, except as otherwise required by State law.~~ \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from ~~an adequate number of qualified sources.~~ ~~a minimum of two qualified sources.~~

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. **Formal Procurement Methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. **Sealed bids**

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$150,000 unless otherwise required by State law.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

2. Proposals

Procurement by proposals is a method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$150,000.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, which price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. micro-purchases;
- b. the item is available only from a single source;
- c. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- d. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District;
- e. after solicitation of a number of sources, competition is determined to be inadequate.

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

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The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Legal

2 C.F.R. 200.317 - .326

Appendix II to Part 200

2 C.F.R. 200.520

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Last Modified by Ellen Suckow on January 14, 2021



Book	Policy Manual
Section	First Reading by Board
Title	ANIMALS ON DISTRICT PROPERTY - REVISED
Code	po8390
Status	First Reading
Adopted	May 25, 2016
Last Revised	January 20, 2021

8390 - ANIMALS ON DISTRICT PROPERTY

The ~~School~~ Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property, ~~including service animals.~~

Definitions

- A. **"Animal"**: Includes any living creature that is not a human being.
- B. **"Service Animal"**: any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

- C. **(X) "Emotional Support Animal"**: Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104.
- D. (X) "Therapy Dog": Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing, or learning. A therapy dog in a school setting services the function of assisting students in the

learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs. (source: American Kennel Club/AKC).

Vaccination, Licensing and/or Veterinary Requirements

Animals housed on District property or brought on District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum- related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in his/her classroom shall
 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
 4. keep the surrounding areas in a clean and sanitary condition at all times; and
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

(X) Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose. **The Director of Student Services** may grant a student use of emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students.

(X) Therapy Dogs

Therapy dogs are the personal property of the handler and are specially trained to help all students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the building principal provided the following conditions are met each year:

1. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
2. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.

3. Documentation that the therapy dog is not younger than one (1) year-old and is properly licensed according to local requirements.
4. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
5. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
6. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog, its care, cleaning, feeding, and cleanup while on District grounds.
7. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

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Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress of a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the Superintendent or designee. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the Superintendent or designee.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the Superintendent **prior to or as soon thereafter as is practicable** when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not intend to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

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If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

When a service animal is going to ride on a school bus owned or leased by the District, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall:

- A. meet with the Finance Manager to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.
- B. at the discretion of the Finance Manager, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.
- C. The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.
- D. While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A representative of the Transportation Office will meet with the student and his/her parents, or eligible student, to determine whether the service animal should be secured on the bus with a tether or harness.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. The student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. The service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the District Administrator.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - -Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodations. An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

Legal 28 C.F.R. 35.104, 28 C.F.R. 35.136
 Wis. Stat. 106.52, Section 504 of the Rehabilitation Act of 1973 (Section 504)
 The Americans with Disabilities Act (ADA)
 The Individuals with Disabilities Education Act (IDEA)

Cross References [ag8390 - USE OF SERVICE ANIMALS](#)

Last Modified by Ellen Suckow on January 13, 2021

THIS YEAR THE SECOND ANNUAL WISCONSIN RIVER EDUCATOR
CONFERENCE WAS VIRTUAL.

THIS FREE CONFERENCE HOSTED PRESENTERS FROM:

APPLE PROFESSIONAL LEARNING

SMART TECHNOLOGIES

DC EVEREST SCHOOL DISTRICT

WAUSAU SCHOOL DISTRICT

MOSINEE SCHOOL DISTRICT

SCHOOL DISTRICT OF LACROSSE

SCHOOL DISTRICT OF WEST ALLIS

CESA 9

THE CONFERENCE PROVIDED

103 PROFESSIONAL DEVELOPMENT SESSIONS

TO 988 EDUCATORS

FROM 12 SCHOOL DISTRICTS THROUGHOUT WISCONSIN!

DC Everest School Board,
Thank You for supporting the
#WiredConference. We are
encouraged by the number
of DC Everest teachers that
took advantage of this
learning opportunity. Community
support and resources have made
it possible to offer this conference
free of charge to educators.
We look forward to offering
this opportunity again in
August 2021.
~The Wired Conference Board

Dear School board members,
Thank you so very much for
the lovely plant you sent us
as a memorial for our
father in-law / grandpa.
We will bring it as part of
his celebration of life.

Shanks
Libby, Andrew, Zach &
Karlos